

Rocky Mount Christian Church

Committee and Serving Handbook

Table of Contents

Introduction	3
Elders	4
Diaconate (Deacon) Communion Servers	5
Diaconate (Deacon) Communion Preparers	6
Junior Deacon	7
Acolyte	8
Serving Duties and Responsibilities for Weekly Worship	9
Tellers	10
Trustees	11
Church Board	12
Board Chair	13
Board Vice Chair	13
Board Secretary	13
Board Treasurer	14
Assistant Treasurer	14
Nominating Committee	15
Executive Committee/Personnel Committee	16
Education Committee	17
Evangelism and Outreach Committee	18
Fellowship Committee	19 - 20
Pastoral Relations Committee	21
Property Committee	22 - 23
Stewardship and Finance Committee	24
Worship Committee	25
Audio/Visual Team	26
Search and Call Committee	27
Volunteer Church/Church House Cleaners	28

Introduction

Thank you for agreeing to serve on a committee or in weekly worship for Rocky Mount Christian Church. Your service is appreciated by all.

The purpose of the Committee and Serving Handbook is to be a guide for the duties, responsibilities, procedures, and expectations for all who serve on committees or other areas of church life. There may be other duties that arise from time to time, based on needs. There may be times that committees work cohesively and share responsibilities. During those times, the chairs of the respective committees will work with their committee members to facilitate shared responsibilities.

This is a fluid and ever-changing document. Please be aware that, as changes occur within the life of the church, some of the information herein may also change. If you have questions at any time, please feel free to bring these to the attention of the respective committee chairs for clarification.

Again, thank you for serving in the church life at Rocky Mount Christian Church. We are not all graced with the same gifts and talents, but we can all serve our Lord in our own special way.

Elders

The Board of Elders will consist of all ordained Elders.

A. Function:

- a. The Board of Elders will elect a Chair and conduct monthly (regular) meetings. The Chair will schedule Elders serving communion at the Lord's Table and at nursing homes, and as Worship Leader.
- b. The Board of Elders has the right to establish its own bylaws.
- c. Any Elder who transfers membership to another church is automatically removed from the Board of Elders.
- d. Any Elder who wishes to resign must submit his/her resignation to the Board of Elders who will forward an approved request to the church Board for official action.

B. Expectations:

- a. Promote the growth and welfare of the church.
- b. Give spiritual oversight to the congregation.
- c. Visit the sick and bereaved.
- d. Give thoughtful consideration to the policies of the church that will enable it to fulfill its complete mission.
- e. Encourage fulfillment of the missionary, evangelistic, education, and stewardship responsibilities of the church.
- f. Serve at the Lord's Table by offering a brief (1-2 minute) prayer over the elements during Communion.
- g. Provide and serve communion to the home bound.
- h. Counsel and keep the confidence of the people.
- i. Maintain a close relationship with the Minister.
- j. Check on other church staff
- k. Encourage openness and trust with other Elders.
- l. Faithfully attend all church services and programs.

C. Nominations for Elder

The Nominating Committee will consult with the Board of Elders concerning nominations for Elder. The Board of Elders will have the right to request that a current Elder be removed.

D. Other Elder activities may include:

- a. Provide snacks/treats for the Herrick House monthly. This is done on a yearly rotation of the Elders.
- b. Participate in Sharing Your Faith with the Congregation monthly. This is done on a yearly rotation of the Elders and can be completed in a variety of ways, playing on each Elder's individual strengths.
- c. Attend monthly Elder's meetings.
- d. Provide a devotional at the beginning of Elder's meetings. This is done on a rotation of the Elders.
- e. Provide a short service and communion monthly at local nursing home(s).

In summary, an Elder is to assist, to teach, and to do his/her part for the spiritual growth of the congregation and community. They need to support other Elders and especially the Minister. They need to continually develop their Christian life through learning and practicing Christian values every day. They also need to understand that it is difficult, if not impossible to achieve all of this, but if they use these tools as a roadmap and somehow stay the course, they will accomplish much as an Elder and bring glory and honor to our God.

More information may be provided by the Chair of the Elders with specific details about duties and expectations for newly elected Elders.

Diaconate (Deacon) Communion Servers

Their function will be to cooperate with the Elders in promoting the growth and welfare of the church; distribute the Lord's Supper and receive the offering; assist in financial canvasses, visitation projects, and preparation of candidates for baptism; give counsel and serve in the business affairs and program activities of the church; cooperate in ministering to the needy; and perform such other duties as may be assigned.

Service during Worship

During the last verse of the Hymn of Communion, Deacons will line up at the back of the sanctuary behind the Elders and Junior Deacon. When the Pastor rises at the communion table, they will proceed forward and branch off to stand on either side of the communion table. After the prayer over the elements, the Elder will pass the trays to the Deacon beside them. On the right-hand side (when facing the communion table from the congregation), the Deacon will pass the first tray to the Junior Deacon, the second tray to the other serving Deacon, and keep the third tray. On the left-hand side (when facing the communion table from the congregation), the Deacon will pass the first tray to the other serving Deacon and keep the second tray. When the Pastor and Elders sit, the Deacons next to them will serve the elements to the Pastor and Elders, one on each side. Elements will then be distributed to the congregation. The Deacons closest to the congregation proceed to the exterior aisles, while other serving Deacons proceed to the middle aisle. When all elements are distributed, Deacons will line up at the back of the sanctuary and proceed forward together.

Upon returning to the communion table, the trays of elements will be returned in reverse order of distribution. The Deacon closest to the Elders will hold the last tray during the partaking of the cup so that empty cups may be returned to the tray. The offering plates will be distributed in the same manner as the element trays.

Once the offering is collected, Deacons will line up at the back of the sanctuary. When the doxology begins, the Pastor and Elders will rise and the Deacons will proceed to the front of the sanctuary and line up in front of the communion table across the front. After the prayer over the offering, they will proceed back up the middle aisle and hand the offering plates to the waiting tellers.

Diaconate (Deacon) Communion Preparers

Their function will be to prepare communion and to cooperate with the Deacons in promoting the growth and welfare of the church, counsel and serve in the business affairs and program activities of the church; and perform such duties as may be assigned.

Communion Preparation Instructions

Communion should be in place prior to the start of worship. Preparers should arrive 30 minutes prior to worship service. Upon arrival, fill the 5 bread trays and place them on the communion table. The bread is stored in the cabinet beside the fridge. When facing the communion table from the congregation, 2 trays are placed on the left and 3 trays are placed on the right. During the summer months when we do not utilize Junior Deacons, there will be one less tray on the right.

The communion cups are also stored in the cabinet beside the fridge. Fill 4 of the 5 trays approximately $\frac{3}{4}$ full of cups with grape juice. The final tray should have 10-12 cups only. There will only be 4 trays during the summer months when we do not utilize Junior Deacons, so the final tray will be omitted during this time. The filled trays should be placed in the center of the communion table behind the cross, with the tray containing fewer cups on top. The grape juice is in the fridge and there are several tools on the counter to assist with filling the cups. Be sure to taste the grape juice before preparation to ensure it has not soured.

After service, use the buckets provided to remove the communion cups from the pews and place them in the trash. The juice should be emptied and leftover bread returned to the box for later use. Wipe and cover both sets of trays and wash any dishes used. Only soap and water should be used on the trays as needed to prevent tarnishing.

If you notice we are running low on any supplies, let the secretary know so more may be purchased.

Junior Diaconate

The Junior Diaconate will be composed of youth who are at least in the fifth grade at the beginning of the church year. Their function will be to assist in the serving of the elements at the Lord's Table and in collecting the offering during the regular Sunday morning worship service.

Junior Deacon Procedure

Sit near the back of the church so you will be ready to come forward with the others serving at the table. Line up with the Elders and Deacons serving and start forward on the last verse of the Hymn of Communion. Proceed to the right side of the table (when facing the communion table from the congregation) and stand with the Deacons. The Deacon beside you will hand you the tray of elements. Once the Deacons begin serving the congregation, proceed to the choir loft and pass the trays to the choir. Be sure to serve the person or persons assigned to the AV system and place a piece of bread and a cup in the small silver tray for the pianist/organist. This will be located at the instrument that is being played.

After the choir is served, stand behind the lectern and wait for the Deacons to line up at the back of the sanctuary. When they proceed forward, you will return to the communion table and resume your place. Take a piece of bread and a cup for consumption and then pass your tray to the Deacon beside you. Partake of the elements with the congregation. Both element trays and the offering tray procedure are the same until after offering is collected.

Once offering is collected, stand behind the lectern and wait for the doxology. When the doxology begins and the Deacons proceed to the front, you will stand in front of the communion table beside the Deacons to present the offering for prayer. After the prayer over the offering, proceed back up the middle aisle behind the Deacons and pass your collection plate to the waiting tellers.

There may be some Sundays when there are special music programs that will change the procedure you will use. You will be informed of this prior to the start of service. If you have any questions, see the Monthly Director for answers.

Acolytes

Acolytes are not required to be members of Rocky Mount Christian Church; they will be children who attend Rocky Mount Christian Church.

The red Acolyte's robe and candle lighter are in the hall beside the vestibule. An adult will light the wick in the candle lighter for you. The adult should be the monthly Worship Director.

During the Prelude, walk SLOWLY down the center aisle. Walk to the back (or the side if you can't reach the candle wick) of the communion table and light the Old Testament candle first (left side). Walk behind the communion table and light the New Testament candle (right side). Go back down the center aisle and blow the candle lighter out. You may sit with your family at this time.

During the Hymn of Response (hymn sung after communion), walk down the left aisle and put out the Old Testament candle (left side). Light the candle lighter from the New Testament candle and then put the New Testament candle out (right side). Stand with the Pastor until the completion of the hymn. After the Pastor has given the Benediction, proceed down the center aisle and into the vestibule. DO NOT BLOW THE CANDLE LIGHTER OUT UNTIL YOU ARE IN THE VESTIBULE.

Make sure the candle lighter is out and hang it and your robe back up in the hallway. If you need help, an adult will be glad to help you.

Serving Duties and Responsibilities for Weekly Worship

If you cannot serve on any of the Sundays for which you are scheduled, you are responsible for calling another person on the list. You should also notify the Worship Director for the month and the Secretary of any schedule changes.

Worship Director and Church Closer: These individuals serve for two consecutive weeks in a row. Make sure that all people scheduled to serve that day are in attendance and know their responsibilities. Substitutions will need to be found from the congregation for any position that is left unfilled for the day. At the end of the day, following service, make sure the church is locked, no water is left running in the bathrooms, all lights are turned off, the sound system is off, and there is no one left in the church. When there are special events in the Fellowship Hall, the church closer should make sure the front door is locked prior to joining the event.

Ushers: Ushers should be available as close to 10:30 a.m. as possible to greet people and distribute bulletins. Invite guests who have not done so to sign the Visitor's Register and hand them a Visitor's Bag from the coat shelf. Assist anyone to their seats as needed and make people feel welcome. After the service begins, Ushers are to count the number in attendance in the sanctuary and nursery, and record this on the clipboard on the lectern. Ushers are also responsible for locking the basement door a few minutes after the service begins.

Children's Moment: Plan to prepare a 3-4 minute talk that will engage and challenge the children and youth to think about how God works in their lives.

Nursing Home Teams and In-Home Visitation Teams: More information about your roles is available from the Elder Chair or Deacon Chair.

Tellers

Tellers are scheduled each Sunday to count the offering collected during regular worship service. They should plan to meet the Deacons at the back of the church after offering is collected and then proceed to the room straight back from the front door to count the offering.

Directions for Tellers

1. Separate money that was loose in the collection plates from money in envelopes. Do not throw envelopes away after opening.
2. Make copies of all checks and cash.
3. For each offering that was given in an envelope, please indicate on the front of the envelope whether it was check or cash and the amount in the envelope. Make sure the amount of the check matches the total written on the envelope.
4. Stamp each check with "For Deposit Only". A stamp and stamp pad are provided in the briefcase.
5. Fill out a deposit slip and place both sheets in the deposit bag with the money.
6. Fill out an Offering Recap form. Place the Offering Recap form, copies of the checks/cash, and all envelopes in a manila envelope. Leave these inside the briefcase.
7. Check the copier for any checks that may have been accidentally left on the scanner.
8. Lock offerings in the safe.

See the Church Treasurer for any additional questions/instructions.

ROCKY MOUNT CHRISTIAN CHURCH OFFERING RECAP

Date: _____

Tellers: _____

	Currency/Coins	Checks	Total
Sunday School			
11 AM Offering			
Total:			

Notes: _____

Instructions for tellers:

1. Please make sure the amount of the check matches the total written on the envelope.
2. Stamp each check with "For Deposit Only" stamp.
3. Please indicate cash or check and the amount given on each offering envelope.
4. Make copies of all checks and cash.
5. Fill out deposit slip.
6. Put recap sheet, all empty offering envelopes, and copies of the checks and cash in a manila envelope. Leave the envelope inside of the briefcase. Lock the cash, checks and both copies of the deposit slip in the safe.

Trustees

There shall be Board of not more than five Trustees elected to serve until they are unable or do not wish to serve.

The Trustees will be nominated by the Nominating Committee with the prior approval of the current Trustees, elected by the congregation, and approved by the Circuit Court of Franklin County to serve until replaced at the pleasure of the congregation or until they are unable or do not wish to serve.

The Board of Trustees shall be responsible for the following:

- To act as legal agents of the church in all business matters, under the direction of the Church Board and subject to the approval of the congregation.
- To hold legal title to all church property and handle all business transactions related thereto.
- To have supervision over all endowment and trust funds.
- To provide and maintain adequate insurance on all church property.
- To perform other duties as required by the laws of the Commonwealth of Virginia, the Church Board, and the congregation.

Church Board

The Board of the Rocky Mount Christian Church, Disciples of Christ, hereafter referred to as the Church Board.

The Church Board will consist of four officers and eight or nine members as follows: two elected from the Eldership, four from the Diaconate, two active members and, and, if available, one Junior Deacon elected annually. If one or no active members are interested in serving, then substitute diaconates for active members.

One-half of the Church Board, being one Elder, two Diaconates, and one active member of the church, if available, will be elected for a period of two years. If no active member is available then elect a diaconate in their place. Following the expiration of a two-year term, such members will not serve as a Church Board member for a period of at least one year, if other qualified persons are available.

It will be the duty of the Church Board to:

- Transact business of the church
- Direct the administration of the programs of the church
- Consider and recommend to the congregation general policies
- Perform its duties according to the authority granted in the Constitution or designated to it by the church in accordance with the Constitution
- Hold monthly meetings

The Church Board will hold special meetings by the call of the Board Chair or upon request to the Chair or any member of the Board Executive Committee in the absence of the Chair by any three members of the Church Board.

The Officers of the Church Board will be Chair, Vice Chair, Secretary, and Treasurer. The Chair and Vice Chair will be elected for a period of one year, will not serve more than two successive years in each office, and will be voting members of the Church Board. The Secretary and Treasurer will be elected for a period of one year from the membership of the church and are voting members of the Church Board. The Secretary and Treasurer may hold these offices for a five-year period of time, subject to congregational approval.

Board Chair

The Chair will preside at all regular or called business meetings of the Church Board, serve as Chair of the congregation and the Executive Committee, and select the Chairs of the standing committees. The Chair is a voting member of the Board.

Term: 1 year and will not serve more than two successive years in office

Board Vice Chair

The Vice Chair will function as the Chair in his/her absence. In the event the Chair leaves office prior to the expiration of a full term, the Vice Chair will become the Chair for the remainder of that term. The Vice Chair is a voting member of the Board.

Term: 1 year and will not serve more than two successive years in office

Board Secretary

The Secretary will keep minutes of all regular or special business meetings of the church, serve as Secretary of the Church Board, keep a record of all its regular or called meetings and perform such other assigned duties. The Secretary is a voting member of the Board.

Term: Elected for a one-year term but may hold this office for a five-year term, subject to congregational approval

Board Treasurer

The Treasurer will disburse all funds of the church according to the approved budget or by motion of the Church Board; prepare and deliver reports at each meeting of the Church Board and at the annual meeting of the congregation; and serve as a member of the Stewardship and Finance Committee. The Treasurer is a voting member of the Board.

Each newly appointed treasurer should call the Indianapolis Disciples Center to change signature authority regarding the pastor's pension contributions. Likewise, the treasurer is responsible for contacting the Indianapolis Disciples Center when a new pastor is hired to obtain paperwork for his/her pension contribution. The Indianapolis Disciples Center contact number is 317-601-8865.

Each newly appointed treasurer and/or assistant treasurer is responsible for contacting the church's bank to change signature authority on all accounts and for obtaining new credit cards.

Term: Elected for a one-year term but may hold this office for a five-year term, subject to congregation approval

Board Assistant Treasurer

At the discretion of the Board Chair, an Assistant Treasurer may be appointed to hold the office for a period of up to five years and to assist the Treasurer as needed, but the Assistant Treasurer will not be a voting member of the Board by virtue of this office. In the absence of the Church Treasurer, the Assistant Treasurer may serve in his/her place at committee meetings.

Each newly appointed treasurer and/or assistant treasurer is responsible for contacting the church's bank to change signature authority on all accounts and for obtaining new credit cards.

Nominating Committee

A Nominating Committee of five composed of at least two members of the Church Board and at least two non-Board members will be appointed by the Executive Committee. This committee will be announced to the congregation via the church bulletin and newsletter. The committee will nominate candidates for Elder, Diaconate, Junior Diaconate, Acolytes, membership on the Church Board, and Officers of the Board. Please emphasize the responsibilities of each commitment and its relevance to each service. Reiterate that it is the responsibility of the individual serving to find a replacement on any assigned day he/she is unavailable.

The Nominating Committee will determine an active member for the church board.

The Nominating Committee may solicit suggestions for nomination from the congregation. Any church member will have the right to submit suggestions for nomination to the committee.

The Nominating Committee will report its nominations to the Church Board at least one month prior to the Congregational Meeting. This meeting is always held on the third Sunday in October. The Church Board may approve or alter the nominations.

All nominees who receive a majority of the votes cast by those present and voting at the annual meeting of the congregation will be declared elected.

The unexpired term for a vacancy in any office of the church will be filled through appointment by the Executive Committee. The congregation will be notified of the change via the church bulletin and newsletter.

The Nominating Committee will consult with the Board of Elders concerning all nominations for Elder.

Executive Committee

The Executive Committee will consist of the Church Board Officers and the Minister.

- The Executive Committee will transact business specified by the Constitution and delegated to it by the congregation between Church Board meetings
- The Executive Committee will hold meetings called at the discretion of any of its members
- The Executive Committee will serve as the Personnel Committee

The unexpired term for any vacancy in any office of the church will be filled through appointment by the Executive Committee. The congregation will be notified of the change via the church bulletin and newsletter.

Personnel Committee

The Executive Committee also serves as the Personnel Committee.

The responsibilities of the Personnel Committee are as follows:

- Maintain written personnel policies
- Work with respective committees to develop contracts, job descriptions, and evaluations for church employees and coordinate with the Finance Committee for compensation
- Retain signed original contracts
- Provide a grievance procedure for church employees
- Coordinate with the Pastoral Relations Committee in situations pertaining to the employment of the Minister

Education Committee

It will be the purpose of this committee to develop an effective program of religious education for the entire constituency of the church.

The responsibilities of this committee are as follows:

- Administer Sunday school to all age groups, Children's Church, Vacation Bible School, special education projects for various age groups, and Youth and Children's programs
- Provide leadership training programs to develop leaders for every phase of church life
- Supervise the nursery
- Order and distribute all educational supplies
- Provide practical Christian aids for the betterment of home relations by sponsoring classes and institutes of family life, providing material for premarital study by youth, and keeping available materials which will help the home to be truly Christian
- Take pictures of events pertaining to Education and submit to the church office
- Coordinate the Pastor's class, lay studies, and other appropriate activities
- Be responsible for the Children's Christmas Program
- Provide the church secretary with an annual roll of babies, children, and youth
- Be responsible for job descriptions and duties of the youth director(s) and nursery worker(s)
- Coordinate activities such as: Easter Egg hunts, Fall Festivals, movie nights, etc.
- Be responsible for the presentation of Bibles to 6th graders and the presentation of Graduation gifts
- Maintain church library
- Provide a monthly report to the Board Chair prior to the monthly Board meetings
- Submit a detailed budget to the Stewardship and Finance Committee for Board and congregational approval prior to the August Board meeting of each calendar year

Evangelism and Outreach Committee

It will be the purpose of this committee to cultivate an evangelistic spirit within the church and to help plan and administer the evangelistic program, and to assist in planning and administering the missionary program of the church as well as to foster world vision within the church.

The responsibilities of this committee are as follows:

- Notify the Minister of prospective church members
- Coordinate support for missions, special offerings, and other outreach opportunities during the year
- Educate the congregation about local, national, and international social needs
- Be responsible for the prayer chain
- Provide a monthly report to the Board Chair prior to the monthly Board meetings
- Prepare and pass out visitor and new member bags
- Take pictures of events pertaining to Evangelism and Outreach and submit to the church office
- Prepare and serve monthly meals at Stepping Stone Mission
- Prepare college boxes to support members and/or regular attendees in school during exams
- Identify and promote three local non-profit organizations to support during the summer months
- Select a family to provide a home cooked Thanksgiving meal
- Select a family or families to shower with Christmas gifts via the annual Angel Tree
- Assist specific individuals within the community as identified, and as needed. If financial, then assist in accordance with the Constitution.
- Follow up with cards to guests who sign the guest register
- Assist with ecumenical efforts to address community problems, i.e., providing food and meals to the homeless
- Assist with advertising, signage, etc. for special events
- Coordinate revivals
- Work with the Worship Committee to oversee the Audio/Visual Team
- Submit a detailed budget to the Stewardship and Finance Committee for Board and congregational approval prior to the August Board meeting of each calendar year

Fellowship Committee

It will be the duties of this committee to foster fellowship among the congregation by organizing and hosting events or activities that bring the entire congregation together at least once per calendar quarter, or more frequently if desired. These events are typically covered dish luncheons following Sunday worship service but could also include special events such as wedding or baby showers or special recognition services. The committee also hosts 3 “standard” events which are the Annual Church Picnic, a Thanksgiving celebration, and a reception-type gathering after the Children’s Christmas Program.

Because of the amount of work involved in setup, serving and cleanup for an event, the committee shall consist of no less than 8 members, with at least one of those members being an Elder. It is the responsibility of the Chair of the committee to recruit members. Members can serve as long as they are willing and able.

The full committee should meet at the beginning of each year and plan events for the upcoming year. The Chair then provides a list of dates for the planned events to the church secretary for inclusion on the master calendar. The committee should make a report available to the Church Board each month and publish an article in the newsletter as needed about upcoming events. There should be an announcement in the church bulletin at least 2 weeks prior to the event and a verbal announcement in church the week prior to the event to ensure that all members are aware and can plan to attend.

It is the responsibility of the committee to inventory and replace standard paper supplies for the church’s use. Any items purchased personally should be submitted to the church secretary/bookkeeper for reimbursement.

For each event or activity, the committee will:

- Set up and decorate the Fellowship Hall or other venue, including all table settings and serving tables with appropriate trays and utensils
- Receive food provided and transfer food to serving tables
- Take pictures of events pertaining to Fellowship and submit to the church office
- Provide beverages and ice as appropriate
- Clean up following the meal, including:
 - Washing all used dishes, utensils, and serving vessels and returning to their proper place
 - Unplugging all coffee pots and countertop appliances
 - Removing garbage
 - Cleaning all soiled tablecloths and dishcloths (typically done at home by rotating members of the committee)
 - Sweeping the Fellowship Hall
 - Ensuring the church is locked and all lights are turned off before leaving

The Fellowship Committee will also work with other committees when requested to provide any special meals during the year. An example would be working with the Worship Committee to host a lunch during the Lenten season in conjunction with other churches in the area. Arrangements and serving would follow the same scheduled as outlined.

The Fellowship Committee should provide a detailed budget request to the Stewardship and Finance Committee each year prior to the August Board meeting. Provisions in that budget should include, but not be limited to: paper and kitchen supplies, fees for off-premise venues for church picnic, turkeys and/or ham for the Thanksgiving service.

Bereavement meals will be handled as a subcommittee of the Fellowship Committee and will have a designated person who will be responsible for contact with the family of the deceased regarding time and number of expected attendees. When the church office or Pastor is notified of the death of a member or the member's family, the secretary or Pastor will remind them that the Fellowship Committee can provide a bereavement meal for the family upon request. The meal usually takes place after the funeral or memorial service. Once arrangements have been made with the family, the contact person will notify the other members of the Fellowship Committee and begin making calls to arrange for food and serving/clean up people. The Fellowship Committee will be responsible for setting up and decorating the Fellowship Hall as they see fit.

The contact person should keep a list of the individuals asked to provide food and serve so that no individual is overburdened on multiple occasions. The church secretary can help in keeping those records.

Pastoral Relations Committee

Understanding the joy, commitment and challenges of pastoral ministry, the Pastoral Relations Committee will serve as a support group for the Minister and the Minister's family. They will help to facilitate positive and insightful communication between the Minister and the congregation; serve as a mediator between the congregation and Minister in all matters of concern; and provide an oversight of the duties of the minister as written in the Constitution. It is understood that all members of the Pastoral Relations Committee will act confidentially in all its actions and communications.

The Pastoral Relations Committee will consist of the current Board Chair, one Elder appointed by the Church Board, one Deacon appointed by the Church Board, and two members of the congregation selected by the Minister and approved by the Church Board. Members desiring to resign from the Pastoral Relations Committee shall be replaced in the same manner selected. Members will serve for two-year staggered terms. Once a newly formed committee is in place, three members will be appointed for a full two-year term and two members will be appointed for one-year terms, thus establishing the rotation process. A committee member must take at least one year off before serving again. The committee will elect a Chair and Vice Chair from the members of the committee. It is important that committee members be persons the Pastor trusts and with whom he/she feels comfortable, but also persons who will be open and honest with giving and sharing feedback from the congregation.

The committee will hold quarterly meetings, unless canceled by the Chair or Minister. The committee may hold additional meetings requested by the Minister or a member of the committee. It is expected that once a quarter, the Chair/Vice Chair of the committee provides an update to the Board of Directors. All meetings of the committee will be one of the following types:

- A meeting with committee members and the Minister
- A meeting with the committee members only
- A meeting with the committee, Minister, and congregation
- A meeting with the committee and congregation only

The committee will make an effort to meet at least quarterly with the Minister to discuss joys and concerns. The committee will also meet twice annually with the congregation at an Open House to share joys and concerns.

The committee will partner with the Personnel Committee in writing an initial 3-year contract for the Minister and then an annual contract thereafter. The committee will conduct an initial 6-month performance review and annual performance reviews thereafter. In addition, the committee will provide an annual recommendation for the Minister's compensation package, including salary, benefits, vacation, and other time away, to the Stewardship and Finance Committee for budget consideration after the initial 3-year contract.

When the Minister leaves the congregation, the Pastoral Relations Committee concludes its work in that no committee of this nature will be formed during a period of an Interim Minister. The Search and Call Committee will serve as the Pastoral Relations Committee for the new Minister during the call and relocation process and for the first year of service.

Property Committee

It will be the purpose of this committee to care for and to maintain all properties of the church.

The responsibilities of this committee are as follows:

- Prepare a written long-range plan and update it annually
- Care for all buildings and grounds by recommending and supervising all repairs and improvements
- Keep all church equipment in proper condition and secure additional equipment as needed
- Care for any rental property owned by the church including management and rent collection
- Keep an on-going record of improvements
- Consult with Personnel Committee to recommend the employment or release of the custodian to the Church Board
- Supervise the work of the custodian
- Provide a monthly report to the Board Chair prior to the monthly Board meetings
- Submit a detailed budget to the Stewardship and Finance Committee for Board and congregational approval prior to the August Board meeting of each calendar year

Below are specific duties/facts relative to the Property Committee:

1. We no longer employ a custodian as the position was cut to save money. Currently, members of the church have volunteered to clean the sanctuary, restrooms, and church house. A schedule was constructed and is updated annually. This schedule is updated each fall by the Property Committee and forwarded to the church secretary, who in turn forwards to the church membership. The church office also places a note in the church newsletter to remind volunteers when they are scheduled to clean. In addition, the office sends a reminder specific to the volunteer the month they are scheduled.
2. We no longer employ anyone to take care of the church grounds. The Property Committee is responsible for securing a volunteer to complete these tasks.
3. The main water shut off valve is located in the stairwell outside the door in the Fellowship Hall that leads to the second floor. The valve location is also noted on the Heat Pump Inventory that is found in the supply closet in the Fellowship Hall beside the stairwell.
4. A heat pump inventory is located in the supply closet in the Fellowship Hall beside the stairwell. The inventory is updated when a heat pump is replaced. The committee is tasked with making sure filters are changed annually.
5. The church has 5 heat pumps that serve the building. Their specific thermostat locations are as follows:
 - a. Choir loft on wall behind podium. This thermostat controls the unit that supplies the front of the sanctuary.
 - b. Structural beam on the left side of the church. This thermostat controls the unit that supplies the back of the sanctuary.
 - c. Nursery room on wall near door. This thermostat controls the overflow room, nursery, and the classrooms and restrooms on the second floor.
 - d. Hallway on lower level. This thermostat controls the lower-level classrooms and restrooms as well as the kitchen.
 - e. Fellowship Hall near the outside door. This thermostat controls the Fellowship Hall.
6. The thermostat heating and cooling settings are maintained by members of the Property Committee. The settings are adjusted as needed when we have special services.

7. A list of breaker box locations is attached.
8. Baptistry filling instructions are located in the supply closet in the Fellowship Hall beside the stairwell.

Breaker Box Locations

Photos and descriptions will be inserted as these become available following some electrical updates to the breaker boxes.

Stewardship and Finance Committee

It will be the purpose of this committee to develop within the congregation an understanding for the full meaning of Christian stewardship and to direct the financial program of the church so that it will not only supply the financial needs but prove a means of spiritual enrichment and character building for each one participating.

The responsibilities of this committee are as follows:

- Promote Christian stewardship
- Educate the congregation as to the stewardship needs of the church
- Plan the annual church budget
- Present the budget to the Board for approval
- Present the Board approved budget at the Annual Congregational Meeting

The Church Treasurer is a required committee member but may not serve as committee Chair. In the absence of the Church Treasurer, the Assistant Treasurer may serve in his/her place at committee meetings.

Worship Committee

This committee will assist the Minister in worship experiences and overall development and maintenance of spiritual life during worship service for the congregation. This includes regular worship services (i.e., order of worship is planned, ensure bulletins are available, ensure communion is scheduled, ensure all vestments/banners are appropriate for the season).

The responsibilities of this committee are as follows:

- Schedule and train Acolytes, Junior Deacons, Children's Moment leaders, Greeters, and Ushers. An email will be sent yearly to Children's Moment leaders, Greeters, and Ushers with instructions. Acolytes and Junior Deacons will have a yearly training/refresher course.
- Assist the Minister in planning and conducting special services within regular worship service
- Assist the Minister and candidates at baptismal services (ensure baptismal is filled and baptismal robes are laundered)
- Order materials for worship and quarterly devotions. See the provided list below for details
- Take picture of events pertaining to Worship and submit to the church office
- Assist the Minister in providing speakers and lay persons for Sunday service whenever the regular Minister is not available or as needed
- Decorate the church for special services (Ash Wednesday, Palm Sunday, Easter, Pentecost, Advent, Christmas Eve) according to the Annual Planning Guide and Calendar
- Consult with the Personnel Committee to recommend Choir Directors and Organists to the Church Board when a vacancy occurs
- Oversee Audio/Visual team
- Provide a monthly report to the Board Chair prior to the monthly Board meetings
- Submit a detailed budget to the Stewardship and Finance Committee for Board and congregational approval prior to the August Board meeting of each calendar year

MATERIALS FOR WORSHIP AND QUARTERLY DEVOTIONS TO BE ORDERED:

- Candle oil
- Communion bread and juice (bread is ordered, juice is purchased locally)
- Quarterly devotionals from *The Secret Place*
- 4 copies of Annual Planning Guide and Calendar (one each for the minister, church secretary, music director, and worship committee chair)

Audio/Visual (AV) Team

Every member of the AV Team will be formally trained to operate the sound and video systems.

Responsibilities of the team members will include:

- Power on and operate the sound system
- Power on and operate the video system
- Connect and stream Facebook Live
- Lower projector screen
- Power on projector
- Work the PowerPoint during the service
- Turn off the sound system
- Turn off the video system
- Turn off the projector
- Raise projector screen
- Post updates to the church website and other social media when needed

The AV team is a subcommittee of both the Worship Committee and Outreach and Evangelism Committee and will coordinate with both committees as needed.

Search and Call Committee

A Search and Call Committee will be established when the church is seeking a new Pastor. The Executive Committee of the Board will consult with the Regional Minister regarding our need for a search for a new Pastor and then will appoint members of the Search and Call Committee of at least five consisting of at least one Elder, one Diaconate, one member of the congregation at large, and one Junior Deacon, if available. The appointed members will be approved by the Church Board and will be responsible for recommending a prospective minister to the Church Board.

Duties will include:

1. Meeting with the Regional Minister for orientation to the search and call process.
2. Completing a Congregational Profile, position description, and information packet for pastoral candidates. Congregational input will be gathered during this process.
3. The Regional Minister will send profiles of potential candidates to the Search and Call Committee for review.
4. The Search and Call Committee will create a short list of possible candidates.
5. The Search and Call Committee will interview candidates on the short list.
6. One candidate will be recommended to the Church Board.
7. The congregation will vote on the recommended candidate.
8. The Search and Call Committee will join with the Regional Minister to install the new Pastor.
9. The Search and Call Committee will then become the Pastoral Relations Committee for the first year of the new Pastor's contract.

When the Minister leaves the congregation, the Pastoral Relations Committee concludes its work in that no committee of this nature will be formed during a period of Interim Minister. The Search and Call Committee will serve as the Pastoral Relations Committee for the new Minister during the call and relocation process and for the first year of service.

Church/Church House Cleaning Volunteers

Volunteer Church Cleaning Instructions

The job of this group is to vacuum and/or sweep the carpet/tile in the choir loft, sanctuary, overflow room, front vestibule, and upper and lower hallways. You also need to remove the leftover trash from the pews as well as from the trash cans in the hallways. Please place the trash in the containers located at the end of the covered walkway nearest the church house.

Feel free to dust, mop or anything else you think needs to be done, however, that is totally up to you. It is not required. We plan to have one or two large group cleaning days per year.

A vacuum cleaner is located in room 3 and a broom and dustpan are located in the custodial closet within the Fellowship Hall.

It is not necessary that you clean each week. You only need to clean when you think it is needed. Keep in mind that we only use the church for a couple of hours each week.

Volunteer Bathroom Cleaning Instructions

The job of this group is to maintain the cleanliness of toilets, urinals, sinks, and floors of the restrooms within the church building. It is also necessary to remove the trash and deposit it in the containers located at the end of the covered walkway nearest the church house. In addition, you should make sure there is an adequate supply of toilet paper, paper towels, and hand soap in each restroom.

All the supplies you need can be found in one or more of the following locations: cabinets in room 5, closet in downstairs restroom and custodial closet in the Fellowship Hall.

We will gladly accept additional volunteers.