

# **APPENDIX A**

## **SPRINGS MENNONITE CHURCH**

### **AREAS OF MINISTRY**

Date: October 2013

## PREAMBLE

Following are descriptions of the various committees and ministries of our congregation in alphabetical order. The lists of duties are here to acquaint people with the tasks at hand but are not meant to be all-inclusive or restrictive. They are here to provide initial guidelines to the ministries to be accomplished.

649       *Each group should see themselves as a ministry team —their tasks being the hands, feet,  
650       and voice of Christ in our world.*

*Lines of accountability are described in graphic form on page 19 to provide us with an idea of how all of these groups work together for the common good of the congregation.*

*Each committee or department is encouraged to use youth where possible, mentoring them for service in the church. Other ad hoc committee members or helpers may be used as needed.*

## **ADULT DEPARTMENT SUNDAY SCHOOL SUPERINTENDENTS**

656 The Adult Department Sunday School Superintendents shall serve alternating two-  
657 year terms and be responsible to Church Council. They shall

- A) Acquire at least two teachers for each class at the beginning of the church year (MYF teachers must meet the qualifications of the Sexual Abuse Prevention Policy);
  - B) Furnish teaching materials for classes using uniform series and inform teachers of resources available;
  - C) Provide substitute teachers when needed;
  - D) Distribute and collect attendance record books;
  - E) Submit a report for the annual report booklet;
  - F) Note: The second year superintendent shall be a member of Church Council;
  - G) Optional but encouraged: Hold an appreciation dinner, write thank-you notes (and/or provide small gift, etc.) for the teachers;
  - H) Optional but encouraged: Provide some kind of teacher training or enrichment program if possible.
  - I) Optional but encouraged: Visit classes at least once each church year.

## ANNUAL REPORT BOOKLET EDITOR

672 The Annual Report Booklet Editor is appointed by Church Council for a renewable  
673 three-year term and shall be responsible to Council. The Editor shall

- A) Collect annual reports from all church officers, committee chairpersons, and organizational officers;
  - B) Edit and compile those reports into printable format;

- 677 C) Be responsible for having the report booklets printed either by use of the church's  
678 copier or a commercial printer;
- 679 D) Have the report booklets available by at least two Sundays prior to the October  
680 members' meeting.
- 681 E) Distribute report booklets to church members via the church mailboxes, Internet,  
682 and/or US Postal Service when necessary. Update membership list, addresses, etc.  
683 annually.

#### AUDITORS

684 The auditors are appointed by Church Council for two-year renewable terms and  
685 shall be responsible to Church Council. They shall

- 686 A) Examine the financial books and records of the Springs Mennonite Church at the close  
687 of the fiscal year;
- 688 B) Submit a report to Church Council stating that the review and evaluation has been  
689 done. A copy shall also be submitted for the annual report booklet.

#### BIBLE SCHOOL COMMITTEE

690 The Bible School Committee shall be responsible to Church Council. The Committee  
691 members shall

- 692 A) Serve three-year terms as follows:
- 693 1) Year one, do a lot of learning;
- 694 2) Year two, become more involved in organizing and using notes from previous  
695 years;
- 696 3) Year three, become chair of the committee (generally, but see Article VII. Section  
697 7.04);
- 698 B) Attend an organizational meeting, usually between January and March;
- 699 C) Choose curriculum and set Vacation Bible School dates;
- 700 D) Design schedule;
- 701 E) Meet again approximately 2 ½ months before Vacation Bible School starts to estimate  
702 student attendance;
- 703 F) Order materials;
- 704 G) Obtain teachers and other personnel who meet the qualifications of the Sexual Abuse  
705 Prevention Policy;
- 706 H) Choose an offering project and decide on a method to illustrate;
- 707 I) Publicize: postcards, posters, newspaper article(s), Web site;
- 708 J) Write a letter to staff; include schedule
- 709 K) If necessary, hold an informational meeting for all who will be participating in  
710 leadership;
- 711 L) Make signs for classrooms/benches;
- 712 M) Duplicate forms for attendance, van registration, registration;
- 713 N) Hold a dedication for staff prior to Bible School;

- 716 O) Place a list of personnel helping with Bible School in the bulletin;  
717 P) Organize van transportation  
718 Q) Set up rooms prior to Bible School;  
719 R) Be available the entire week of Vacation Bible School to oversee any areas of need;  
720 S) After the week is ended, take inventory of any unused materials which can be returned;  
721 T) Clean up;  
722 U) Recognize/thank all teachers and Bible School helpers by listing them in the bulletin;  
723 V) Share Bible School highlights, children's songs, etc., during the morning worship  
724 service a week or two after Bible School;  
725 W) Submit a summary of Vacation Bible School for the annual report booklet;  
726 X) Pass on all notes to the next chairperson.

## BOARD OF ELDERS

The Board of Elders shall be composed of five lay members of the congregation with alternating three-year terms. They shall be responsible to the congregation and shall work in consultation with Church Council as needed. They shall

- 731 A) Meet at least once a month;  
732 B) Guide the congregation in matters of doctrine, faith, and practice;  
733 C) Counsel the pastor regarding his ministerial tasks;  
734 D) Form a committee midway through the pastor's term, with representation from Church  
735 Council, that will work in consultation with the conference minister to conduct a  
736 pastoral/congregational (two-way) review. A mid-term review gives some time for the  
737 pastor and congregation to work at any changes/improvements suggested by the  
738 review.  
739 E) Review the pastor's tenure of service, with input from Church Council, and make a  
740 recommendation to Church Council for congregational approval at least six months  
741 preceding the end of the pastor's term of service;  
742 F) Appoint a committee (in consultation with Church Council) to negotiate the renewal of  
743 the pastor's covenant agreement, including the salary package. The package shall then  
744 be presented to the congregation for approval;  
745 G) Discipline and/or encourage estranged members in the congregation to reconcile,  
746 utilizing "Agreeing/Disagreeing in Love" (Attachment 1) as appropriate;  
747 H) Substitute for the pastor as needed during the pastor's absence;  
748 I) In the event of a pastor's resignation, consult with the conference minister in regard to  
749 transition arrangements, including, but not limited to, hiring an interim pastor;  
750 J) Appoint individuals or committees to assist them with their responsibilities and review  
751 the work of these individuals and committees periodically. (Currently, elders meet with  
752 the following committees once each year (but are not limited to these): Outreach,  
753 Worship, Retreat, Ministers of Visitation, and Gifts Discernment;  
754 K) Select people to serve on the Gifts Discernment Committee and the Worship  
755 Committee, as well as Ministers of Visitation and JFK, JYF, and MYF advisors. (They

- need to be affirmed by the congregation.) Ministers of Visitation and advisors must qualify under the SMC Sexual Abuse Prevention Policy;
- L) Pray for the congregation;
- M) Be sensitive to the needs of the pastor and his/her family;
- N) Plan for communion (including details such as purchasing juice and bread, setting up, and cleaning up after communion), and renewal and/or other meetings for enrichment;
- O) Pass on a schedule of events and/or a list of annual duties to newly elected elders.
- Note: The chair of the Board of Elders is automatically on Church Council. The chair or another member of the Board of Elders shall be a delegate to Allegheny Mennonite Conference. If the delegate elder cannot attend, and no other elder is available to attend, elders can either appoint an alternate or ask Church Council to do so.
- Conference meetings generally are the first weekend in August, first Saturday in November, and the first Saturday in March.
- P) The chair of the Board of Elders is responsible for input during inclement weather or other extraordinary situations to help determine whether conditions require the cancellation or postponement of services or events.
- Q) The chair of the Board of Elders shall prepare a report for the Annual Report Booklet. The secretary of the Board of Elders shall submit a copy of the significant items for the year to be printed in the annual report booklet.
- R) If a conflict develops between elders and the pastor and goes unresolved after they have followed the initial steps of "Agreeing and Disagreeing in Love" (Attachment 1), they may request Church Council to appoint a mediation team or suggest an alternative solution. If there is an unresolved conflict between elders and Church Council, the conference minister should be requested to appoint a mediation team or suggest an alternative solution.

## CEMETERY COMMITTEE

The Cemetery Committee shall be composed of three members of the congregation with alternating three-year terms and be responsible to the trustees. The Committee shall

- A) Be responsible for the maintenance of cemetery grounds and the purchase and maintenance of equipment;
- B) Show and sell lots.
- C) Order and place cornerstones;
- D) Stake off graves for digging.

## CHURCH COUNCIL

The Church Council is responsible to the congregation and shall work in consultation with the Board of Elders as needed. Council shall

- A) Unify the activities of the congregation;
- B) Give to and receive counsel from persons carrying responsibility in the Sunday school and/or any church-related committees or programs;
- C) Assume general responsibility for the preparation and administration of the budget as approved by the congregation;

- 797      D) Arrange for special meetings of the congregation;
- 798      E) Determine and periodically review job descriptions for congregational positions and
- 799            council appointees;
- 800      F) Establish the policies and procedures (including those related to the physical facility)
- 801            with congregational approval;
- 802      G) Appoint persons to the following positions:
- 803            ▪ Mennonite Disaster Service Representative
- 804            ▪ Annual Report Booklet Editors
- 805            ▪ Cradle Roll Superintendent
- 806            ▪ Auditors
- 807            ▪ Correspondent
- 808            ▪ Everence Representative
- 809            ▪ Student Aid Representative
- 810            ▪ Church Historian
- 811            ▪ Van Trustee
- 812            ▪ Sports Coordinators
- 813            ▪ Webmaster
- 814            (They need to be affirmed by the congregation.)
- 815      H) Appoint one of the elected church delegates to be the liaison and coordinator for the
- 816            group of delegates;
- 817      I) Appoint an alternate MC USA delegate if an elected delegate cannot attend Convention
- 818      J) Appoint, at the end of each five-year period after adoption of the Bylaws, a Bylaws
- 819            Revision Committee to be approved by the Congregation
- 820      K) Appoint other individuals, a parliamentarian, or committees as they see fit to assist
- 821            them in their responsibilities and review the work of these individuals or committees
- 822            periodically. Church Council shall hire legal counsel when deemed necessary.
- 823      L) In the case of hiring a new pastor, the congregational chairperson, chairperson of the
- 824            Board of Elders, and the chairperson of the Gifts Discernment Committee, shall
- 825            appoint a Pastoral Search Committee for congregational approval. This Pastoral Search
- 826            Committee should include representation from Church Council, Board of Elders, and a
- 827            cross-section from the congregation at large. The Pastoral Search Committee shall
- 828            conduct a pastoral search, in cooperation with the conference minister, and then the
- 829            committee, along with Church Council, shall finalize the covenant agreement and
- 830            salary package to be presented to the congregation for approval.
- 831      M) If a conflict develops between Church Council and the pastor and goes unresolved after
- 832            the initial steps of "Agreeing and Disagreeing in Love" have been followed
- 833            (Attachment 1), they may request elders to appoint a mediation team or suggest an
- 834            alternative solution. If there is an unresolved conflict between elders and Church
- 835            Council, the conference minister should be requested to appoint a mediation team or
- 836            suggest an alternative solution.

CHURCH HISTORIAN

The Church Historian is appointed by Church Council for a two-year renewable term and shall be responsible to Council. The Historian shall

- A) Research the Church's roots, or past, in order to understand who we are today;
  - B) Conduct primary and secondary research, collect oral history, and study artifacts;
  - C) Preserve the information in an archive-safe environment for current and future generations;
  - D) Interpret the history through public speaking and/or writing;
  - E) Submit a report for the annual report booklet.

## **CONGREGATIONAL CHAIRPERSON**

The Congregational Chairperson shall serve a three-year term and be responsible to Church Council. The Chairperson shall

- A) Preside at all meetings of the Church Council;
  - B) Preside at congregational meetings called by Church Council;
  - C) Serve as a congregational delegate to Allegheny Mennonite Conference (If occasionally unable to attend, have Council secure an alternate);
  - D) Initiate the process to fill church positions that are vacated mid-term as outlined in Article III. Section 3.01, C) of the *Plan of Organization*.
  - E) Answer questions regarding the use of church property or equipment (facility resources) by those outside the congregation.
  - F) Submit a report highlighting activities of Church Council for the annual report booklet.

## CONGREGATIONAL SECRETARY

The Congregational Secretary shall serve a three-year term and be responsible to Church Council. The Secretary shall

- A) Attend all meetings of the Church Council as well as all congregational meetings;
  - B) Take notes at those meetings in order to prepare written notes of those meetings;
  - C) Present minutes to Church Council for approval;
  - D) Preserve minutes for permanent church records;
  - E) Submit a monthly copy of Church Council's Significant Items for the church bulletin and an annual copy (twelve months' worth of significant items) for the annual report booklet.

## CONGREGATIONAL TREASURER

The Congregational Treasurer shall serve a three-year term and be responsible to Church Council. The Treasurer shall

- A) Collect Church offerings;
  - B) Have a second person verify cash before offerings are taken from the building to insure an audit trail;
  - C) Make necessary deposits for money collected;

- D) Write checks for bills and those on payroll;
  - E) Do necessary posting in ledger for receipts and disbursements;
  - F) Administer Cemetery Funds and other designated funds;
  - G) Provide offering amounts to the administrative assistant for bulletins;
  - H) Prepare monthly and quarterly reports for Church Council (brief overview);
  - I) Prepare end-of-year reports;
  - J) Prepare the annual budget with the help of Church Council;
  - K) Attend monthly Church Council meetings;
  - L) Serve as a congregational delegate to Allegheny Conference (If occasionally unable to attend, have Council secure an alternate);
  - M) Be available for possible consultation regarding the pastor's salary/benefit package;
  - N) Provide copies of the end-of-year reports and the proposed budget to be printed in the annual report booklet.

## CORRESPONDENT

The Correspondent is appointed by Church Council for a renewable two-year term and shall be responsible to Council. The Correspondent shall

- A) Send church news to *Mennonite World Review*.
  - B) Send church news to *Allegheny Conference News*.

## **CRADLE ROLL SUPERINTENDENT**

The Cradle Roll Superintendent is appointed by Church Council for a renewable two-year term and shall be responsible to Council. The Superintendent shall

- A) Maintain a record of newborns in the church and promote them to a Sunday School class at two years of age;
  - B) Give gifts to these children. This can be done at birth or every Christmas or both.
  - C) Submit a report for the annual report booklet.

## DAUGHTERS OF DORCAS

The Daughters of Dorcas shall be responsible to Church Council and will have a representative on Council.

- A) Daughters of Dorcas shall organize itself to conduct business in a Christian manner to provide requested items as needed for MCC, provide work projects for weekly gatherings, and work together for the good of all;
  - B) The President shall act as the project coordinator;
  - C) The Vice-President shall oversee/coordinate devotions;
  - D) The Secretary/Treasurer shall be responsible to maintain financial records and submit a report for the annual report booklet.

## 910 DELEGATE LIAISON

911 The Delegate Liaison shall be appointed from within the elected delegates by Church  
912 Council for a renewable one-year term and is responsible to Church Council. The Liaison shall  
913  
914 A) Confirm in advance which delegates will be able to attend a given delegate session. If a  
915 regular delegate cannot attend, the Liaison shall consult with Church Council about  
916 appointing an alternate delegate unless Church Council has pre-approved two or three  
917 alternate delegates that the Liaison can automatically contact if needed;  
918 1) For the spring and fall delegate sessions (the first Saturday in March and November,  
919 respectively), the Liaison shall check four to six weeks ahead of the event.  
920 2) For the summer delegate session, the Liaison shall check at least two to three  
921 months in advance to be sure delegates register in a timely manner.  
922 3) For the Mennonite Church USA delegate session the Liaison shall check with the  
923 delegates at least seven to eight months in advance (by November of the previous  
924 year), and shall also coordinate the registration process to be sure everyone is  
925 registered properly;  
926 B) Decide on transportation and make any needed arrangements (Is the church van  
927 warranted or is some other means of transportation more appropriate?);  
928 C) When a report is warranted, coordinate with the pastor a mutually agreeable time for a  
929 written or oral report to be given to the congregation (preferably within one month of  
930 the event). The Liaison may give the report or delegate the responsibility to another  
931 delegate;  
932 D) Meet with Church Council as appropriate to receive or give feedback. Other delegates  
933 could be invited if desired. One time this might be helpful is before Conference adopts  
934 the budget in the spring of the year;  
935 E) Convene a meeting of the delegates for consultation as needed or desired;  
F) Submit a report for the annual report booklet (or ask another delegate to do so).

## 936 DELEGATES TO CONFERENCE AND 937 NATIONAL DELEGATE ASSEMBLY

938 The Delegates shall serve alternating four-year terms and be responsible to Church  
939 Council. Delegates shall

- 940 A) Attend Conference meetings or request Council to appoint an alternate;
- 941 B) Represent and report the views of the congregation;
- 942 C) Keep informed of congregational, Conference, and denominational matters;
- 943 D) Assist in defining the Conference and denominational goals and objectives;
- 944 E) Participate in Conference and denominational elections;
- 945 F) Relate to matters and commissions in their respective interest areas;
- 946 G) Report Conference and National Delegate Assembly decisions to Church Council and  
947 the congregation;
- 948 H) Submit a report for the annual report booklet.
- 949 I) The delegate liaison should meet with Church Council before the March delegates'  
950 meeting so delegates can vote knowledgeably on the conference budget.

## 951 EVERENCE REPRESENTATIVE

952 The Everence Representative is appointed for a renewable three-year term by Church  
953 Council and shall be responsible to Council. The Representative shall

- 954 A) Provide a link between Everence and the local congregation;
- 955 B) Connect local needs with Everence programs and services;
- 956 C) Contact people who qualify for Everence grants and complete grant application forms  
957 when appropriate;
- 958 D) Complete quarterly and annual reports for Everence as needed so it can qualify as a  
959 Fraternal organization;
- 960 E) Regularly place announcements in bulletin and make announcements in church as  
961 needed;
- 962 F) Perform various duties such as handing out educational materials and staying in touch  
963 with our local Everence Advisor in order for our congregation to qualify for Sharing  
964 Fund grants;
- 965 G) Be proactive in informing the congregation of grants available and in searching for and  
966 meeting needs;
- 967 H) Attend training sessions offered by Everence;
- 968 I) Coordinate with the HOPE Committee as an additional resource;
- 969 J) Submit a report for the annual report booklet.

## 970 GIFTS DISCERNMENT COMMITTEE

971 The Gifts Discernment Committee shall be composed of five members of the  
972 congregation with alternating three-year terms and be responsible to the Board of Elders.  
973 The Committee shall

- 974 A) Meet regularly (typically beginning in January) and continue meeting until all persons  
975 slated to serve for the upcoming year have been confirmed by the congregation; (Note:  
976 When creating the slate, the Committee is responsible to see that all persons serving in  
977 the Jr. Department and on the Bible School Committee meet the qualifications of the  
978 Sexual Abuse Prevention Policy.)
- 979 B) Provide information to the congregation as outlined in the Plan of Organization.
- 980 C) Be on “call” for discernment in new organizations;
- 981 D) Submit a report for the annual report booklet.
- 982 E) The Gifts Discernment Chairperson shall serve on the ad hoc committee described in  
983 Article III. Section 3.01, C) of the *Plan of Organization*, designed to fill church  
984 positions that are vacated mid-term.

## 985 HOPE COMMITTEE

986 The HOPE committee members shall be responsible to the Board of Elders and be  
987 composed of two persons with alternating two-year renewable terms so that one member  
988 is chosen each year. The Committee may be asked to do the following:

- 989 A) Establish appropriate guidelines to determine whether persons should receive help from  
990 the church or be referred to a government agency;

- B) Provide food for those unable to prepare their own food or get out to buy food;
  - C) Develop a medical equipment program. This can include having a list of people in the congregation who have equipment available to loan and/or outside sources where the equipment can be borrowed or purchased;
  - D) Implement a way for the congregation to help those in need (e.g., Sunday school classes or individual volunteers);
  - E) Meet as necessary to review, evaluate and plan for the future.
  - F) Notify the pastor in the event both committee members plan to be away from the community;
  - G) If committee members feel that a situation does not clearly come under HOPE's stated guidelines ask for their decision to be reviewed by the Pastor or Elders;
  - H) Be responsible to contact people or groups (e.g., Sunday school classes) to help out as needed;
  - I) Be aware of services available through organizations other than the church and seek the help of these organizations as appropriate. These may be used to meet the needs of persons in the congregation, particularly when long- term care is necessitated. The coordinators will be responsible to have either the congregation or one of the community agencies meet the above needs.
  - J) Report financial needs to the Board of Elders and the Everence Advocate
  - K) Submit a report for the annual report booklet.

## HOSPITALITY COMMITTEE

The Hospitality Committee shall be composed of three persons with renewable three-year terms and be responsible to Church Council. The Committee shall

- 1014 A) Prepare and serve meals for occasions such as funerals, visiting groups, congregational  
1015 fellowship gatherings, the community Thanksgiving dinner, and others who may need  
1016 their services;

1017 B) Oversee use of the kitchen and maintain kitchen supplies;

1018 C) Seek approval from Church Council before any church property is removed from the  
1019 premises.

1020 D) Submit a report for the annual report booklet.

## INSTRUMENTALISTS (ORGANIST, PIANIST, OR OTHER)

The instrumentalists (organist, pianist, or other) shall be responsible to the Music Committee. They shall

- 1024 A) Play appropriate music for Sunday morning services and also for any other special  
1025 services as requested;  
1026 B) Arrange scheduling among themselves, with each person responsible for securing a  
1027 substitute if unable to be present on his/her designated Sunday.

1028                   **JUNIOR DEPARTMENT SUNDAY SCHOOL SUPERINTENDENTS**

1029                   The Junior Department Sunday School Superintendents shall serve alternating two-  
1030                   year terms and be responsible to Church Council. They shall

- 1031                   A) Secure teachers who meet the qualifications of the Sexual Abuse Prevention Policy;
- 1032                   B) Conduct an opening with the children prior to their Sunday school time: sing songs,  
1033                   etc. (about 10 minutes);
- 1034                   C) Order necessary materials and supplies;
- 1035                   D) Plan and organize the Christmas program.
- 1036                   E) Support teachers in areas of discipline, curriculum, and instruction.
- 1037                   F) Distribute and collect attendance record books.
- 1038                   G) Collect and send camp registrations.
- 1039                   H) Provide teacher training when necessary.
- 1040                   I) Submit a report for the annual report booklet;
- 1041                   J) Note: The second year superintendent shall be a member of Church Council.
- 1042                   K) Optional but encouraged: Hold an appreciation dinner, write thank-you notes (and/or  
1043                   provide small gift, etc.) for the teachers;
- 1044                   L) Optional but encouraged: Provide some kind of teacher training or enrichment program  
1045                   if possible.
- 1046                   M) Optional but encouraged: Visit classes at least once each church year.

1047                   **JUNIOR YOUTH FELLOWSHIP (JYF) ADVISORS**

1048                   The JYF Advisors shall serve alternating two-year terms and be responsible to the  
1049                   Board of Elders. Advisors shall

- 1050                   A) Share Christ with kids in fun and serious ways throughout the year for grades 5  
1051                   (typically) through 8.
- 1052                   B) Plan yearly activities and Bible studies, and work with the children of the church and  
1053                   community;
- 1054                   C) Provide examples of Christian living and faith to the children by the various activities  
1055                   and projects;
- 1056                   D) Oversee fundraisers, such as a booth at the Springs Folk Festival;
- 1057                   E) Attend Allegheny Conference Jr. High Winter Retreat;
- 1058                   F) Report and pay taxes as needed;
- 1059                   G) Submit a report for the annual report booklet.

1060                   **JUST FOR KIDS (JFK) ADVISORS (Optional)**

1061                   The JFK Advisors shall serve alternating one-year (or longer) renewable terms and  
1062                   be responsible to the Board of Elders. Advisors shall

- 1063                   A) Share Christ with kids in fun and serious ways throughout the year for the  
1064                   Kindergarten through Grade 4 age group;

- 1065      B) Plan yearly activities, Bible studies, and work with the children of the church and  
1066      community;  
1067      C) Provide examples of Christian living and faith to the children by the various activities  
1068      and projects.  
1069      D) Attend Allegheny Conference Camporee.  
1070      E) Submit a report for the annual report booklet.

## 1071                    LIBRARIANS

1072          The Librarians shall serve alternating renewable two-year terms and be responsible to  
1073          Church Council. The Librarians shall

- 1074      A) Have a desire to share the treasures found in books and other media, and to help others  
1075      find these treasures, too, using proper judgment in selection of media for the library;  
1076      B) Card and catalog media and maintain records of purchased and donated titles;  
1077      C) Tidy shelves when necessary;  
1078      D) Submit a report for the annual report booklet.

## 1079                    MENNONITE DISASTER SERVICE REPRESENTATIVE

1080          The Mennonite Disaster Service Representative is appointed by Church Council for a  
1081          renewable three-year term and shall be responsible to Council. The Representative shall

- 1082      A) Inform the congregation of MDS needs;  
1083      B) Work with the local MDS representative in coordinating volunteers for work projects;  
1084      C) Facilitate planning for out-of-town MDS trips;  
1085      D) Submit a report for the annual report booklet.

## 1086                    MENNONITE YOUTH FELLOWSHIP (MYF) ADVISORS

1087          The MYF Advisors shall serve alternating two-year terms and be responsible to the  
1088          Board of Elders. Advisors shall

- 1089      A) Combine good times with leadership and guidance for the youth of the church and  
1090      community, generally grades 9 through 12;  
1091      B) Be leaders and also listeners;  
1092      C) Minister to the youth the Word of God through Bible studies and also relate God's  
1093      Word to everyday life;  
1094      D) Encourage the youth to be open about their feelings;  
1095      E) Grow with them in order to get to know them and for them to know advisors;  
1096      F) Attend various outings such as youth conventions, retreats, and SnoKamp;  
1097      G) Oversee fundraisers such as a booth at the Springs Folk Festival, church dinners, etc.;  
1098      H) Hold regular council meetings, Bible studies, and monthly meetings;  
1099      I) Encourage/appoint an MYFer to serve on Church Council;  
1100      J) Encourage MYFers to apply to serve on Conference Youth Cabinet;

- 1101 K) Report and pay taxes as needed;  
1102 L) Appoint an MYFer to submit a report for the annual report booklet.

### 1103 MINISTERS OF VISITATION

- 1104 The Ministers of Visitation shall be composed of four persons with alternating two-  
1105 year renewable terms and be responsible to the Board of Elders. They shall  
1106 A) Meet regularly with the elder liaison or the pastor to determine who needs to be visited  
1107 and which people each Minister of Visitation will contact;  
1108 B) Visit regularly with the elderly/shut-ins who have been assigned to them individually;  
1109 C) Notify the pastor of elderly/shut-ins who wish to have communion.

### 1110 MUSIC COMMITTEE

- 1111 The Music Committee shall be composed of three persons with alternating three-year  
1112 renewable terms and be responsible to the Board of Elders. The Committee shall  
1113 A) Arrange for song leaders for Sunday morning worship services;  
1114 B) Arrange for instrumentalists (organist, pianist, or other) for worship services;  
1115 C) Arrange for song leaders for renewal services;  
1116 D) Arrange for special music for renewal services;  
1117 E) Work with the Worship Committee for special music for Sunday morning services;  
1118 F) Arrange for a director and music for Christmas, Easter, and other special services, as  
1119 needed;  
1120 G) Provide ongoing evaluation of suitability and quality of music and lyrics for worship;  
1121 H) Submit a report for the annual report booklet;  
1122 I) Encouraged: provide training for the congregation in styles of music, old and new;  
1123 J) Encouraged: provide training for music leader development;  
1124 K) Encouraged: provide education for understanding music as a part of worship.

### 1125 OUTREACH COMMITTEE

- 1126 The Outreach Committee shall be composed of three persons with alternating three-  
1127 year terms and be responsible to the Board of Elders. The Committee shall lead and  
1128 involve the congregation to do the following:  
1129 A) Make a special effort to invite and welcome visitors into our congregation;  
1130 B) Share our faith in a caring and considerate way;  
1131 C) After someone has visited, try to keep in contact with that person/those persons to  
1132 witness and encourage them to attend on a regular basis;  
1133 D) With the help of the congregation, support anyone coming into the congregation with  
1134 the spirit of acceptance and Christian love;  
1135 E) Plan activities which involve and witness to our congregation;  
1136 F) Plan the annual community picnic;  
1137 G) Reach out to the lonely and elderly in our community;  
1138 H) Submit a report for the annual report booklet.

PASTOR

1140 For the pastor's area of ministry, or job description, please see a copy of the covenant  
1141 agreement. A copy may be obtained from the church office.

## RETREAT COMMITTEE

The Retreat Committee shall be composed of three persons with alternating three-year renewable terms and be responsible to the Board of Elders. The Committee shall

- A) Select the resource person or leaders for the retreat.
  - B) Plan and organize the activities, site, and dates for the annual retreat.
  - C) Promote the retreat to the congregation.
  - D) Oversee or give management to the activities of the weekend.
  - E) Submit a report for the annual report booklet.

## **SPORTS COORDINATOR**

The Sports Coordinator may serve an open-ended term and shall be responsible to Church Council. The Coordinator shall

- A) Attend league meetings;
  - B) Initiate a sign-up sheet in late winter and advocate for the team through bulletin and church announcements;
  - C) Submit a roster, no-play dates, and deposit for the team;
  - D) Attend games and create the line-up;
  - E) Turn in a monthly church-attendance record to the league;
  - F) Lead or appoint someone else to lead prayer before or after each game;
  - G) Communicate with players regularly regarding reminders and schedule changes or designate a contact person to do so;
  - H) Find officials as requested/required by the league;
  - I) Submit a report for the annual report booklet;
  - J) Note: A new Coordinator may be solicited by an outgoing Coordinator with the approval of Church Council.

## STUDENT AID REPRESENTATIVE

1167 The Student Aid Representative is appointed by Church Council for a two-year  
1168 renewable term and shall be responsible to Council. The Representative shall

- 1169 A) Make contact with prospective college students and parents in January. Explain the  
1170 purpose of Student Aid Funds;  
1171 B) Provide proper forms for obtaining student aid to prospective students and parents in  
1172 January or February; Involve the Board of Elders or Church Council as necessary.  
1173 C) Note: For more information, see the Student Aid Guidelines (Attachment 2).

## TRUSTEES

The trustees shall serve alternating three-year terms and be responsible to Church Council. They shall

- A) Oversee persons employed in the operation or management of real property, i.e. janitors, control room personnel, Cemetery Committee, contractors, etc.;
  - B) Be responsible for maintenance of church property, including heating system, screens, storm windows, lighting, ventilation, water softener, water system, cleaning of the facility with the help of congregants, and other.
  - C) Be responsible for outdoor work, including mowing, snow removal, weeding, trimming of shrubs, and other tasks as needed;
  - D) Give oversight to all legal matters regarding real property;
  - E) Submit a report for the annual report booklet.

## USHERS

The ushers shall be composed of a group of four or more persons, each serving a one-year renewable term, and be responsible to the Board of Elders. They shall

- A) Organize themselves to determine who will be head usher each month.
  - B) Make everyone who comes into our church feel WELCOME and glad they came.
  - C) Be at the church by 9:00 AM to light candles and be ready to greet people. Stay at the door until 9:30 AM.
  - D) Be back at the door by 10:15 to 10:20 AM to greet early arrivals for church. Find a replacement when they are head usher for that day and can't be there – not just assume someone will take over!
  - E) Be dedicated individuals who care about working as a team and fulfill their responsibilities faithfully every Sunday (except for illness or vacation time).
  - F) Help seat people, if needed.
  - G) Circulate microphones during the worship service as needed.
  - H) Collect offerings.
  - I) For communion: Place basins and towels for foot washing. Remove and clean up basins and towels.

## VAN TRUSTEE

The Van Trustee is appointed by Church Council for a three-year renewable term and shall be responsible to Council. The Trustee shall

- A) Schedule regular oil changes and any other general maintenance of the van needed with a local automobile dealer or auto mechanic;
  - B) Check tire pressure and judge when tires need to be changed or rotated and arrange that it be done at a repair shop;
  - C) Seek Council's approval before proceeding if needed repairs are estimated to be over \$500;
  - D) Turn in all bills related to repairs to the congregational treasurer in a timely manner;

- 1213 E) Be responsible for his/her own set of keys which is not to be given to anyone else;  
1214 F) Be responsible for evaluating and determining if a repair request made by a driver is  
1215 valid and if so, carry it out;  
1216 G) Coordinate maintenance and scheduled usage with the administrative assistant;  
1217 H) Regularly wash the outside of the van and vacuum the inside of the van (Volunteer help  
1218 from groups that regularly use the van may be solicited);  
1219 I) Keep the van locked when not in use;  
1220 J) Make sure the van policy, van insurance information and registration, and driver logs  
1221 are in the van in a conspicuous place along with the church's phone number, the church  
1222 *Informational Directory*, and the van trustee's phone number.

### VISUAL ARTS COMMITTEE

The Visual Arts Committee shall be composed of two persons with alternating two-year terms and be responsible to the Board of Elders. The Committee shall

- A) Provide flowers or other visual aids for each Sunday worship service as well as special times such as Renewal Services;  
B) Coordinate with the Worship Committee and Music Committee on use of flowers, candles, etc., at special times such as Christmas, Easter, Mother's Day, and Father's Day. This also needs to be coordinated with the Sunday School Department;  
C) Check church for flowers after funerals and take care of them.  
D) Seek approval from Church Council before any church property is removed from the premises.  
E) Submit a report for the annual report booklet.  
F) Note: Anyone wishing to provide flowers for a particular service should contact a member of the Visual Arts Committee.

### WEBMASTER

The Webmaster shall serve an indefinite term and be responsible to Church Council. The Webmaster shall

- A) Be aware of previous policy guidelines established for the church web site (ask church Council to update them as needed);  
B) Provide suggestions to Church Council for enhancing the web site as new ideas and technologies warrant;  
C) Add, delete, or update web pages as requested by Church Council;  
D) Provide training for the pastor and administrative assistant as needed; at a minimum,  
1) the pastor should know how to log on the church web site and hide a page, show a page, or do some basic editing;  
2) the administrative assistant should know the above and, in addition, be able to make regular updates to the church calendar, post bulletins, post audio of scripture readings and sermons, and post Church Council agendas;

- E) Make regular updates to the Sunday School page, activities pages, and post information about special events (the administrative assistant may do some of this if interested and able);
  - F) Submit a report for the annual report booklet and post the annual report booklet online when completed.

## WORSHIP COMMITTEE

The Worship Committee shall be composed of the pastor and four or five volunteers, each with a term of one year or longer, and be responsible to the Board of Elders. The Committee shall

- A) Plan and oversee the worship setting of the congregation on Sunday mornings for the worship service except for communion, renewal meetings, and a speaker when the pastor is absent, which will be taken care of by the elders;
  - B) Provide coordination between the persons involved in the worship service (such as the song leader, organist, worship leader, person in the sound room, ushers, etc.);
  - C) Choose a worship leader and prepare the order of service weekly. Coordinate other worship experiences including drama, children's story, special music, puppets, etc. as needed;
  - D) Be responsible for props, platform arrangement, microphones, etc.;
  - E) Offer suggestions to the elders for possible speakers on the pastor's Sunday off;
  - F) Plan for Christmas evening or Christmas morning, Advent, and Lenten Services if possible.
  - G) Meet with the elders once or twice a year for long-term planning (The Worship Committee may be called on by the elders for other special services);
  - H) Submit a report for the annual report booklet;
  - I) Note: Special requests to perform/present by outside groups shall be approved by the elders in consultation with the Worship Committee.