

Ministry Guidelines

**Parma Lutheran Church
2011
GUIDELINES: MINISTRY COMMITTEES AND COUNCIL**



Come share the Spirit!

Now there are varieties of gifts, but the same Spirit, and there are varieties of service, but the same Lord; and there are varieties of activities, but it is the same God who empowers them all in everyone. To each is given the manifestation of the Spirit for the common good.

1 Corinthians 12:4-7

Parma Lutheran Church, 5280 Broadview Road, Parma, OH 44134
216-351-6376, plcparma.org, plcmembers@sbcglobal.net

Parma Lutheran Church
Handbook of Ministry Guidelines
2011 Edition

PARMA LUTHERAN CHURCH
Ministry Guidelines

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Handbook Publication

This 2011 edition of the Handbook of Ministry Guidelines was prepared by Nominating Committee representatives and was reviewed by the Nominating Committee, Church Council Representatives from each Ministry, and by other interested persons. The handbook was submitted to the Executive Committee for final review and approval and was released in August, 2011.

Future editions will be prepared as directed by the Executive Committee.

Introduction

The Constitution of Parma Lutheran Church states that all organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to oversight and direction.

The standing ministry committees provide avenues for fulfilling those responsibilities. Within the church, the various ministry committees are charged with responsibilities for initiating, planning and carrying out various aspects of the work of the congregation. Each ministry committee has authority to appoint such subcommittees as may from time to time be necessary or advisable in carrying out its delegated responsibility.

Where duties or programs of ministry standing committees overlap, the pastor, the president, and the respective ministry committee chairpersons shall endeavor to coordinate plans and work cooperatively.

Each ministry standing committee shall be responsible to the Church Council, bringing regular reports to the Church Council and an annual written report each January. Committee members shall be encouraged to attend the Church Council meetings and be informed on Church issues and activities.

The Pastor serves as an advisor for each of the ministry standing committees and shall be notified of all scheduled meetings. If he cannot be in attendance, the respective ministry committee chairperson should review the agenda with him prior to the meeting.

Each ministry standing committee shall prepare a proposed budget annually to carry out its work effectively. This shall be presented in writing to the Stewardship Ministry Committee which will then prepare a complete budget for Executive Committee review and for Church Council review and for congregational approval.

Handbook Overview

This Handbook of Ministry Guidelines presents:

- A description of the administrative responsibilities fulfilled by each ministry, in addition to their specific program responsibilities.
- A description of each ministry committee: Community, Education, Evangelism, Fellowship, Membership, Property, Stewardship, Worship, and Youth. Participation in each ministry is voluntary, is open to all members and is greatly encouraged.
- A description of the Church Council and the responsibilities of members elected to serve on Council to represent each ministry.
- A description of the Executive Committee and the responsibilities of members elected to serve on the Executive Committee as officers of the church: President, Vice President, Secretary, and Treasurer.
- A description of the Nominating Committee and their responsibilities in seeking nominees for all elected positions.

MINISTRIES ESTABLISHED IN BYLAWS

Administrative Responsibilities for all Ministries

1. Monthly meeting - Meet regularly as a committee to conduct business, about once a month. Meet additionally as needed to provide program delivery. Provide the Pastor with an agenda prior to the meeting (Pastor is an advisory member of all Ministry Committees).
2. Monthly report - Prepare a monthly summary of the ministry committee's activities about a week prior to each Council meeting.
3. Monitor expenses - Keep a running account of committee expenses.
4. Annual budget preparation – Prior to the September Council meeting, prepare a budget request that presents expected expenditures for the ministry's programs for the next calendar year.
5. Annual report – In January, prepare a comprehensive annual report of the ministry committee's activities for January to December of the previous year. Previous year's incumbents retain this responsibility.
6. Congregational Meetings - Attend and participate in Congregational meetings.
Semi-Annual Meetings: The Fall (November) meeting's purpose is to present and approve the budget for the following year. The Spring (March) meeting's purpose is to present Annual reports and conduct other church business.

Special Meetings: Special Congregational meetings may be held to address issues that affect the life of the church.

MINISTRY: The Community Ministry

1. Be responsible for helping the congregation in its ministry to the world through the various other organizations and agencies available, and also through the direct personal ministry of the congregation.
2. Act as a liaison between our congregation and the Cleveland West Conference, the NEO Synod and the ELCA.
3. Act as a liaison with such other organizations as the LAOS, Cleveland Lutheran Metropolitan Ministries, Lutheran Chaplaincy Service, Lutheran Children's Aid and Family Services, Cleveland Interchurch Council, Parma Area of Churches, Lutheran Homes for the Aged, Lutheran Medical Center, and such other groups with which the congregation belongs and cooperates.
4. Encourage participation of work done in the community to promote community welfare such as United Way, health appeals, hospital volunteers, Y's, public school agencies, Red Cross, scouts, etc.
5. Explore, evaluate and select other needs and opportunities for participation in community services by the church and its members.

6. Challenge, motivate, train and organize, where necessary, members of the congregation to do charitable work among members and nonmembers who are aged, ill, handicapped, or having other special needs which require Christian care and love.
7. Publicize the work of the Community Ministry.
8. Keep the congregation informed of proposed legislation which evolves the church's position, the individual Christian's conscience, and a justice which is fair to all persons of the community.

Administrative Responsibilities

Details are listed under 'Administrative Responsibilities for all Ministries.'

1. Monthly meeting
2. Monthly report
3. Monitor expenses
4. Annual budget preparation
5. Annual report
6. Congregational meetings

MINISTRY: The Education Ministry

1. Provide support and guidance for the Director of Education and Family Ministries. The volunteer leadership group functions as a team to complete the mission of the ministry.
2. Be responsible to plan and implement the educational program of the church providing Christian Education for all ages from Cradle Roll to Adult.
3. Appoint Sunday School officers, supervisors and staff assistants as needed.
4. Make arrangements for recruiting and training the teaching personnel of the church and whatever other workers are needed to carry out the education program of the church (such as Vacation Bible School (VBS) volunteers, special learning opportunities).
5. Provide input to the Executive Committee in engaging a Director of Education and Family Ministries.
6. Provide a program of confirmation instruction for youth and new-member instruction for adults.
7. Work with area churches in joint educational programs.
8. Supervise the children's library program, appoint and cooperate with library volunteers.
9. Review and recommend educational curriculum materials which are in keeping with the theology of the church and which incorporates the best of teaching helps and techniques.
10. Meet regularly and as necessary with the Sunday School teachers, officers, supervisors, staff assistants and Director of Education and Family Ministries.

Administrative Responsibilities

Details are listed under 'Administrative Responsibilities for all Ministries.'

1. Monthly meeting
2. Monthly report
3. Monitor expenses
4. Annual budget preparation
5. Annual report
6. Congregational meetings

MINISTRY: The Evangelism Ministry Committee

What is Evangelism? (excerpted from Seeds for the Parish, ELCA, Spring/2011)

Evangelism strategies look to share the good news of Jesus Christ intentionally with those who have yet to experience it. Worship is not just about proclaiming the good news for those already in the congregation. Proclamation reaches beyond the walls of the sanctuary to those who have not yet come to believe.

Evangelism practices that emerge from established church communities may forget what the object of evangelism really is. It's not to increase worship attendance numbers or financial giving but to share the transforming encounter with the living gospel of Jesus Christ for the sake of the world. When this happens, aggressive inviting and drawing newcomers into worship leads not to a transforming encounter with the gospel but to a hollow and often short-lived visit with the Christian community.

1. Provide a zealous and sound evangelism program for the church.
2. Develop strategies designed to share the good news of Jesus Christ intentionally with those who have yet to experience it.
3. Support programs of other ministries by adding intentional Evangelism components.

Administrative Responsibilities

Details are listed under 'Administrative Responsibilities for all Ministries.'

1. Monthly meeting
2. Monthly report
3. Monitor expenses
4. Annual budget preparation
5. Annual report
6. Congregational Meetings

MINISTRY: The Fellowship Ministry Committee

1. Plan and conduct social activities for members of the congregation and provide fellowship activities for the congregation.

2. Publicize these events, and enlist persons to serve as sponsors, resource persons, and staff.
3. Plan fellowship activities in connection with the church calendar and for special events such as celebrations of anniversaries, dedications, and installations.
4. Be responsible for the recreation programs of the church.
5. Provide refreshments as needed for special events and for fellowship coffee hours before church services to help people feel welcomed into the church.
6. Be responsible for the purchase of all food and beverage paper products to support functions of all ministries.
7. Seek ways of ministering to the social needs of the congregation.

Administrative Responsibilities

Details are listed under 'Administrative Responsibilities for all Ministries.'

1. Monthly meeting
2. Monthly report
3. Monitor expenses
4. Annual budget preparation
5. Annual report
6. Congregational Meetings

MINISTRY: The Membership Ministry Committee

1. Encourage all the members of the church to be faithful to the Word of the sacraments. Promote church attendance and communion participation. Develop whatever programs and procedures will be helpful to achieve this goal.
2. Plan and implement programs of visitation for the ill, shut-in, grieving, and all others needing such care. Provide guidance for the program of home communion as managed by the Parish Nurse.
3. Plan a program of visitation of prospective members. Recruit and train workers needed for visitation programs.
4. Recommend placing members on the inactive list or removal from membership in accordance with the procedures outlined in the constitution. Visit and counsel with those who are in danger of becoming inactive and seek ways to reactivate those who become inactive.

5. Integrate the new members into the life of the church and participate with welcoming new members in conjunction with the Fellowship Ministry and make arrangements for the details of the reception of new members.
6. Maintain programs of Cards for Concerns, such as Birthday, Get Well, and sympathy and of the Prayer Chain.
7. Encourage members to participate in small group activities, brunches, breakfasts, and book clubs.
8. Encourage spiritual growth of our members and encourage members to call other members if they notice they have not been in church.
9. Develop and maintain a contact program with members who live temporarily away from the local community (such as college students, military personnel, etc.).
10. Provide and maintain an up-to-date church directory.
11. Keep current records of time and talent of congregation members and make them available to all Ministries. Seek and recommend ways to motivate members to become involved in the life and work of the church using their time and talents.

Administrative Responsibilities

Details are listed under 'Administrative Responsibilities for all Ministries.'

1. Monthly meeting
2. Monthly report
3. Monitor expenses
4. Annual budget preparation
5. Annual report
6. Congregational Meetings

MINISTRY: The Property Ministry Committee

1. Be responsible for the care of all physical property of the church.
2. Be responsible for the maintenance, purchase and replacement of church property.
3. Maintain an inventory of church properties.
4. Provide input to the Executive Committee regarding requirements of custodial and janitorial support.
5. Provide for the security of the church and be responsible for the keys.
6. Provide a structure for the use of facilities for meetings, classes, etc. and obtaining the services of custodians for various events when needed.
7. Review annually the insurance coverage for church properties, keeping the protection on a par with replacement costs.

8. Keep council informed, through their elected representative to council, of potential renovations and additions which may be needed in the future.
9. Review Pre-School lease and provide input to Executive Committee.
10. Establish guidelines for the use of the building and facilities.
11. Recruit volunteers to provide routine cleaning and care of the building and grounds beyond those services provided by custodial staff.

Administrative Responsibilities

Details are listed under 'Administrative Responsibilities for all Ministries.'

1. Monthly meeting
2. Monthly report
3. Monitor expenses
4. Annual budget preparation
5. Annual report
6. Congregational Meetings

MINISTRY: The Stewardship Ministry Committee

1. Supervise the receiving, safekeeping, counting, banking and spending of the congregation monies with the approval of the Executive Committee.
2. Provide systems for the receiving and recording of gifts received from members of the congregation through offering envelopes, electronic giving and fundraising programs.
3. Inform the congregation of the financial status of the church on a regular basis.
4. Provide for the Membership Committee to receive the names of persons who have become lax in their stewardship responsibilities (as authorized by the constitution).
5. Keep accurate financial records.
6. Maintain up to date guidelines for the handling of all church monies.
7. Provide a formal system for recording monies received by the church. A copy of the individual giving record shall be made available annually to the members of the congregation.
8. Prepare and present an annual budget to the congregation, after having given consideration to the requests of the various committees, and securing council approval. Prepare the budget in adequate time for consideration before the Fall semi-annual congregational meeting.
9. Determine methods of obtaining money needed for the operation and advancement of the church and put the methods and plans into operation.

10. Be responsible for the collection, investment, accounting and administration of the Endowment and Memorial Funds of the church.

Administrative Responsibilities

Details are listed under 'Administrative Responsibilities for all Ministries.'

1. Monthly meeting
2. Monthly report
3. Monitor expenses
4. Annual budget preparation
5. Annual report
6. Congregational Meetings

MINISTRY: The Worship Ministry Committee

1. Make arrangements for the worship program of the church, consulting with the pastor in arranging the number, the time, and the order of the Saturday and Sunday services and of any special or festival services.
2. Be responsible for the musical program of the church, supervise the work and schedule of the various choirs and meet occasionally with music personnel to discuss the music program.
3. Maintain a staff of ushers, providing for their recruitment and training.
4. Provide input to the Executive Committee in engaging a choir director(s) and organist(s).
5. Be responsible for the maintenance and tuning of the pianos and organ.
6. Make arrangements for the proper supervising of heating, lighting, ventilation and the public address system during the worship service.
7. Schedule the involvement of lay persons in the worship at the church, including lectors, greeters, communion assistants, and assisting ministers. Make provisions for involving the youth of the church.
8. Make arrangements for proper welcoming of members and visitors at the worship service.
9. Preview and study new worship resources and materials and make suggestions for possible implementation.
10. Make arrangements for the interior decorations of the church for Christmas, Lent, Easter and other festival occasions as desired.

11. Provide for the preparation of the worship space for each service so that pew areas are properly maintained and that communion ware is set-up and clean-up for each service.

Administrative Responsibilities

Details are listed under 'Administrative Responsibilities for all Ministries.'

1. Monthly meeting
2. Monthly report
3. Monitor expenses
4. Annual budget preparation
5. Annual report
6. Congregational Meetings

MINISTRY: The Youth Ministry Committee

1. Be responsible for the entire youth program of the church.
2. Provide support and guidance for the Director of Youth and Young Adults. The volunteer leadership group functions as a team to complete the mission of the ministry
3. Supervise the ministry to and with the young people of the church, providing opportunities for relational and spiritual growth through Christian discipleship, engagement in community and fellowship, regular practices of worship and prayer, and a commitment to service and outreach.
4. Supervise the youth fellowship groups authorized by the Church Council.
5. Recruit and train youth sponsors and youth leaders.
6. Encourage the youth to participate in the larger youth work of the church, such as area meetings and rallies, conventions, leadership training schools, church camps, etc.
7. Provide facilities, equipment and materials necessary for an effective youth program.
8. Promote Christian vocation programs including persons for the ministry.
9. Recommend to the Fellowship Ministry Committee community church-related athletic programs for the youth.

Administrative Responsibilities

Details are listed under 'Administrative Responsibilities for all Ministries.'

1. Monthly meeting
2. Monthly report
3. Monitor expenses
4. Annual budget preparation

5. Annual report
6. Congregational Meetings

COUNCIL OF ELECTED REPRESENTATIVES

The Administrative Council

The Council is made up of elected officers and elected representatives from each Ministry Committee. It is also referred to as the Church Council, the Administrative Council, and the Congregation Council. Staff may participate but do not have a vote.

Duties of all elected council members who are ministry representatives:

Each elected Council Member who is a ministry representative has the following general duties:

1. Serve as the voice of their Ministry among church leadership and be in tune with the needs of their Ministry and the impact those needs have on congregational decisions (and vice versa).
2. Represent their ministry committee as a member of the Council.
3. Serve as liaison between their Ministry and the Council.
4. Bring ministry committee business requiring council approval to the New Business portion of the Church Council meeting.
5. Cast their Ministry's vote on issues brought before Council for approval.
6. Report back to their Ministry on issues addressed at Council meetings.
7. Submit monthly and annual reports as prepared by their ministry.
8. Submit annual budget request as prepared by their ministry.

Administrative Responsibilities of Elected Council Members

1. Monthly meeting - Attend and participate in the monthly meetings of the Council, bring committee business requiring council approval to the New Business portion of the meeting.
2. Monthly report - About a week prior to each Council meeting, submit the monthly summary of their ministry committee's activities as prepared by the ministry. Review summaries submitted by all Ministries prior to each Council meeting.
3. Annual Council Retreat - Attend and participate in the Council retreat traditionally held each spring. Usually this is a Friday/Saturday event, Friday evening and Saturday morning to mid-afternoon. Program is designed for the enrichment of leadership skills and discussions of the future of our church.

4. Annual report - In January, submit a comprehensive annual report of their ministry committee's activities for January to December of the previous year, as prepared by the ministry. Outgoing Council Members retain responsibility for the preparation of this report of activities during their term of service. All reports are included in the church's annual report presented to the congregation at the Spring Annual Congregational Meeting.
5. Annual Budget Preparation – By the September Council meeting, submit their ministry's budget request to the Stewardship Committee, as prepared by the ministry. The budget request should present expected expenditures for their ministry's programs for the next calendar year.
6. Congregational Meetings - Attend and participate in Congregational meetings. The Fall Semi-Annual Congregational Meeting is usually held in early November. The single purpose of this meeting is to present and approve the budget for the following year. The Spring Semi-Annual Congregational Meeting is usually held in early March. Annual reports are presented and other church business is conducted. Special Congregational meetings may be held to address issues that affect the life of the church.

ELECTED OFFICERS

The Executive Committee

1. The Executive Committee is comprised of the elected positions of President, Vice-President, Secretary, and Treasurer, along with the Pastor.
2. Develop programs and policies regarding job descriptions, salary guidelines, vacations, fringe benefits, and evaluation guidelines and procedures for all employees of the Church.
3. Plan the semi-annual congregational meetings, as well as any special congregational meetings.
4. Preserve the historical records of the church.
5. Recommend and review long-range plans for the congregation.
6. Authorize approved expenditures by signing checks for payment of goods and services.
7. Act in the place of Council when authorized by Council.
8. Periodically review the guidelines for using the building and facilities.
9. Recommend and review long-range policies, ideas and programs that will further the work and mission of the church.
10. Occasionally review the Constitution and By-laws of the congregation and guidelines of the standing ministry committees and make recommendations to Council.

Administrative Responsibilities for Each Executive Committee Member

1. Monthly Executive Committee Meeting: Attend and participate in the monthly meetings of the Executive Committee.
2. Monthly Council Meeting: Attend and participate in the monthly meetings of the Council. Review activity summaries submitted by all Ministries prior to each Council meeting.
3. Annual Council Retreat: Attend and participate in the Council retreat traditionally held each Spring. Usually this is a Friday/Saturday event: Friday evening and Saturday morning to mid-afternoon. Program is designed for the enrichment of leadership skills and discussions of the future of our church.
4. Annual Report: In January, submit a comprehensive annual report of their position's activities for the previous year. Outgoing Executive Committee Members retain responsibility for the preparation of this report of activities during their term of service. All reports are included in the church's annual report presented to the congregation at the Spring Annual Congregational Meeting.
5. Annual Budget Preparation: By the September Council meeting, submit a budget request to the Stewardship Committee. The budget request should present expected expenditures for miscellaneous activities and for staff compensation for the next year.
6. Congregational Meetings: Plan, attend, and participate in Congregational meetings. The Fall (November) meeting's purpose is to present and approve the budget for the following year. The Spring (March) meeting's purpose is to present Annual reports and conduct other church business.

The Position of Council President

1. Council - Attend monthly Council meetings.
2. Executive Committee - Attend monthly Executive Committee meetings.
3. Provide Leadership - Provide leadership to the Council and to the Congregation. In order to provide leadership, the President needs to be knowledgeable about church activities and to be prepared to execute leadership.
4. Conduct Meetings – Conduct monthly Council meetings, monthly Executive Committee meetings, semi-annual Congregational meetings, and other special purpose meetings that may be called.
 - a. Meeting Preparation – Meetings should be
 - i. Meaningful in content – President needs to be knowledgeable about the church's constitution and by-laws, and be aware of the responsibilities of the Council, the Congregation and each of the Ministries and programs.

- ii. Respectful of volunteer time commitments – Keep meetings focused and productive. Be able to redirect non-purposeful discussions back to a committee to study and resubmit for discussion.
5. Meeting Delivery – Provide for an orderly delivery of the meetings by using the basic elements of Roberts Rules of Order. Meetings shall have an agenda. President shall maintain an awareness of prevalent issues.
 6. Maintain Open Communication with Pastor – Meet regularly with the Pastor to discuss upcoming and ongoing issues.
 7. Provide Support for Ministries – Meet occasionally with each Ministry to hear of the issues they are addressing, to offer insight from an overall perspective, and to let them know that they have the President's support and attention.
 8. Manage Conflicts – Demonstrate good people-skills and be willing and capable of handling conflict resolution. All groups have people with differing opinions and the President needs to be able to resolve minor issues before they become larger challenges.
 9. Make Appointments - Appoint council members to the Nominating Committee.
 10. Form committees - Put together newly formed Committees, with the help of the Executive Committee, to meet specific needs.

The Position of Council Vice President

1. Council - Attend monthly Council meetings.
2. Executive Committee Attend monthly Council meetings.
3. Monitor duties - Have the primary responsibility to see that the duties of the Executive Committee are exercised.
4. Chair Nominating Committee - Chair and manage the Nominating Committee.
5. Manage meeting in place of President - In the absence of the President, preside at all meetings of the Council, Executive Committee, Congregation, and other special purpose meetings that may be called.
6. Manage special projects - Lead and manage the planning and execution of special projects.
7. Provide leadership:
 - a. maintain open communication with the Pastor, the Executive Committee, the Council and all ministries.
 - b. provide support to all ministries.
 - c. manage conflicts.

The Position of Council Secretary

Council Duties

1. Attend Council Meetings – The full Council meets monthly, occasionally a summer meeting is cancelled. Attendance and participation is essential.
2. Record Attendance – Maintain a sign-in sheet at meetings for council members to record their attendance.
3. Council Meeting Minutes – Prepare and distribute the minutes of all council meetings. File electronic copies of minutes and reports.
4. Council Reports - Receive, assemble and distribute the monthly reports of each Ministry. The reports are required by the Bylaws, and the Pastor has identified a monthly reporting schedule.
5. Meeting Announcements and Due Dates – Prepare information about scheduled meetings and due dates for reports for inclusion in the Sonbeams and in Bulletins.

Executive Committee Duties

1. Attend Executive Committee Meetings – The Executive Committee meets regularly on a monthly basis and as often as necessary for Special meetings. Attendance and participation is essential.
2. Executive Committee Meeting Minutes – Prepare and distribute the minutes of all Executive Committee meetings.
3. Special Projects – Participate in special projects as identified by the Executive Committee.

Congregational Meeting Duties

1. Congregational Meetings – Prepare minutes of two regular Congregational meetings, and any Special meetings that are held. Submit minutes for inclusion in the PLC Annual Report (due each January) which is presented for approval at the Spring Semi-Annual Meeting. File electronic copies of minutes.
2. Meeting Announcements – Prepare announcements (including the agenda) of Congregational meetings for inclusion in the Sonbeams and in Bulletins. File electronic copies of announcements.

Other Duties

1. Communication with Synod – Handle selected communication with the Synod of church decisions, such as changes in the Constitution and changes in the Bylaws.
2. Electronic records – Maintain the ongoing library of electronic records of Council meeting minutes and reports, and of Congregational meeting minutes.

The Position of Council Treasurer

1. Council - Attend monthly Council meetings.
2. Executive Committee Attend monthly Council meetings.
3. Stewardship Ministry - Work closely with the Stewardship Ministry.
4. Church Financial Statements - Prepare monthly and annual financial statements for the Executive Committee and for Council.
5. Parma Hunger Center Financial Statements - Prepare the financial reports for the Parma Hunger Center.
6. Monitor Investments - Monitor Certificates of Deposit for maturity dates and rates and make recommendations to Stewardship Ministry regarding disposition at maturity.
7. Provide Guidance to Bookkeeper - Explain reporting needs to the bookkeeper so that detail information may be prepared appropriately for use in reports.
8. Track and Disburse Designated Funds - Keep track of all Dedicated Funds, as well as all Endowment Interest Funds, both income and expenses. Keep track of and disburse any monies contributed for a specific cause other than the church's General Fund.
9. Maintain awareness of intra-church finance issues - Stay aware of any financial dealings within the church and monitor how that may affect the church's financial status.
10. Provide support for income and expense record keeping - Work closely with those recording contributions and donations. Monitor whether contributions and donations are being recorded and/or used appropriately.
11. Report Salary Information - Make sure any staff salary changes are reported to the payroll processing company.
12. Prepare Employment Reports - Prepare the semi-annual worker's compensation report.

NOMINATING COMMITTEE

The Nominating Committee

1. Committee Make-up - Consists of seven members who serve together for a one-year term. There are four members elected by the Congregation, and three members appointed from Council. The President and the Pastor serve as advisory members.
2. Identify Nominees – Identify and nominate members who may be good candidates for an open Council position for the following term.
3. Elected Council Positions - Each year, the following positions are available for candidates for election. From one to seventeen positions may be available, however usually about one-third to one-half of the positions become vacant.

- President to serve one year.
- Vice-president to serve one year.
- Secretary to serve one year.
- Treasurer to serve one year.
- Four members of the Nominating Committee to serve one year.
- Nine ministry representatives are elected on an alternating schedule, each with a two-year term, resulting in about four or five vacant positions each year for:

Community
Education
Evangelism
Fellowship
Membership
Property
Stewardship
Worship
Youth

4. Explain Duties - Provide an explanation of the duties of the position to each candidate.
5. Publish names of candidates - Publish names of the candidates to the congregation at least two (2) weeks prior to the annual election.
6. Present Candidates - Present the candidates to the congregation. An election is held and new council officers and representatives and nominating committee members are elected.