

Salem Mennonite Church
Ministries and Their Descriptions

Updated May 2023

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Ministry Title: Deacon Board

Department: Spiritual Welfare

Prepared by: Deacon Board 5/20/13 Updated by: Policy Team 1/16/2023
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 X Elected* _____ Appointed _____ Hired
*Term: 3yrs Term limit: 2 terms

Responsible to:

Work in collaboration with the pastors and the church council, but ultimately are responsible to the congregation.

Ministry Description:

1. To provide spiritual leadership and oversight
2. To foster growth in Christian spirituality and discipleship
3. To address the pastoral care needs of the congregation and empower the congregation to care for one another as members of God’s family
4. The Board of Deacons shall consist of 5 deacons elected by the congregation. The Pastor shall serve as an ex officio member.
5. A chairperson, treasurer, and secretary will be selected from the 5 elected members of the Deacon Board.

Responsibilities:

- I. Worship
 - A. Scheduling
 1. Contact / secure speakers.
 2. Special services.
 3. Determine cancellations.
 - B. Preparation and Facilitation
 1. Prepare and serve communions (at least 4 times / year).
 2. Host baptismal candidate supper with families.
- II. Pastoral Care
 - C. Pray for and visit those experiencing hardships.
 - D. Assist congregation in resolving conflicts.
 - E. Disperse Deacon funds as needed.
- III. Administration
 - F. Approve letter of membership transfers.
 - G. Implement Pastoral evaluation process (see 2016 Constitution p.5).
 - H. Appoint Everence Stewardship Advocate, and appoint members of the Deacon Board to serve as a member at large on the Church Council, Congregational Worship, Christian Formation, Mission and Service, Worship Offering Team, and when needed to the Pastoral Search Team, and one member to be Guest Speaker Coordinator.
 - I. Provide minutes of non-confidential matters to the congregation after each meeting.
- IV. Spiritual Leadership and Oversight
 - J. Evaluate life and activities of congregation (2016 Constitution, p6, 2.c.).
 - K. Partner with pastor(s) in their ministry of discipling.
 - L. Develop plans and strategies for enabling congregation to care for one another.
 - M. Encourage congregational discernment and participation in God’s mission.

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(Deacon Board, continued from previous page)

N. Maintain church discipline by holding members accountable for Christ-like conduct (2016 Constitution p. 4-5, G.2).

Suggested skills:

- Good and careful listener
- Empathetic and sympathetic
- Able to accept criticism
- Team player
- Willing to think “big picture” and “long term”
- Deep concern for spiritual health of the congregation
- Willingness to think for the good of the whole
- Commitment to Biblical discernment and study
- Careful theological reasoning

Timeline in Church Year:

Year round: Sunday morning sharing and prayer time prior to service
Monthly meetings with pastoral staff
Special meetings as needed and called

January Meal with outgoing and incoming deacon(s)
Review ministry description
Make appointments and submit names for the Church Yearbook
Communion on first Sunday of the month

February

March/April Communion at Easter

May/June Dinner with Baptismal candidates and their families, Baptism service and Communion

July – Sept.

October Communion for World Communion Sunday
Write and submit Deacon Board report and Deacon Fund financial report for Annual Meeting booklet

Nov. -Dec Appoint Everence Stewardship Advocate if their term is completed

Ministry Title: Everence Stewardship Advocate

Prepared by: Lee B./ Deacons 5/28/13 Updated by:

Department: Deacon Board

_____ Elected X Appointed _____ Hired

Responsible to: Deacon Board

Ministry Description:

Strengthen the stewardship ministry of the church by helping to integrate faith and stewardship principles with the needs of the congregation.

Responsibilities:

1. Assist the congregation in using Everence stewardship educational resources and events.
2. Stay informed through the Everence advocate training activities
3. Help others connect to Everence services
4. Share information about Everence with the congregation
5. Report activity by completing quarterly reports

Suggested skills:

1. Desire to help meet stewardship needs in the congregation
2. Work well with church leadership and the church's caring network
3. Be willing to volunteer one or two hours per month

Timeline in Church Year:

Quarterly reports submitted to Everence

Ministry Title: Pastoral Search Team

Prepared by: Policy Team 10/31//2021 Updated by:

Department: Deacon Board

 X Elected* X Appointed** _____ Hired

*5 persons elected by the congregation from slate nominated by Church Council

**Deacon Representative selected by the Deacon Board (may change yearly with deacon board reorganization)

Responsible to: Deacon Board

Ministry Description:

To bring forth a qualified permanent pastoral candidate for congregational consideration. This will be done by going through a process of working with the conference through the stages of exploration, negotiation, and acceptance of the candidate.

The Pastor Search Team consists of 6 members and includes 5 members elected by the congregation and an ex officio Deacon representative. A chairperson and recorder will be selected from the 5 elected persons. The team's work is concluded when a pastor(s) is hired.

In progress

Ministry Title: Moderator / Assistant Moderator

Prepared by: Sharon Waltner 4/18/13
Updated by:

Department: Church Council

 X Elected* Appointed Hired

*This person is elected as an Assistant Moderator and then moves into the position of Moderator serving 2 years in each position.

Responsible to: Church Council and Pastor(s); Collaboration with the Deacon Board

Ministry Description: The Moderator shall call and preside at Church Council meetings and at Congregational meetings. In addition, the Moderator appoints tellers as needed. The Assistant Moderator performs the duties of the office in the absence of the Moderator.

Responsibilities:

Council meetings:

1. Prior to January 1st, instructs all four church departments to identify their representative to Church council and their department delegate to CMPC.
2. Calls Council meetings and prepares Council agenda which is sent to the members prior to each meeting.
3. Follow-up on council meeting action items.
4. Gives leadership to council duties as outlined in the Constitution.

Congregational meetings:

1. Announces meeting date and time in church bulletin two weeks prior to meeting.
2. Provides narrative of meeting focus to congregational members prior to meeting.
3. Appoints tellers as needed.
4. Coordinates with church secretary for ballots and documents needed for meeting.

Suggested skills:

1. Organizational skills to prepare meeting agendas, conduct meetings, and follow through with action items following meetings.
2. Social skills to communicate with pastor(s), congregational members, church department chairs, and others to identify issues that need to be addressed by the Church Council.
3. Willingness to invest resources of time and energy to lead the council as the coordinating body that unifies and empowers the work of SMC.
4. Acceptable understanding of Robert's Rules of Order and how it can blend worship and work.

Timeline in Church Year:

1st quarter: Contact all church departments so that they may identify their representative to the Church council and their delegate to CPMC conference.

2nd-3rd quarter: Call council meetings as needed to review church department activities and assess implications for needed congregational action.

4th quarter: Prepare for the Church Annual meeting by working with Council members to prepare church budget, nominees for the Gifts Discernment Committee member, and appointees for the Auditing Committee and two congregational members as nominees for the CMPC conference.

Prepare the agenda, collaborate with the church secretary regarding publishing of the annual report book to be distributed to the congregation at least two weeks prior to the meeting.

Appoint tellers as needed.

Ministry Title: Recording Secretary

Department: Church Council

 X Elected* _____ Appointed _____ Hired
*Term of 2 years

Responsible to: Church Moderator

Ministry Description:

Keep an accurate record of the church council and congregational meetings.
Be an ex officio member of the church council.

Responsibilities:

- At each church council or congregational meeting, keep detailed notes of the proceedings.
- Compose a set of minutes for each meeting in a timely manner
- Submit those minutes to review by the other church council members to determine if there are errors or omissions
- Make corrections as needed
- Distribute the approved set of minutes and keep a copy with the secretary's records for future reference

Suggested skills:

- Ability to listen carefully and record important details during meetings
- Good language skills, ability to compose minutes that are readable, well organized, and grammatically correct

Timeline in Church Year:

- Council meetings every month or two during the year
- Annual Congregational meeting toward the end of the year
- Special meetings when called

Ministry Title: Gifts Discernment Team

Department: Church Council

Prepared by: Marilyn Brockmueller 4/18/13 Updated by: Policy Team 01/23/2023

 X Elected* _____Appointed _____Hired
*Term of 3 years

Responsible to: Church Moderator/Church Council

Ministry Description: Determine the gifts of each congregational participant so their gifts may be used to the benefit of the congregation and its mission.

Responsibilities:

1. Compile and maintain an up-to-date record for all positions in the church with an annual review of the ministry descriptions.
2. Conduct written and/or verbal survey(s) of all the congregational participants to learn of their gifts and interest at a minimum of every other year.
3. Maintain a record of this for each congregational participant. Follow up verbally with individuals in person as needed.
4. Fill nominations for all elected positions and give them to the Church Moderator in a timely manner prior to the Annual meeting.
5. Share with each of the departments- names of persons who have suitable gifts and interests for the positions within that department.

Suggested skills:

- Aptitude and comfort level to interview individuals from across the congregation.
- Sensitivity for affirming the gifts of all individuals and calling on those gifts for the service of God’s work through elected roles.
- Proficiency to compile/collate data from written and verbal surveys.
- Attention to detail to make sure every person is included, every position is up to date, each gift is matched, etc.

Timeline in Church Year:

Year round - Be cognizant of the gifts of congregants and upcoming open positions.

January - Appoint chair of GDT.

2nd-3rd Quarter - Survey church participants, compile the information and share results with the pastor(s).

May - Draft congregational survey.

June - Hand out surveys.

July - Compile survey information.

August - Give each department possible names for open appointed positions; GDT start contacting church members to fill nominations for elected positions.

September/October- Finish filling open positions.

October - Submit names of nominees for elected positions to Church Moderator and Church Editor.
Chair submit report for the Annual Report booklet.

Ministry Title: Policy Team

Prepared by: Policy Team 11/21/2017 Updated by: Policy Team 02/22/2022

Department: Church Council

_____ Elected X Appointed* _____ Hired
*2-year term, eligible to serve 3 consecutive terms

Responsible to: Church Council

Ministry Description:

To help develop, review, and write church policies as requested making sure new policy is in line with the constitution and other current policies.

The Policy Team consists of two people appointed by the Church Council to serve staggered terms of two years with the eligibility of serving for 3 consecutive terms. One person will be selected by the Policy Team to be chairperson, but not in the first year of their first term.

Responsibilities:

1. Annually follow up with Departments to make sure their policies are reviewed and kept up to date.
2. Help develop new policies as requested by the church departments.
3. Work with departments and teams as needed to update ministry job descriptions when programs or policies are changed.

Suggested skills:

- Attention to detail
- Willingness to learn and understand the church constitution, current policies and ministry descriptions

Timeline in Church Year:

Year Round -	Available at any time to help departments write or update new policies and ministry descriptions
January- March -	Annual follow up with church departments to update policies or ministry descriptions as needed.
April – September -	
October -	Write report for Annual Report Booklet
November-December -	Appoint chair of this team and notify the Church Editor

Ministry Title: Auditing Team

Prepared by: Cindi Mutchelknaus 6/12/13 Updated by: Policy Committee 11/22/17
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Department: Church Council

_____Elected Appointed* _____Hired
*3 year term

Responsible to: Church Council

Ministry Description:

Appointed by the Church Council to determine the accuracy of the financial reports completed by the church treasurers of the church department and organizations maintaining financial records.

Responsibilities:

1. Review Financial policy (CO-2) to understand the scope of the audit and conduct the audit in accordance to the Financial Policy.
2. Working together with the Church Moderator requests reports and financial records from the treasurers of each department and organization within the church from whomever has maintained financial records for their respective group.
3. Meet as a 3-person auditing committee to accurately research each financial account and report.
4. Upon completion of satisfactory records, submit a report of completion of the audit to the Church Moderator

Suggested skills:

- Understanding of the various aspects of the Church departments in order to facilitate committee meetings
- Knowledge of general accounting practices
- Accuracy in determining correct records of each financial report
- Persistence in requesting information from treasurers
- Willingness to ask the hard questions including making suggestions for a treasurer's replacement

Timeline in Church Year:

Annually:

October: Request reports

November: Meet for the audit
Submit a completion report to the council

Ministry Title: Central Plains Mennonite Conference Delegates

Department: Church Council

Prepared by: Sharon Waltner & Marilyn Brockmueller	9/14/13
Updated by:	

 X Elected _____ Appointed _____ Hired

(nominated by Church Council with input from each church department). Elected by congregation at annual meeting or special congregational meeting.

Responsible to:

Congregation/Church Council and the department they represent

Ministry Description:

To attend and learn from CPMC conference meetings and share new ideas with the congregation and church departments.

Responsibilities:

- To attend the four days of Central Plains Mennonite Church Conference
- Attend workshops/seminars that are applicable to the department they represent
- To report back to the congregation and their represented department via written, verbal and/or visual presentations.

Suggested skills:

- A commitment to attend CPME for four days regardless of location
- The willingness and desire to gather helpful information to further the effectiveness of their church department and our congregation in general.
- The availability of attending a four day conference that has personal resource and financial implications.

Timeline in Church Year:

- The conference is held in mid-June with reporting back to the church/church department in late June or early July

Ministry Title: Church Editor

Department: Church Council

 Elected* Appointed X Hired (by Church Council)

Responsible to: Church Moderator

Ministry Description:

Compile, proofread, print, assemble, and distribute the Annual Report booklet and the Church Yearbook in a timely manner.

Responsibilities:

- Collect information for both booklets in cooperation with the Church Secretary, Church Moderator, and the various church departments through emails, verbal announcements, bulletin announcements, and phone calls, if necessary.
- Format the information into a readable style in cooperation with the Church Moderator.
- Procure at least 2 proofreaders one month in advance of publishing.
- Purchase or arrange for the purchase of paper and binding supplies, and confirm that there is enough printer toner for these big projects.
- Print the booklet pages and covers, and bind the booklets.
- Distribute the Annual Report booklets into all church mailboxes with extras going to the church office. Place Yearbooks in the narthex where members may take copies as needed.

Suggested skills:

- Detail oriented in gathering all information and entering it precisely.
- Ability to organize information in clear and understandable format.
- High degree of computer skills.
- Knowledge of (or willingness to learn) equipment operation for publishing the booklets.

Timeline in Church Year:

1st quarter (*Nov. – Jan.*):

- In cooperation with the Moderator, compile Annual Report booklet (meeting agenda, previous year's minutes, proposed budget, ballot, department and financial reports, statistics, etc. (*November*)).
- Publish the Annual Report booklet and make available 2 weeks prior to the Annual Meeting (*November*).
- Begin compiling Yearbook (*December*).
- Finish compiling information for Church Yearbook, incl. appointees, department reorganizations, financial reports, offering schedules, addresses, mission workers, etc.
- Arrange for proofreading and complete final draft of Church Yearbook (*January*).

2nd_3rd quarter:

- Continue to gather information relevant for next year's Yearbook (births, deaths, special events, new addresses, etc.)

4th quarter (*Aug. – Oct.*): Order supplies needed for publishing booklets.

Ministry Title: Endowment Fund Team

Prepared by: Policy Team 10/28//2020
Updated by:

Department: Church Council

 X Elected* X Appointed** _____ Hired

*At-large members: 3-year term, eligible to serve 2 consecutive terms

**Assistant Moderator and Trustee representative to Church Council

Responsible to: Church Council

Ministry Description:

To receive and administer long term gifts to the church that are above and beyond budgeted giving to be invested and used to further the ongoing mission of the church.

The Endowment Fund Team shall consist of five members and shall include the Assistant Moderator, the Trustee serving as a representative to the Church Council and three members elected by the congregation. Elected members shall serve staggered terms of three years and shall be eligible to serve two consecutive terms. The lead pastor will be invited as an ex-officio member. The Team will organize officers yearly, selecting a Chairperson, Secretary and Treasurer from the three elected members. The officers will serve a term of one year but can serve for multiple terms. No member shall serve as chair in the first year of their first term.

Responsibilities:

1. To manage and administer the Endowment Fund of the church according to the guidelines.
2. To promote the Endowment Fund to the congregation, namely, to encourage contributions to and applications for distributions from the Endowment Fund.
3. To receive applications for distributions from the Endowment Fund, discern whether the requests for funds meet criteria for distributions from the Endowment Fund, and make such distributions.
4. To report to the Church Council, on a quarterly basis, and to the congregation, on an annual basis, as discussed more fully below.
5. To maintain a record of gifts to the Endowment Fund, including donor, amount of gift and restrictions and designated uses, if any.
6. Chairperson – This person shall preside at all meetings. The Chairperson shall co-sign all disbursements of the Endowment Fund, along with the Treasurer of the Team. The Endowment Fund Team shall designate an acting chairperson in the Chairperson’s temporary absence or temporary inability to serve. A new Chairperson will be selected by the Team if the Chairperson is no longer able to serve on the Team.
7. Secretary – This person shall maintain complete and accurate minutes of all meetings of the Endowment Fund Team and supply a copy thereof to each team member within thirty (30) days after the meeting.
8. Treasurer – This person shall be responsible for the receipts and disbursements from the Endowment Fund and maintain complete, accurate, and up-to-date financial records to reflect the current financial status of the Endowment Fund. The Treasurer shall be a co-signer, along with the Chairperson, of all disbursements of the Endowment Fund. The Endowment Fund Treasurer shall in no case be the Household Treasurer or the Mission Treasurer. The Treasurer shall submit all financial records for audit annually, or more frequently upon the request of the Church Council or the Endowment Fund Team.

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(Endowment Fund Team, continued from previous page)

The Treasurer also shall submit a written report annually to the congregation, and quarterly to the Church Council with each report including the status of assets in the Endowment Fund, income available for distribution, distributions made and to whom such distributions were made. Individual donors will not be identified in any report if anonymity is requested. The annual Treasurer's report will be included in the Annual Meeting booklet for the congregation and the Yearbook and Directory.

Suggested skills:

- Members that congregants feel demonstrate trust and integrity.
- The ability to effectively communicate and build relationships.
- Objectivity, so that each application is given due consideration.
- An understanding of mutual funds and investments is helpful, but not necessary.

Timeline in Church Year:

January-February:

- Team organizes and selects officers.

March-April:

- Quarterly report to the Church Council
- Applications for program/project funding submitted to the Endowment Fund Team no later than April 1 to be considered for a June distribution of funds.

May-August:

- Quarterly report to the Church Council
- June distribution of endowment funds.

September-October:

- Quarterly report to the Church Council
- Applications for program/project funding submitted to the Endowment Fund Team no later than October 1 to be considered for a December distribution of funds.

November-December:

- Annual report to the congregation on the status of assets in the Endowment Fund, the income available for distribution and distributions made from the Endowment Fund.
- December distribution of endowment funds.

Ministry Title: Pastor-Congregation Relations Team

Department: Church Council

Prepared by: Dan Haggerty/PCRC 8/17/13 Updated by: Sharon Waltner 10/28/14

 X Elected(2) X Appointed(1 per pastor) _____Hired

*Term: 3yrs (Each pastor appoints one committee member as their representative; term length by mutual agreement)

Responsible to: Deacons

Ministry Description:

The purpose of the PCRT is to care for the relationship between the pastor(s) and the congregation and when necessary, to mediate conversations between pastors and members of the congregation, pastors and the church council/board, and between pastors and other members of the pastoral team and staff.

Responsibilities:

1. The PCRT attends to both sides of the pastor-congregation relationship. In order to be effective, it must maintain a balanced, third-party stance and listen to all voices. PCRT members must be alert to the potential for inappropriate triangling between other congregational committees, the pastors and the PCRT.
2. It is of utmost importance that members of the PCRT hold all matters of concern or discussion with unwavering confidentiality.

The PCRT will do the following:

- A) Support and empower the congregation and pastor to voice concerns, test perceptions and resolve conflicts through active listening and mutual feedback by:
 - i. being available to the pastor(s) and congregation to hear concerns, test perceptions and deal with conflicts in regularly scheduled meetings and upon request,
 - ii. occasionally reminding congregation of team members' availability to listen,
 - iii. listening for potentially disruptive undercurrents not explicitly named.
- B) Communicate regularly and sensitively the responsibilities and needs of the pastor(s) to the congregation. Provide feedback regularly and sensitively to the pastor(s) of the needs, concerns and expectations of the congregation. Give input to the annual reviews.
- C) Initiate and oversee mediation between the congregation and the pastor(s) in times of conflict.
- D) Consult with the oversight person (conference minister, local conference contact) as needed or when a pastor congregation conflict has gone beyond the resources of the PCRT and the church council or deacon board.
- E) Meetings will take place every month or every two months as needed; also,
 - i. Meet annually with and be available on request more often to meet the pastor's spouse and family to listen to concerns. (e.g., inappropriate expectations, parsonage issues, work-load.)
 - ii. Meet annually with each individual pastoral staff member to listen for any inter-staff tensions.
 - iii. Meet with new-hire candidates to introduce them to the PCRT process
- F) Support the Deacons in assisting and encouraging the pastor(s) to
 - i. Assess ministry load, responsibilities, priorities, limits, and boundaries.
 - ii. Meet regularly as a pastoral team to develop mutual support, unity of purpose and mutual accountability.

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(PCRT, continued from previous page)

- iii. Work through challenges or difficulties, helping provide outside resources/persons to assist pastoral team when needed.

Suggested skills:

- Commitment to well-being of congregation
- Commitment to confidentiality
- Approachable/hospitable
- Good listening skills
- Emotionally stable and self-aware
- Awareness of the broad life of the congregation
- Good rapport with many or most in the congregation
- Mediation or conflict resolution understanding or experience helpful

Timeline in Church Year:

- Monthly meetings with pastor(s)
- Assist Deacons in annual review (summer time)

Ministry Title: Trustees

Department: Church Operations

Prepared by: Trustees 5/22/13 Updated by: Jarrod Preheim 10/1/14

 X Elected* _____ Appointed _____ Hired
*Term: 3yrs

Responsible to: Church Council

Ministry Description:

Take care of physical plant (church building, parsonage, grounds, and cemetery) Provide for the raising of funds for the maintenance of the church.

Responsibilities:

- Repair and maintain the buildings and grounds
- Appoint sexton, grounds supervisor, PA system operators, and representatives to church council and salary committee.
- Hire church secretary, cleaning staff, custodian, and lawn mowers
- Periodically review insurance coverage
- Update cemetery guidelines as needed
- Update policies as needed
- Annually review duties, performance, and compensation of hired staff.

Suggested skills:

- Handyman skills
- Some understanding of budgets

Timeline in Church Year:

- Several meetings throughout the year
- Meet to work on repairs and maintenance as needed

Ministry Title: Household Treasurer

Department: Church Operations

Prepared by: Trustees 5/22/13 Updated by: Policy Team 12/01/22

 X Elected* _____ Appointed _____ Hired
*Term: 3yrs, unlimited consecutive terms

Responsible to: Church Operations Leadership Team

Ministry Description:

Receive and disburse money for the church operations.
Keep accurate records of all receipts and disbursements.

Responsibilities:

- Deposit donations and offerings designated for General Fund
- Pay bills related to church operations
- Provide monthly report to Trustee chair
- Provide congregation with updates as to financial status of the church treasury
- Administer payroll, associated taxes and file quarterly 941 reports with IRS
- Prepare financial report for annual meeting
- Prepare proposed budget for annual meeting
- Serve as chairman on pastoral salary team
- Enroll staff in health insurance and retirement plans
- Manage savings accounts
- Attend all Church Council meetings as a voting member.

Suggested skills:

- Knowledge of accounting principles
- Accuracy and attention to detail
- Computer skills

Timeline in Church Year:

Year round - deposit money and disburse as required

January - Prepare thank you letter for congregants listing total donations for the year coordinating with the Mission and Christian Formation Treasurers.

April – August

September - Call Pastoral Salary Team together prior to budget preparation.

October – Prepare proposed budget in preparation for Church council meeting.
Close books for fiscal year.

November – Submit report to auditors and for submission to Annual Report Booklet.
Finalize proposed budget for Annual Meeting and Annual Report Booklet.

December

Ministry Title: Sexton

Prepared by: Trustees 5/22/13 Updated by: Jarrod Preheim 10/1/14

Department: Church Operations

_____ Elected X Appointed _____ Hired

Responsible to: Church Operations Leadership Team

Ministry Description:

Maintain burial plot records and make sure cemetery rules are followed

Responsibilities:

- Record deaths and burial locations.
- Fill out the permit of disposition of dead human body and record at the Register of Deeds in Parker, SD. Keep one copy in the files.
- Ensure rules of the cemetery guidelines are followed.

Suggested skills:

- Good record keeping

Timeline in Church Year:

Various, as needed

Ministry Title: Grounds Supervisor

Prepared by: Trustees 5/22/13 Updated by:
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Department: Church Operations

 Elected*

 X Appointed

 Hired

*Term: 2yrs

Responsible to: Church Operations Leadership Team

Ministry Description:

Oversee the care of grounds and church building exterior

Responsibilities:

- Direct trustees to maintenance issues
- Make sure mowing job is done adequately
- Make sure snow is removed from parking lot when needed

Suggested skills:

- Good communication skills, being able to direct others

Timeline in Church Year:

Year round

Ministry Title: Salary Team

Prepared by: Trustees 5/22/13 Updated by:
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Department: Church Operations

_____Elected X Appointed _____Hired

Responsible to: Church Operations Leadership Team

Ministry Description:

To set the salary package for the Pastor(s)

Responsibilities:

- Yearly set a salary for the pastor(s), review any changes in insurance, pensions, etc.

Suggested skills:

- Ability to learn the ins and outs of the committee
- Knowledgeable

Timeline in Church Year:

Meet once at the end of the year

Ministry Title: Administrative Assistant

Prepared by: Trustees/J.Preheim 10/1/2014 Updated by: Policy Team 01/29/2023

Department: Church Operations

_____ Elected _____ Appointed X Hired

Responsible to: Church Operations Leadership Team

Ministry Description:

Do clerical work, as assistant to pastor.

Provide general office support to assist in the smooth running of the administrative side of the church organization.

Weekly Hours/Days:

3 half days (including Friday when the bulletin is printed) at approximately 9-12 hours per week.

Responsibilities:

WEEKLY TASKS

1. Worship service bulletin
 - A. Preparation
 - Gather information.
 - Write, edit, print regular, large print and children's bulletins.
 - B. Distribution/Delivery
 - Deliver bulletins to Freeman for delivery to elderly and shut-ins.
 - Mail bulletin to former pastors and absentee members.
 - Email bulletin to those who signed up for weekly email bulletins.
 - File copies of bulletins for reference and future binding. Bookbinding is done every 3-5 years by the Springfield Prison. The bound copy is placed in the church library.
 - C. Update website with bulletin, calendar updates and post link to worship service.
2. Submit worship schedule to the Freeman Courier and the New Era when there are changes.
3. Correspondence
 - Type and print correspondence for the pastors, as requested.
 - Compose and print church correspondence.
4. Communication
 - Send emails as needed to communicate with church members
 - Make and answer phone calls pertaining to church business
 - Respond appropriately in a timely manner to notes, mail, email, voice messages.
 - Maintain church calendar, collaborate with pastor and/or moderator in scheduling events.
 - Communicate with Custodian about date/time of upcoming meetings and events.

(continued on next page)

5. Office Management
 - Greet visitors to the church during office hours.
 - Purchase office supplies (paper, toner, etc.).
 - Distribute mail into member's mailboxes.
 - Make copies as requested.
 - Forward requests for worship service CDs to A/V Team.
 - Post the weekly bulletins and worship service video to the church website
6. Update addresses
 - Keep all addresses, phone numbers and email addresses as current as possible.
 - Forward changes to Church Editor (Annual Report/Yearbook).
 - Maintain the church email list for congregational notification and a separate list for those wishing to receive the weekly worship service bulletin by email
7. Update files
 - Assist the pastor with membership records. Record deaths, births, adoptions, marriages and divorces. Add any changes in membership status as they occur.
 - Keep all other files current.
 - Forward changes to Church Editor (Annual Report/Yearbook).
8. Miscellaneous
 - Be familiar with the various departments and committees.
 - Check restrooms, lights, doors, windows, and church basement. Report anything out of the ordinary to the trustee chairperson.
 - Monitor church property and report any problems to the trustees.
9. Maintain regular office hours and communicate changes to the congregation.

MONTHLY TASKS

1. Compose and publish monthly birthday and prayer lists, church finance information.
2. Keep information neat and current on narthex bulletin board and information table.

PERIODIC TASKS

1. Special Program bulletins
 - compose, edit and print special program bulletins (i.e. Thanksgiving, Christmas)
2. Print yearly letters for distribution (i.e. Harvest Thanks letter).
 - Print special bulletin inserts, document, surveys and questionnaires as requested by the Church Moderator and the various departments.
 - Forward department meeting minutes to congregational members (email & hard copies) etc.
3. Maintain mailbox names, adding and deleting as appropriate.
4. Add new policies to the 4 Policy Manuals when received from the Church Moderator.
5. Complete and submit the annual MC USA membership survey.
6. Find substitute when taking days off.
7. Order coffee and kitchen supplies as requested.
8. Provide a list of events/rentals to the Household Treasurer so they are aware of what fees and suggested donations are coming in

Suggested skills

- Communication and organizational skills
- Detail oriented
- Able to maintain confidentiality
- Computer skills

Computer knowledge and comfort is essential to this position. The office uses Microsoft Word and Windows, MS Works, and MS Excel. A working knowledge of email and the internet are necessary. Web skills may be necessary if no Webmaster is appointed to keep the church website up to date.

Timeline in Church Year:

Year round (**see job description**)

January Reviews the data base

December Prepares a file of bulletins, the Yearbook, Annual Meeting Report booklet and any other relevant documents for the Archives at Heritage Hall Museum

Ministry Title: Custodian

Department: Trustees

_____ Elected _____ Appointed* X Hired

Responsible to: Church Operations Leadership Team

Ministry Description:

Keep the church building comfortable and safe
Take care of routine maintenance

Responsibilities: *(See Trustees for detailed list of responsibilities)*

- Keep church cool and warm as needed (thermostats)
- Clean snow and debris off sidewalks by the church
- Turn on lights and open doors before church events. After church, make sure windows and doors get closed and lights turned off.
- Monitor ceiling fans and window shades, setting according to the change in seasons.
- Routine maintenance such as changing light bulbs, repairing toilets, tightening hardware, checking water faucets and drainage, checking sump pump, etc.
- Monitor pest and rodent situations.
- Changing clocks with biannual time changes
- Communicate with the Administrative Assistant about times and dates of upcoming meetings and events.

Suggested skills:

Handyman skills

Timeline in Church Year:

Year round: Every Sunday or whenever events at church occur

Ministry Title: Cleaning staff

Prepared by: Trustees 5/22/13 Updated by: Policy Team 02/19/2023

Department: Church Operations

_____ Elected _____ Appointed X Hired

Responsible to: Church Operations Leadership Team

Ministry Description:

Keep the church building clean, neat, and presentable

Responsibilities:

Weekly: (Detailed list available from Trustees)

- Mop, dust, vacuum, and scrub floors
- Dust and vacuum pews
- Empty waste baskets, burn trash and do recycling
- Clean glass doors
- Clean bathrooms
- Set and monitor mousetraps
- Monitor water level in piano “Damp Chaser”

As needed:

- Wash narthex floor
- Wash kitchen floor
- Clean fluorescent light fixtures
- Clean white boards
- Order cleaning supplies and equipment
- Assist Trustees with cleaning the LED light fixtures

Yearly:

- Wash and apply finish to sanctuary and narthex floors
- Wash windows

Suggested skills:

- Eye for detail

Timeline in Church Year:

Year round

Ministry Title: Lawn Mowing Staff

Prepared by: Trustees 5/22/13 Updated by:
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Department: Church Operations

_____ Elected _____ Appointed* X Hired

Responsible to: Church Operations Leadership Team

Ministry Description:

Keep lawns mowed and trimmed around church buildings and cemetery

Responsibilities:

- Mow and trim lawns whenever needed

Suggested skills:

- Know how to run a lawnmower and trimmer

Timeline in Church Year:

Summer months

(Congregational Worship Leadership Team, continued from previous page)

Timeline in Church Year:

January	Vision and plan for the upcoming year. Chair to meet with group deciding on the Offering Schedule.
February – August	Meet as necessary
September	Department teams prepare annual budget requests for the Leadership Team.
October	In early October, review Department funding requests and prepare next year's budget for the department; submit to the Church council. Write Report for the annual report booklet.
November	Appoint people for the Department's appointed positions and report them to the Church office. Review all ministry descriptions and policies, updating them if needed.
December	After the Annual Meeting, organize the department with all newly elected and appointed people for the upcoming year. Make sure all new department members have received a copy of their ministry description.

(Worship Planning Team, continued from previous page)

Timeline in Church Year:

January

1. Review ministry description.
2. Start planning for Lent season.

February

1. Organize for annual Easter Lilies.

March - May

June - August

September

1. Review if any funds are needed for upcoming budget year and submit the budget request to the Congregational Worship Leadership Team.

October

1. Prepare and submit the annual report.

November

1. Plan for Christmas/Advent season.
2. Organize for annual poinsettias.

December

1. Review ministry description to see if any changes need to be made; if so submit to Leadership Team.

Ministry Title: Music Team

Prepared by: Kathy Kleinsasser 5/28/2013 Updated by: Policy Team 02/19/2023
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Department: Congregational Worship

_____ Elected X Appointed* _____ Hired

*Term: 2-year terms, 3 consecutive terms possible for choir reps & organist/pianist rep

Responsible to: Congregational Worship Leadership Team

Ministry Description:

To coordinate the church musical groups and individuals (choirs, organists/pianists) to plan for weekly music in the church services.

Responsibilities:

- Appoint one person to be chair. That person will also be the Music Team Representative to the Congregational Worship Leadership Team. They will serve a 2-year term with a second term possible.
- Organize yearly schedule of music
- Plan for music every Sunday and special programs
- Make sure choirs are in place for season and directors
- Notify Piano Coordinator when tuning or piano repair is necessary
- Team members help organize and contact musicians for a summer music schedule when choirs are not meeting
- Try to coordinate music to fit theme of worship
- Set date for annual Christmas choirs concert
- Try to include all members with talents in music

Suggested skills:

- Organizational skills
- Willingness to contact musicians
- Knowledge of music and area musicians

Timeline in Church Year:

This is a year round job. Music should be planed for every Sunday.

- | | |
|----------|---|
| October | 1) Chair submits budget to Household Treasurer after discussion with choir directors.
2) Chair writes Music Team report for Annual Report booklet and submits it to the Church Editor. |
| December | Plan upcoming year choirs schedule and submit copy to Church Office.
Appoint a chairperson for the upcoming year. |

Ministry Title: Choir Representatives

Prepared by: Policy Team 11//21/2017 Updated by: Policy Team 02/01/2018
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Department: Congregational Worship

Elected Appointed Hired
*Term: 2yrs, eligible for 3 consecutive terms

Responsible to: Music Team

Ministry Description:

A Choir Representative (“Rep”) is elected by each of the choirs to represent Chancel Choir, Men’s Choir, Ladies Choir, and Bell Choir on the Music Team.

Choir Reps are elected by the choir members to serve staggered terms of two years, with a limit of 3 consecutive terms (6 years).

Responsibilities:

- One Choir rep is elected by each choir, and serves, along with the Choir Directors and Organist/Piano Rep, on the Music Team.
- Choir reps assist the choir directors as requested with tasks such as filing music and getting supplies as needed.
- The Music Team sets the yearly music schedule, including special music in the summer. As part of that scheduling, each Choir Rep is tasked with finding special music for Sunday services during one month in the summer and early fall when the choirs are on break.

Suggested skills:

- Music proficiency
- Organization

Timeline in Church Year:

January - New schedule begins and new choir representatives begin service

February – April - Choir reps assist the choir directors, as needed.

May - October - Choir representatives assist in scheduling special music for Sunday services

November- December - Choir reps assist the choir directors, as needed.

Ministry Title: Organist / Pianist Representative

Prepared by: Marilyn Brockmueller 02/19/2023
Updated by:

Department: Congregational Worship

Elected Appointed Selected Hired
(chair selected by group for one 2-year term)

Responsible to: Music Team

Ministry Description:

To ensure that pianists and/or organists are assigned to each worship service, and to take responsibility for service and maintenance of organ and piano.

Responsibilities:

- Appoint one person to be chair. That person or an appointed representative will be the Organist/Pianist Representative to the Music Team and the Worship Planning Team.
 - Organize the yearly schedule to cover all worship services with piano and/or organ (Sundays, weekdays and evenings as required).
 - Communicate with the team what the Music Team is planning for the year.
 - Regularly communicate with the team what the Worship Planning Team is planning for the upcoming themes in worship.
- Each musician should communicate with the Pastor and Administrative Assistant concerning the upcoming Sunday/special event when they are assigned to play, to coordinate service details and the theme of the service.
- The Organ chair or person delegated by Organ Chair is responsible:
 - To contact the organ repair person for tuning, maintenance, and repair,
 - To make sure the sanctuary is kept at a minimum of 65 degrees in the heating season (to maintain the pipes),
 - To make sure the trustees have the organ loft pails filled in October/November and that they are empty or emptied in April/May.
- The Pianist Coordinator is responsible:
 - To contact the piano tuner for tuning, maintenance and repair when requested by Music Team members,
 - To procure pianists to play for assigned "Piano Sundays".

Suggested skills:

- An organist or pianist that is organized and has skills in communication to serve as chair.
- Organists and pianists willing to share their musical skills for church services.

Timeline in Church Year:

Year round Musician to play when assigned or find a substitute.

January - Chair to call the organists and pianists together to plan out the year (after receiving the schedule from the Music Team)

October - Submit budget for organ and piano tuning and repair to Household Treasurer. Write report for Annual Report booklet.

November- Call organ tuner and piano tuner before Swiss Chorale, Christmas program, or other special concerts.

Ministry Title: Hospitality Team

Prepared by: Ginger Waltner 5/21/13
Updated by: Policy Team 11/15/2017

Department: Congregational Worship

_____ Elected X Appointed* _____ Hired
*2-year term, eligible to serve 2 terms

Responsible to: Congregational Worship Leadership Team

Ministry Description:

To focus on creating a welcoming church atmosphere. This will be done by a team that consists of Hosts, Ushers, and Child Care Facilitators.

The Congregational Worship Leadership Team will appoint members of the Hospitality Team (Hosts, Ushers, Child Care Facilitators) to serve staggered terms of two years with the eligibility of serving for 3 consecutive terms. A chairperson will be selected by the Hospitality Team, but not in the first year of their first term. The chairperson will serve a term of 2 years and may serve 2 consecutive terms as a representative on the Congregational Worship Leadership Team.

Responsibilities:

- Select a chairperson to serve as the representative to the Congregational Worship Leadership Team.
- Hosts shall be responsible for greeting worshippers, welcoming and assisting guests before and after church services, serving as hosts for funerals and special events, and coordinating lodging and meals for special guests, when requested.
- Ushers shall be responsible for making members and guests feel welcome, as well as helping make the service run smoothly by distributing bulletins, providing roving microphones, taking attendance, and other tasks as requested.
- Child Care Facilitators shall arrange for the supervision and upkeep of the Church nursery.
- The Congregational Worship Leadership Team is responsible for providing training and/or orientation for the Hospitality Team (Hosts, Ushers, Childcare Facilitators), as needed.

Suggested skills:

Organizational skills
Welcoming personality

Timeline in Church Year:

January - New schedule begins and new Hospitality Team members begin service
 February-May -
 June-September -
 October- November -
 December - Call a meeting of the hosts, ushers and childcare facilitators that includes the newly appointed people to organize and select a chairperson

Ministry Title: Hosts
Department: Congregational Worship

Prepared by: Ginger Waltner 5/21/13 Updated by: Policy Team 11/15/2017

_____ Elected X Appointed* _____ Hired
*2-year term , eligible for 3 consecutive terms

Responsible to: Hospitality Team

Ministry Description:

To make people feel welcome when they arrive at church; acknowledge members and guests, and greet them so they feel welcome. Ask guests to sign the guest book.

The Congregational Worship Leadership Team shall appoint Hosts to serve staggered terms of two years with the eligibility of serving 3 consecutive terms.

Responsibilities:

- Hosts are appointed to greet people on Sunday mornings, welcome and assist guests before and after church services, and serve as hosts for special events, as needed.
- The Hosts will select a chairperson, who will coordinate the schedule for the year and serve as the liaison with the Hospitality Team chairperson.
- Hosts are assigned to serve a full month three times a year. If the designated host is not able to be there on their assigned Sunday, they are responsible to find another host to fill in.
- Hosts need to be available for funerals to direct traffic for the fellowship lunch. The Meal Fellowship Committee will designate the seating for family and guests and communicate this to the hosts. If the designated host is not able to serve at a funeral during their assigned month, they are responsible to find another host to fill in.
- Coordinate lodging and meals for choirs etc. to stay, if needed.
- The Congregational Worship Leadership Team is responsible for providing training and/or orientation for the Hosts, as needed.

Suggested skills:

Smile-engage in light conversation with all who you greet.
If possible, greet people by name to make it more personal.

Timeline in Church Year:

January - New schedule and new hosts begin service

February-May -

June-September -

October - Host chairperson write a report for the Annual Report Booklet

November-December -Host chairperson will set the Host schedule for the upcoming year after receiving new appointments from the Congregational Worship Leadership Team

Ministry Title: Ushers

Department: Congregational Worship

Prepared by: Cindee Evenson 12/10/16 Updated by: Policy Team. 11/15/2017

_____ Elected X Appointed* _____ Hired
*2 year term, eligible for 3 consecutive terms

Responsible to: Hospitality Team

Ministry Description: To make members and guests feel welcome as well helping make the service run smoothly by helping with bulletin distribution, roving microphones, taking attendance and other tasks as requested.

The Congregational Worship Leadership Team will appoint the ushers to serve staggered 2-year terms with the eligibility of serving 3 consecutive terms.

Responsibilities:

- Arrive Sunday mornings between 9:00-9:10 a.m.
- Greet people and hand out bulletins as they enter the sanctuary
- Help seat all guests and others, if needed
- Pass offering plates
- Count people in attendance reporting count to head usher
- Assign two ushers to take microphones to the front for sharing time
- Help with worship service as needed
- Find a replacement if unable to serve on a Sunday morning
- Be available to help at funerals and other church functions as requested
- Dress appropriately
- Two ushers will count the offering and compile it for the Mission Treasurer (see Donation Policy - CO 2 for details).
- Head Usher responsible for finding ushers for funerals and other church functions when informed by the church office
- Write report for Annual Meeting booklet

Suggested skills:

Enjoy meeting people
Willing to move throughout sanctuary as needed

Timeline in Church Year:

Year round
October – The head ushers will write a report for the Annual Report booklet
December – A head usher will be selected for both teams

Ministry Title: Childcare Facilitator

Department: Congregational Worship

Prepared by: Vernetta Waltner	5-2013
Updated by: Policy Team	11/15/17

Elected Appointed * Hired
 *2 year terms, eligible for 3 consecutive terms

Responsible to: Hospitality Team

Ministry Description:

To facilitate childcare in the nursery and for the upkeep of the nursery. Volunteers will provide child care on Sunday mornings and as requested for other events in Salem Mennonite Church.

The Congregational Worship Leadership Team will appoint Childcare Facilitators to serve staggered terms of 2 years with the eligibility to serve 3 consecutive terms. One person will be chair, but not in the first year of the first term.

Responsibilities:

- Review current use of the nursery
- Evaluate if any age restrictions of children should be implemented
- Recruit volunteers to serve for Sunday mornings and other events as requested
- Make a schedule of workers
- Provide guidelines and training for workers addressing the following:
 - Meet with all workers so they are aware of the expectations
 - Arrival at least 15 minutes prior to the start of the serve and remain until the end of the service when parents pick up their children
 - Workers cannot leave the nursery or change workers during their time in the nursery
 - If a worker has a responsibility during the service, the worker needs to find a replacement for the whole service as it can become disconcerting for the children to change staff during the service
- Maintain good quality toys, furnishing and supplies in the church nursery
- Sanitize the toys approximately every 2 months
- Under the guidance of the Trustees, update the room and facilities as needed, such as painting, furniture and other items for the nursery

Suggested skills:

Interest in children
Organization

Timeline in Church Year:

January - April
 May -August
 September - Evaluate needs of the nursey and costs for the next year, if needed
 October - Submit budget to Trustees and Council
 November - Recruit workers for the next year and prepare schedule. Write Annual Report.
 December - Provide training for workers

Ministry Title: Copyright License Manager

Department: Congregational Worship

Prepared by: Anita & Renee Neufeld 01/02/17 Updated by: Policy Team 10/18/17

_____ Elected X Appointed * _____ Hired
*3 year term, unlimited consecutive terms

Responsible to: Congregational Worship Leadership Team

Ministry Description:

To report to CCLI (Christian Copyright Licensing International) when requested.
Report songs used in the worship service – either copies made for the bulletin or audio recordings. This only applies to vocal music done for special music. It IS NOT necessary to record instrumental music or hymns.

Responsibilities:

Obtain titles, arrangers and composers of the songs that were sung by those doing special music.

- Log into the profile on www.ccli.com using your email, user name and password
- Click *applications*
- Click on *go to online reporting*
- Follow the prompts: log into your profile again
- Search for songs in the database by title, composer and/or arranger. Make sure it is the same version that was used. If you cannot find a song don't record it. Some songs are public domain and they do not need to be reported.
- If there are questions, call CCLI at **(360)-553-7500**

Suggested skills:

Knowledge of music
Computer skills
Timely responses when information requested by CCLI

Timeline in Church Year:

CCLI will notify the contact person by the email on file with the dates of reporting. Usually it happens once or twice a year for about a 3 month period.

Website: www.us.ccli.com
CCLI # 421396
CCLI Phone: (360)-553-7500 (7am-4 pm PT)

(Meal Fellowship Team, continued from previous page)

- The selected Meal Fellowship Team Representative will attend the Congregational Worship (CW) Leadership Team meetings.

Suggested skills:

Ability to serve and prepare food

Organizational skills along with a helpful, supportive, friendly character OR hospitality skills

Timeline in Church Year:

January - review ministry description with newly appointed volunteers

February – May -

June – August

September - review kitchen needs and submit an estimate of expenses for the upcoming year to the Household Treasurer for inclusion in the budget

October - write report for Annual Report booklet

November - review ministry description and make necessary changes

December - -select every other year, a representative to serve on the CW Leadership Team

Ministry Title: Christian Formation At Large Leadership Team Members

Department: Christian Formation

Prepared by: Peggy Waltner 5/25/13 Review by: Collin Waltner 10/12/14
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 X Elected* Appointed Hired

*Term: 3yrs (elected at member at large, chairperson on final year of term)

Responsible to: Church Council

Ministry Description:

1. To coordinate the educational activities of the church
2. To represent any department matters to the church council

Responsibilities:

1. Shall determine and implement educational policies concerning curriculum selection, leadership training, special study courses, and overall goals.
2. Shall make provisions for recruitment and training of Sunday School teachers, Bible Study teachers, Bible School teachers, and other workers.
3. Shall present annually to the Church Council a proposed budget adequate to carry out all the maintenance treasury unless funds are derived from other sources
4. Shall appoint the Assistant Bible School Superintendent, Library Committee members, and Sunday School Treasurer, fill vacancies, and appoint other committees when necessary
5. Shall authorize the dispensing of all Sunday School offerings.
6. The at-large members or volunteer help shall purchase and assemble the Christmas Gift packages for the annual Sunday School Christmas program.

Suggested skills:

Organized, strong leadership skills, ability to delegate responsibility and duties to others, have creative new ideas to implement, have a love for children and education, be concerned about spiritual welfare of others.

Timeline in Church Year:

Jan.	regroup for new year – talk about goals
Feb.	DVBS look for material
Apr-May	DVBS planning; Bible Study: 1 st grade Bible presentations
July	Start planning for new SS year
Oct or Nov	Prepare annual report; find people for various committees; discuss budget needs
Dec	reorganize for new year – do after church on Sunday morning

Ministry Title: Sunday School Superintendents

Department: Christian Formation

Prepared by: Rachel Waltner 5/25/13 Updated by: Policy Team 11/30/2016

 X Elected Appointed* Hired

*Term: 2yrs (start as Asst SS Superintendent first year, become Superintendent second year)

Responsible to: Christian Formation Leadership Team

Ministry Description:

Organize and oversee the Sunday School department to provide faith formation to children, youth and adults.

Responsibilities:

- Attend Christian Formation Committee meetings and provide updates
- Organize classes by determining size of classes, finding teachers and assigning classrooms
- Order supplies in a timely manner such as the quarterly curriculum for children and adults, quarterly devotionals, and children’s class room supplies as needed
- Weekly ring the bell at the beginning and end of the SS period as well as collect Sunday School offerings and take attendance for the primary and youth classes
- Chose the recipient of the children’s quarterly offering and inform Christian Formation Treasurer
- Coordinate special events such as the Christmas Eve program, the Easter Egg Hunt and the 1st grade Bible presentation
- Assist with teachers/students needs
- Work together with the Child Protection Team to coordinate activities
- Write report for Annual Report Booklet

Suggested skills:

Organized and able to plan ahead
Enjoy working with kids
Able to work well with both children and adults.
Flexible/able to handle the unexpected

Timeline in Church Year:

January

- 1) Order next quarter SS materials & devotionals
- 2) Chose quarterly offering project for children’s department
- 3) Goal planning for the new church year

February

- 1) Distribute SS materials & devotionals
- 2) Plan children’s Easter Egg Hunt for Easter Sunday morning

Spring

- 1) Have Children’s Easter Egg Hunt
- 2) Plan and carry out Sunday morning Bible presentation for 1st graders

(Continued, next page)

(Sunday School Superintendents, continued from previous page)

March

- 1) Plan for Circle of Grace curriculum together with the Child Protection Team.
- 2) Find teachers to provide Circle of Grace education.

April

- 1) Order next quarter SS materials & devotionals
- 2) Chose quarterly offering project for children's department
- 3) Circle of Grace Curriculum Education for primary and youth classes
- 4) Copy of Child and Youth Protection Policy to all households.

May

- 1) Distribute SS materials & devotionals
- 2) Evaluate Summer Curriculum – will classes stay the same or will there be a larger group?

June

July

- 1) Order SS materials & devotionals
- 2) Chose quarterly offering project for children's department
- 3) Begin planning for new SS year. Take inventory and order necessary supplies for students (glue, crayons, markers, paper, etc.)
- 4) Begin finding teachers for classes. Plan for bulletin announcements.

August

- 1) Continue finding SS teachers.
- 2) Organize the classes and assign rooms. Publish a list of all students in each class.

September

October

- 1) Order SS materials & devotionals
- 2) Chose quarterly offering projects for children's department.
- 3) Write report for Annual Report Booklet.

November

- 1) Distribute new quarterly Sunday School (SS) materials & devotionals
- 2) Begin planning Christmas Eve program. Collaborate with North Church.
- 3) When we are the host church for the Christmas Eve program, plan to order supplies for Christmas Sacks and set a date to assemble Christmas Sacks.

December

- 1) Assist with Christmas Eve Program Practice.
- 2) Plan bulletin announcements regarding practice time and the program.
- 3) Have Christmas Eve Program

Materials available:

Smart TV – must be checked out in advance from the AV Team. Training is available and is recommended.

TV/VCR player – must be checked out in advance from the AV Team.

Ministry Title: Assistant SS Superintendent

Department: Christian Formation

Prepared by: Heather Haggerty 5/25/13 Updated by: Policy Team 11/30/2016

 X Elected* Appointed* Hired

*Term: 2yrs (start as Asst SS Superintendent First year, become Superintendent second year)

Responsible to: Christian Formation Leadership Team

Ministry Description:

To shadow the Sunday School Superintendent while helping/assisting with duties in order to be prepared for the next year's responsibilities.

Responsibilities:

Assist Sunday School Superintendent as requested with any of the duties listed in the Superintendent's ministry description

Suggested skills:

- Organization
- Desire to work with children, adults, and their teachers
- Willingness to assist SS Superintendent in all tasks as requested

Timeline in Church Year:

Assist the SS Superintendent as needed – see the SS Superintendent's ministry description timeline.

Ministry Title: Bible Study Coordinator

Prepared by: Duane Ries 5/26/13
Updated by: Policy Comm 01/10/17

Department: Christian Formation

 X Elected* Appointed Hired

*Term: 3yrs with opportunity for a second term

Responsible to: Christian Formation Leadership Team

Ministry Description:

The coordinator will work to nurture and enhance the education ministries of the church, taking responsibility to develop quality Bible studies or programs. It is important that the Bible Study Coordinator remains flexible and allows the Holy Spirit to lead and guide the direction of this program

Responsibilities:

- Meet and work with the Department of Christian Formation and the pastor
- Oversee, plan, and implement Bible Study programs on an array of subjects to reach a broad spectrum of needs within the congregation.
- Invite and involve participation from others in this ministry
- Research resources that would enhance the program
- Help members to grow in their Christian faith through Bible study, Fellowship, mutual support and encouragement, and prayer
- Determine seasonal devotionals
- Determine formats for presentations of conference supported emphasis

Suggested skills:

- Demonstrates leadership and organizational skills and is self-motivated
- Experienced in participating and facilitating Bible studies
- Has the ability to recruit and motivate others

Timeline in Church Year:

It is up to the coordinator to determine how often and what type of Bible Study programs to plan. If devotional Guides will be used for the Lent and/or Advent seasons, the coordinator must begin that process several months in advance to allow enough time for people to write devotionals and then have them printed.

Timeline through the Church Year:

January - Facilitate Winter Bible Study
Determine if a Lenten devotional will be developed and if so, begin developing

February - Continue to facilitate Winter Bible Study
Finalize, print, and distribute Lenten devotional by Ash Wednesday

March - May Planning for Summer Bible Study

June - Aug. Facilitation of Summer Bible Study

(continued on next page)

(Bible Study Coordinator, continued from previous page)

September - Develop plans for Bible Studies and other programs for the coming year, and determine what topics, leaders and format to use.
Determine if an Advent devotional will be developed and begin its development.

October - Continued development of plans for the coming year (See September)
Continued review of Advent devotional development

November - Finalize, print, and distribute Advent devotional in time for Advent

December - Finalize details for Winter Bible Study

Processes:

- Contact the Deacon Board if an outside speaker is invited as presenter for Bible Studies.
- Arrange for Guest Speaker Honorariums.

Ministry Title: Bible School Superintendents

Prepared by: Cheryle Gering 5/25/13
Updated by: Policy Team 12/02/2016

Department: Christian Formation

_____ Elected X Appointed* _____ Hired

*Term: 2yrs (start as Asst VBS Superintendent first year, become VBS Superintendent second year)

Responsible to: Christian Formation Leadership Team

The Bible School Superintendent and Assistant Superintendent will work together with the VBS superintendents from Salem Zion Mennonite Church.

Ministry Description:

To provide faith formation to children in a fun creative format by planning, organizing, facilitating, and supervising the annual Bible School for pre-school through eighth grade.

Responsibilities:

1. Attend Christian Formation Committee meetings and provide updates.
2. Choose the VBS curriculum in collaboration with Salem Zion
3. When our church is hosting:
 - a. Order curriculum
 - b. Inventory VBS department supplies and order as necessary
 - c. Advertise in the local community
 - d. Assign classroom appropriate for age and size of the class
 - e. Collect the daily offering
 - f. Provide receipts to the treasurer in a timely manner
4. Collaborate with Salem Zion:
 - a. Provide registration material
 - b. Find teachers for each class and helpers for music, recreation, crafts, etc
 - c. Chose an offering project
 - d. Assist with teacher/student needs
 - e. Decorate rooms
5. Write report for the annual report booklet

Suggested skills:

- Organizational and supervisory skills are important.
- Knowledge of resources available to assist within congregation and community helpful.
- Enjoy working with children.

Timeline in Church Year:

Bible School is traditionally the first full week of June.

(Continued, next page)

(Bible School Superintendents, continued from previous page)

January-February

1. Set the date and location for the VBS week
2. Begin evaluating curriculum. Chose the curriculum
3. Hold regular meetings to ensure smooth planning and good communication.

March

1. Begin planning the week; content, class schedules, music, etc.
2. Research and chose an offering project.

April

1. Start looking for teachers and helpers
2. Develop the content for each day (opening/closing)
3. Contact Deacons Boards of both churches if the VBS program will be held on a Sunday morning

May

1. Advertise the event
2. Bulletin announcements
3. Registration forms in mailboxes
4. Finalize teacher, music, recreation, etc
5. Distribute materials
6. Create class lists
7. Hold a pre-VBS meeting with all teachers several weeks before VBS starts

June

1. Finalize any last-minute details that need resolution
2. Decorate and arrange classrooms
3. Arrange transportation if needed
4. Have fun!
5. Host the Bible School program on Sunday morning which includes bulletin announcements, bulletin program, etc.
6. Clean up after Bible School is finished.

October

1. Write report for the annual report booklet.

Materials available:

- Smart TV - must be checked out in advance form the AV Team. Training is available and is recommended.

DVD/VCR player – must be checked out in advance from the AV Team.

Ministry Title: Assistant Bible School Superintendent

Prepared by: Bonnie Tschetter 5/27/13 Updated by: Policy Team 12/02/2016

Department: Christian Formation

_____ Elected X Appointed* _____ Hired

*Term: 2yrs (start as Asst VBS Superintendent first year, become VBS Superintendent second year)

Responsible to: Christian Formation Leadership Team

Ministry Description:

To shadow the superintendent of Bible School while helping/assisting with duties in order to be prepared for the next year's responsibilities

Responsibilities:

- Assist Bible School Superintendent as requested with any of the duties listed in the Superintendent's ministry description

Suggested skills:

- Organizational and supervisory skills
- Enjoy working with children

Timeline in Church Year:

Assist VBS Superintendent as needed - see VBS Superintendent's ministry description timeline

Ministry Title: Library Team

Prepared by: Kathleen Miller 5/25/13 Updated by: Policy Team 11/10/2017
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Department: Christian Formation

_____ Elected X Appointed* _____ Hired

*Term: 3yrs, 2 consecutive terms possible

Responsible to: Christian Formation Leadership Team

Ministry Description:

To provide educational, inspirational, theological and historical materials (books and DVD's) with a Christian and specifically Anabaptist emphasis.

Three members each serve a 3-year term with the term of one member expiring each year. A second term may be served. One person to serve as chair (not in the first year of their first term) and one to be a representative on the Christian Formation Leadership Team.

Responsibilities:

The Library Committee shall consist of three members appointed by the Board of Education. Their term of office shall be three years with the term of one member expiring each year.

- Using computer program do the material check-outs and returns
- Weekly put away returned books and maintain order in the library
- Display publications in narthex for higher visibility
- Yearly purchase books and DVD's
- Process books to be placed in library as purchased or donated
- Keep abreast of new publications, topics that congregants would benefit from
- Administer Shalom Readers Club
- Periodically do inventory of materials in library

Suggested skills:

- Love for reading
- Knowledge of the Dewey Decimal System
- Organizational and creative skills
- Computer skills to operate the library program

Timeline in Church Year:

Year-round work with larger projects being done as the members have time.

Ministry Title: Youth Vice President

Prepared by: Craig Miller & youth 5/8/13 Updated by:

Department: Christian Formation

_____ Elected X Appointed _____ Hired
* moves up to President the next year

Responsible to: Christian Formation Leadership Team

Ministry Description:

Help the President in his/her duties

Responsibilities:

- Assume President's duties if absent
- Automatically become President the following year

Suggested skills:

Communication

Be able to count votes

Timeline in Church Year:

September to August (school year)

Ministry Title: Youth Treasurer

Department: Christian Formation

Elected Appointed Hired

Responsible to: Christian Formation Leadership Team

Ministry Description:

Manage the youth group funds

Responsibilities:

- Write checks for expenses
- Deposit funds
- Prepare annual financial reports
- Daily duties for ice cream booth:
 - Getting change
 - Counting income / deposit

Suggested skills:

- Organization
- Math / money management / accounting
- Handwriting
- Trustworthy / responsible

Timeline in Church Year: September to August (school year)(no term limit)

Ministry Title: Youth Advisors

Prepared by: Jenelle Miller 5/2/13 Updated by:

Department: Christian Formation

_____ Elected X Appointed _____ Hired

Responsible to: Christian Formation Leadership Team

Ministry Description:

To interact with youth, to help guide and nurture them as they grow and to challenge them to stay interested and involved in our church and the church as a whole.

Responsibilities:

- Lead Bible studies, Wednesday nights
- Work with Pastor to plan and schedule fun outing / activity with youth every quarter
- Accompany youth to Youth Escape, youth service trips, MCUSA convention
- Plan and assist with youth at Turner County Fair – ice cream booth
- Plan and assist with Easter Breakfast, Christmas caroling
- Be available to youth group members who need help, guidance

Suggested skills:

- Good relationship with children / young adults
- Energy, imagination, commitment to the youth

Timeline in Church Year:

We plan for activities during school year but also the “set” summer activities – the fair, conference, convention, camp. Essentially a year round position

Ministry Title: Child Protection Team

Department: Christian Formation

Prepared by: Policy Team 3/7/2017 Updated by: Policy Team 11/10/2017

_____ Elected X Appointed* _____ Hired

*Term: 2yrs, 3 consecutive terms possible

Responsible to: Christian Formation Leadership Team

Ministry Description:

To educate about and promote child safety in our church while overseeing the implementation of the Child Protection policy.

Responsibilities:

The Child Protection Team shall consist of two members appointed by the Department of Christian Formation. Their term of office shall be two years with the term of one member expiring each year. One person will serve as chair (not in their first year of their first term.)

- Prepare for and implement yearly Circle of Grace training for children
- Prepare for and implement yearly abuse awareness and prevention training for all volunteers working with our children
- Develop/revise Participation Covenant Statement form, distributing and collecting them from all volunteers and paid staff
- Maintain contact with Dove’s Nest to keep current with the latest information concerning child protection issues
- All other details as outlined in the Child Protection Policy

Suggested skills:

- Interest in the welfare of children
- Organizational skills for the record keeping involved and planning for trainings
- Strict confidentiality

Timeline in Church Year:

See Child Protection Policy for timeline

Ministry Title: Mennonite Education Team

Prepared by: Duane & Donna Ries 6/30/13 Updated by: Duane Ries 10/12/14 Reviewed: 5/1/23
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Department: Christian Formation

_____ Elected X Appointed* _____ Hired
*Term: 2yrs (chair 2nd term) (4 people, usually 2 couples)

Responsible to: Christian Formation Leadership Team

Ministry Description:

Promoting Mennonite Education through financial assistance

Responsibilities:

- Plan fundraisers, e.g. the annual chili dinner. (Details in green folder.)
- Collect donations during the two Freeman Academy Fund Drive Sundays (Pick up receipts from FA the week prior and set up a table in the Narthex for a picture and information display. Two committee members need to be at the table each Sunday following the church service and Sunday School to collect donations.)
- Determine amounts to be given to Freeman Academy students and Mennonite college students.
- Inform colleges of the amount of financial assistance that we will be providing for our students.
- Distribute funds to Mennonite Colleges and Freeman Academy for our members and our members' children attending there. This will be done in August and December.

Suggested skills:

- Organizational skills are helpful
- Being comfortable collecting money (FA fund drive)

Timeline in Church Year:

- January - Welcome new committee members, change name on the bank account and plan chili dinner (get the date on the calendar ASAP)
- February - Get an estimate of next year's students' education plans so that grant amounts can be determined
- Feb-Mar - Hold chili dinner
- August - Distribute funds to Freeman Academy and to colleges for the fall semester.
- Fall - Oversee Freeman Academy Fund Drive (coordinate dates with FA visit)
- December - Send second disbursements of funds to FA and to the colleges for the spring semester.

Ministry Title: Mission and Service At Large Leadership Team Members

Prepared by: Florence Miller 6/16/13 Updated by: Policy Team 4/03/2017

Department: Mission and Service

 X Elected Appointed* Hired

*Term: 3 years, 2 consecutive terms possible

Responsible to: Church Council

Ministry Description:

To serve the needs outside of the church community by planning, organizing, and facilitating outreach opportunities.

Responsibilities:

1. Three At-Large Leadership Team Members shall be elected by the congregation to work within the larger Mission and Service Leadership Team, which includes the Pastor, a Deacon representative, and one representative from the Project Team. The three at-large members shall serve 3-year terms, staggered so that the term of one member expires each year. Members are eligible to serve two consecutive terms. No team member may serve as chair in the first year of their first term.
2. Duties:
 - a. Appoint people to the 4-person Project Team and appoint one person as the Media Contributor. Report appointments to the Church Office annually.
 - b. Appoint people to organize and lead outreach to the community, and report appointments to the Church Office annually. Appointments include, but not limited to:
 - i. a Mennonite Women USA Representative,
 - ii. a 2-member Mennonite Disaster Service team,
 - iii. a 3-member MCC Sale team,
 - iv. a Wellspring delegate, and
 - v. a Freeman Community Garden representative.
 - c. Promote members' involvement with the mission projects.
 - d. Plan and lead Mission Sunday.
 - e. Carry out new ministry options, such as English tutoring for non-English speaking community members.
 - f. Select and relate to Mission Partners. Encourage church member's support.
 - g. Take the lead in visioning the role of the Mission and Service Department.
 - h. Relate to the Mission Treasurer.

Suggested skills:

Organizational and leadership skills

Knowledge of resources available to assist within congregation and community

(Continued, next page)

(At Large Leadership Team, continued from previous page)

Timeline in Church Year:

January-

1. Vision and plan for the upcoming year, including planning for Harvest Mission Festival (SMC hosts Harvest Mission Festival on the “odd” years, and Salem Zion hosts on the “even” years).
2. Provide ministry descriptions to new team members for their review.

February – April -

1. Appoint a Freeman Community Garden coordinator.

June – July

1. Assist with planning and service of the meal at The Banquet in Yankton in July.

August - September –

1. Assist with planning for Harvest Mission Sunday, as needed. Contact and arrange for a Mission speaker in the ‘even’ years.
2. Work with North Church team to plan services.

October -

1. Write report for the Annual Report booklet.
2. Review funding requests from the Project Team, prepare a budget, and submit to the Church Council.
3. Host Harvest Mission Festival.

November –

1. Appoint people for the Department’s appointed positions and report them to the Church Office.
2. Review all Department Ministry Descriptions and policies, updating if needed.

December -

1. After the Annual Meeting, reorganize the Department with all newly elected and appointed people for the upcoming year. Report all newly elected and appointed people to the Church office.

Ministry Title: Project Team

Department: Mission and Service

Prepared by: Vernetta Waltner 5/01/13 Updated by: M&S Team 1/19/23

_____ Elected X Appointed* _____ Hired
*Term: 2 years, 3 consecutive terms possible

Responsible to: Mission & Service Leadership Team

Ministry Description:

To organize and lead community outreach for ongoing Department of Mission and Service projects.

Responsibilities:

1. Up to four members will be appointed by the Mission and Service Leadership Team. One member will serve as a liaison with the Mission and Service Leadership Team.
2. The Project Team will plan monthly or quarterly Department service projects and lead outreach to the community, including, but not limited to:
 - i. assembly of relief materials (quilts, school kits, special offerings),
 - ii. preparation of a meal and its service at The Banquet in Yankton,
 - iii. select Mennonite projects for monthly special offerings,
 - iv. organize projects for the local community, including, but not limited to: local food pantries (food, non-perishables), and winter clothing (coats for the needy), etc.,
 - v. organize the Christmas tree gifting for selected charities.

Prior to each project, promote the project to the congregation (verbal and written announcements, displays in the narthex) and after each project, communicate results to the congregation (verbal and written announcements in the bulletin).

3. Arrange for work days / evenings for group work / fellowship on projects.
4. Be responsible for collecting needed supplies.
5. Be responsible for shipping / delivering material aid.
6. Relate to the representatives with MDS, MCC Sale, MCC Meat Canning, Community Garden

Suggested skills:

- Organizational and supervisory skills
- Enjoy working with the community and our church volunteers

(Continued, next page)

(Project Team, continued from previous page)

Timeline in Church Year:

January-

1. Prepare bulletin and verbal announcements about the February commitment at The Banquet in Yankton.
2. Decide on monthly relief projects and special offerings.

February –

1. Organize the meal preparation and service at The Banquet in Yankton.

March - May

1. Communicate with the Freeman Community Garden coordinators (Community Coordinator and SMC Coordinator)

June -

1. Prepare bulletin and verbal announcements about July commitment at The Banquet.
2. Communicate with SMC MCC Sale Team.

July -

1. Organize the meal preparation and service at The Banquet in Yankton.

August – September

1. Prepare funding requests for the upcoming year.

October -

1. Write reports for the Mission & Service Leadership Team to be included in the annual report booklet.

November – December

1. Organize the winter charitable projects for the Freeman community, including the local food pantries (food, non-perishables, winter clothing), Christmas tree gifting for selected charities, etc.
2. Review all Department Ministry Descriptions and policies, updating if needed.

Ministry Title: Mission Treasurer

Prepared by: Debra Schmeichel 6/21/13 Updated by: Policy Team 10/12/17 Reviewed: M&S Team 1/16/23

Department: Mission and Service

 X Elected* _____ Appointed _____ Hired
*3 year terms, unlimited consecutive terms

Responsible to: Mission and Service Leadership Team

Ministry Description:

To count, record, deposit and disburse all monies received from church mission offerings and gifts for missions and benevolent causes.

Responsibilities:

- Weekly Count, deposit and disburse offering money
 Keep record of all money deposited and disbursed
- Monthly: Balance checkbook using bank statement
 List offerings (entities and amounts) for Administrative Assistant for
 submission to monthly newsletter
- Annually Serve as chair and call the meeting to determine the annual offering schedule.
 Prepare annual financial report for auditors
- Occasionally: Deposit and disburse memorial gifts as designated by family deposit and
 disburse offerings for special projects/individuals as instructed by deacons or
 outreach committee

Suggested skills:

- Knowledge of accounting principals
- Accuracy and attention to detail
- Computer skills

Timeline in Church Year:

January – March

April – June

July- September

October - Close books for fiscal year

November - Submit report to auditors and for submission for annual report booklet

December - Chair and call the annual offering schedule meeting inviting the chairs of
 each of the four departments, deacon representation and the pastor(s).

Ministry Title: Mennonite Women USA Representative

Department: Mission and Service

Prepared by: Vernetta Waltner 5-2013
Updated by: Policy Team 5/12/2023

_____ Elected X Appointed* _____ Hired
* 2 year term, 3 consecutive terms possible

Responsible to: Mission and Service Leadership Team

Ministry Description:

To be the contact person for any Mennonite Women related information and programs. Promote and supervise the general interest (projects, programs, etc.) of Mennonite Women at Salem Mennonite Church

Responsibilities:

- Serve as the contact person for and pass on any information that comes through Mennonite Women – USA and Central Plains Mennonite Church (CPMC) ,
- Organize/plan every other year (even years) the annual joint Women’s Spring Event with the North Church

Suggested skills:

Ability to Communicate
Leadership qualities
Organizational skills

Timeline in Church Year:

Year round - Be the contact person for Mennonite Women related information:

- Promote MC-USA activities such as Sister Care, International Women’s Fund Scholarships, and the annual Bible Study,
- Promote CPMC activities such as the annual Women’s Retreat at Swan Lake Christian Camp (SLCC),
- Local – promote activities such as “group cooking” to foster fellowship and prepare meals not only for family, but also those needing help.

May (even years) - Organize/plan the joint Women’s Spring Event

August - Make information known about the Women’s Retreat at SLCC by putting an announcement in the bulletin and displaying the informational poster.

October - Write a short report for the Annual Report Booklet.

Ministry Title: Mennonite Disaster Service Team Representative

Department: Mission and Service

Prepared by: Ray Neufeld 6/18/13 Reviewed by: Dennis Ries 11/17/22

_____ Elected X Appointed* _____ Hired

*Term: 2yrs

Responsible to: Mission and Service Leadership Team

Ministry Description:

Responsible for meeting with other local SD MDS reps to discuss and organize projects
Responsible for communicating project needs to the congregation, and coordinating SMC participation, as needed, for storm cleanup or other MDS projects

Responsibilities:

- Making announcements about help needed
- Answering questions about projects

Suggested skills: Communication skills

Timeline in Church Year: Year round

Ministry Title: Freeman First Fruits Community Garden Representative

Department: Mission and Service

Prepared by: Chantel Hofer 10/2022 Reviewed by: Dennis Ries 11/17/2022

_____ Elected X Appointed* _____ Hired

*Term: 1 yr; 6 terms total

Responsible to: Mission and Service Leadership Team

Ministry Description:

Responsible for meeting with other local representatives to plan aspects of maintaining the Freeman Community Garden and for coordinating congregational help in the garden during assigned weeks throughout the summer.

Responsibilities:

- Making announcements and phone calls to line up the congregation's help in picking produce and maintaining the garden during assigned weeks in the summer
- Distributing produce during assigned weeks

Suggested skills:

- Interest in gardening
- Leadership qualities
- Organizational skills

Timeline in Church Year: Annually, May – September

Ministry Title: Wellspring Representative

Prepared by: Policy Team 10/2022 Reviewed by: Dawn Stahl 11/17/2022
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Department: Mission and Service

 Elected X Appointed Hired

*Term length 3 yrs.

Responsible to: Mission and Service Leadership Team

Ministry Description:

To inform the congregation of Wellspring’s needs and activity in the community.
To coordinate congregational support for Wellspring counseling services.

Responsibilities:

Suggested skills:

- Ability to Communicate
- Leadership qualities

Timeline in Church Year: Year Round

Ministry Title: Media Contributor

Prepared by: Lois Janzen Preheim 9/8/13 Reviewed by: Policy Team 12/4/2022

Department: Mission and Service

 Elected X Appointed Hired

Responsible to: Mission & Service Leadership Team

Ministry Description:

To keep congregants informed of happenings in the church
To keep local, regional, and national constituents informed of the work and mission of our church through written articles and social media.

Responsibilities:

- Update our church’s Facebook page weekly or as needed
- Submit upcoming events to the local newspaper
- Write articles for the Scattered Seeds or Anabaptist World as requested
- Maintain/contribute to church website

Suggested skills:

Writing and social media skills
Discipline to meet deadlines
An eye and ear for what is newsworthy.

Timeline in Church Year:

Year Round
October – submit report for the Annual Meeting booklet