

DESCRIPTION OF MINISTRY BOARD POSITIONS

Our Church leadership is provided by a Ministry Team composed of members representing each of the core ministries of the church. Members are elected to 3-year terms with one year off required before being eligible for election to the term again. Each Ministry Team member gathers like-inspired persons to join them in the work of the core ministry they represent. People who serve in individual core ministries are not elected and serve so long as they are inspired to do so.

The Ministry Team exists to help church members pursue their calling, offering encouragement, guidance, and resources. The Ministry Team seeks always to be responsive to the Holy Spirit and partner with fellow members as they seek to follow Christ. The Ministry Team supports each other, the Pastor, members, and friends of the church to promote and discuss the life and welfare of the Church.

Those wishing to affect policy or serve in leadership positions are expected to be active in the worship and fellowship life of the church. All communication is transparent and thus, everyone takes responsibility for what they say and do. Confidentiality is honored in the rare cases where it is required.

Ministry Board Position*	Term length in years
Moderator**	1
Treasurer **	1
Clerk	1
Spiritual Life/Worship	3
Stewardship	3
Outreach/Missions	3
Property	3
Technology	3

*All positions are expected to attend monthly board meeting.

** Non-voting member

Moderator – Chairperson of the Ministry Board. Responsible for creating agendas and running monthly board meetings, assembling necessary documentation. Moderate all Annual meetings. Management of the Building Use Requests and Building use calendar.

Treasurer – Responsible for maintaining annual church budget, paying bills, keeping church income and expense accounts balanced and all associated records accounted for and available for review or audit by members of the congregation as deemed necessary. Present annual budget for congregation approval at Annual Meeting.

Assigns Assistant Treasurer to maintain dual-control protocol for all income, who will record all income and make timely deposits. Is authorized to sign checks in the absence of the Treasurer.

Clerk – Keep record of the meetings of our church. Keep register of members. Provide annual report of baptisms, marriages, and deaths. Complete official communications of the church, i.e. corporation renewal, licensing renewals, and in memorial donation letters.

DESCRIPTION OF MINISTRY BOARD POSITIONS

Spiritual Life/Worship – Lead team of like-minded persons to cooperate with the Pastor in ministering to the spiritual interests of the Church and community. Includes preparing sanctuary for worship services, encouraging attendees' participation in readings, offerings, and the music. Stand for the Church during baptisms and new member installations. Aid the Pastor in meeting with sick or homebound members.

Stewardship – Lead team of like-minded persons to assist or organize fund-raising events such as yard-sales, Clam Shack, etc. Run the Annual stewardship drive with pledge letter outreach, collecting and tally the responses.

Outreach/Missions – Lead team of like-minded persons to participate in reaching out to the community in various ways. Work closely with the leaders and volunteers at the Lighthouse Shop and Cob-Web Missions. Discuss participation in any UCC, or Conference-wide specific missions such as Blanket Sunday or One Great Hour of Sharing offerings as necessary.

Property – Lead team of like-minded persons to participate in the maintenance of our building and grounds. Position responsible for making and attending appointments related to the maintenance of our buildings and grounds. Includes securing estimates for projects (i.e. roof, carpeting) and securing contracts for seasonal needs (i.e. plowing, landscaping). Also, the contact person for maintenance requests from groups using our facilities.

Technology – Position responsible for ensuring church technology, computers, printers, internet, phones are kept updated and functional. Also includes research and purchase handling of new equipment that is approved by the board.