

**Constitution, Guidelines for Operations,
Job Descriptions and Policies
of
SHARON MENNONITE CHURCH**

7675 Amity Pike,
Plain City, Ohio 43064

Accepted at a Special Members' Meeting on March 26, 1998

Revised and Accepted at the Annual Members' Meeting on September 27, 2001

Revision accepted at Worship Service on April 18, 2004

Revision accepted at September 26, 2007 Members' meeting

Revision accepted at September 23, 2009 Members' meeting

Revision accepted at September 26, 2012 Members' meeting

Revision accepted at September 25, 2013 Members' meeting

Revision accepted at September 28, 2022 Members' meeting

PREAMBLE

This document is the result of approximately two years of hard work by an ad hoc committee, known as the Constitution Revision Committee. Members began their work in 1996. Their task was to update the latest Sharon Mennonite Church Constitution (circa 1983) after studying constitutions from eight other Mennonite churches and reviewing the preliminary work done by a 1994 Sharon ad hoc Committee. Much information was gleaned from all of these sources, so that past efforts at Sharon did indeed contribute to this 1998 product.

The revised constitution was submitted for congregational approval on October 2, 1997, and was ratified in principle. The guidelines for operation, job descriptions for staff persons, and policies pertaining to use of the facility by outside groups, cemetery use and the Student Aid Fund were accepted in principle on March 26, 1998. In light of feedback from the March 26 meeting, further editorial work was done by the committee before sending it back to the Church Secretary for further processing. A draft was given to the Constitution Revision Committee for final review before distribution to every church family.

The committee appreciates the insights of all who contributed to this effort. This is a working document which will need to be periodically revised. The committee believes this reasonably reflects the work of Sharon which speaks well to where we are as a congregation.

You are encouraged to keep your copy in a safe, but obvious, place for ready reference. The committee's prayer is that we will use this document as a guide for our life as a congregation, recognizing that at best, it ranks no higher than second to the Bible as our guide for congregational life. The *Guidelines for Operation* is to assist the Gifts Discernment Committee and to inform any potential nominees, affirmees, or appointees as to their official responsibilities as a given officer or servant in the church.

The ad hoc Constitution Revision Committee for this assignment included the following members: John Rohrer, chairperson; Jeff Beachy, Ruth Ann Beachy, Katie Mast, Brenda Montgomery, and Howard Schmitt, pastor.

- A subcommittee, Jeff Beachy, Brenda Montgomery and Howard Schmitt, submitted revisions for congregational approval on September 27, 2001, which were accepted in principle.
- A second subcommittee, Jeff Beachy, Katie Mast, John Rohrer and Pastor Howard, submitted further revisions on April 18, 2004, which were accepted by a congregational vote.
- A third ad hoc committee, Pastor Bob Yoder, David Hull and Grace Sims, submitted revisions which were on September 23, 2009
- Additional changes were made to ushers on September 26, 2012
- Additional changes for the formation of the Memorial Garden committee, and the addition of the youth pastor to the Christian Education committee were approved at a Members' meeting on September 25, 2013
- Additional changes to the Facilities Reservation Form and Policy and Fees for Use of Church Facilities were made on April 24, 2018 upon approval by Church Council.
- Additional changes to the Memorial Garden and Cemetery Policy were approved at Members' meeting on September 26, 2018
- Conference name change Adopted by the Delegates at Annual Conference Assembly March 1-2, 2024, updated June 2024
- Special Member meeting 5/5/24 - disassociation with Mennonite Church USA - updated June 2024
- Additional changes to the church structure were approved at the September 28, 2022 Members' meeting, including a change from a Church Council to a Finance and Facilities Council, and a Team based approach to ministry consisting of 5 teams in addition to the Spiritual Leadership team: Worship Team, Christian Education Team, Missions Team, Care and Hospitality Team, Youth Team.

CONSTITUTION

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Mission Statement: "Our mission is to know, to worship, to serve and to share Jesus Christ."

Vision Statement: "God calls us to be followers of Jesus Christ and, by the power of the Holy Spirit, to grow as communities of grace, joy and peace, so that God's healing and hope flow through us to the world."

Sharon Constitution

Introduction

Desiring that "all things be done decently and in order" (1 Corinthians 14:40), and that we may more readily help one another in our Christian walk as members of the Sharon Mennonite Church, we adopt the following constitution to assist us in our work.

Article I. Name

This fellowship was established in 1933 and was incorporated in 1963 as the Sharon Mennonite Church, hereafter in this constitution referred to as "congregation" or "Sharon," located at 7675 Amity Pike, Plain City, Ohio 43064-9156.

Article II. Purpose

The purpose of this congregation is to be a community of God's people who:

- a. Glorify God the Father, exalt Jesus Christ His Son as Savior and Lord and follow the leading of the Holy Spirit;
- b. Present the Gospel to the unsaved of the community to lead them to faith in Christ and membership in His church;
- c. Nurture the lives of believers and establish them in the faith through study, fellowship and service;
- d. Discern gifts, equip persons and develop spiritual leadership for the body of Christ;
- e. Demonstrate to the local community, by life and activity, the meaning of Christian discipleship and stewardship;
- f. Provide opportunities for public worship, nurture and observance of the ordinances as requested by the Ohio Mennonite Conference;
- g. Receive all gifts and donations and dispense, loan, or invest any and all to the designated institutions and programs;
- h. Commit ourselves to Christ and each other in keeping with the Word of God and our latest doctrinal statement: *Confession of Faith in a Mennonite Perspective*;
- i. Respond to the spiritual, physical and social needs of people through prayer, assistance, missions, peacemaking, service and education.

Article III. Affiliation

This congregation is affiliated with the Ohio Mennonite Conference and accepts its latest document, Constitution of Ohio Mennonite Conference as its guideline. We further express our willingness to receive and give counsel and to cooperate and support the Conference's activities for building the Church of Jesus Christ.

Article IV. Membership

Section 1. Reception of Members

Membership in this congregation consists of persons who have been received by church letter or confession of faith, and have been baptized as believers in Jesus Christ after reaching the age of accountability. They are committed to the teachings of the New Testament and have declared their loyalty to the faith and practices of the Mennonite Church.

- a. A class shall be offered periodically to non-members and new attendees to receive a better understanding of what it means to be a member of this congregation.
- b. Since membership in a believer's church includes those who turn from sin, believe in Jesus as Savior and Lord and enter into covenant with fellow believers, infants and young children are not considered members. They are, however, a special part of the congregation and should be loved and nurtured in the teachings of Christ. We believe that they are secure in a loving relationship with God the Heavenly Father.

Section 2. Privileges of Members

- a. Members of Sharon are entitled to participate in the congregation's activities.
- b. Active members of Sharon, duly elected, affirmed or appointed, may be office-holders in the congregation.
- c. Active members are eligible to vote on all questions brought before the congregation.
- d. Burial privileges in the Sharon cemetery will be granted to active members and their infant and adolescent children at no cost to the family.

Section 3. Duties of Members:

- a. To live by the principles of God's Word;
- b. To live a holy life, separated and consecrated to God;
- c. To seek to glorify God by their conduct to preserve Sharon's good name;
- d. To regularly attend church services and Members' Meetings;
- e. To support the congregation's work with their time, talent and means;
- f. To witness for Christ through word and deed;
- g. To willingly serve in any capacity, according to their ability and availability, when called by the congregation;
- h. To care for one another in Christ-like love;
- i. To pray for one another;
- j. To cultivate Christian empathy at all times.

Section 4. Members Temporarily Absent

Members temporarily absent because of mission and service assignments, study or work are expected to participate in a church near their temporary residence to strengthen their spiritual life through Christian fellowship, Bible study and prayer. They will continue to be considered active members until their situation becomes more permanent.

Section 5. Inactive Membership

Members who move to another community are encouraged to transfer membership, if feasible, to the congregation where they worship. They shall be considered inactive members at Sharon when they no longer support our program. Able-bodied resident members shall be considered inactive when:

- a. They no longer attend services or support Sharon's program or,
- b. Their lives indicate they are out of fellowship with Christ and this congregation or,
- c. They no longer uphold their baptismal and church membership vows or,
- d. They do not give and receive counsel in this congregation.

Before members will be placed on an inactive roll (because of a-d), effort will be made by the Pastor and Board of Elders to counsel them in the spirit of Matthew 5:23,24 and 18:15-17, Galatians 6:1 and Romans 12:18. Failure to accept counsel will require that their status be changed to inactive for a probationary period. Continued failure to change their behavior will require termination of membership.

Section 6. Termination of Membership

Members who are absent indefinitely without a valid reason and who no longer support this congregation will forfeit their membership.

- a. Persons who withdraw their membership or whose membership is terminated immediately forfeit their place on any committee or office in the congregation. They will no longer be reported in the membership of the church.
- b. Members who persist in sin, thus defaming the name of Christ, shall confess their sin with genuine repentance. Impenitent transgressors, who have been approached by the Pastor and the Board of Elders but refuse to change, will have their membership terminated.
- c. A penitent transgressor may be reinstated to full membership by recommendation of the Board of Elders and the affirmation of the congregation. Throughout this process, it is the intention and purpose of Sharon to be a redemptive fellowship.

Section 7. Associate Members

Christians from other Mennonite congregations and denominations who regularly worship with Sharon for a temporary period are encouraged to become associate members. The same expectations and privileges for members in Article IV, Sections 1 and 2, apply.

- a. Prospective associate members will be asked to present a statement showing good standing in their home congregation.
- b. They may be received upon recommendation of the Board of Elders and with the affirmation of the congregation.
- c. Associate membership may be granted for a period of two years and then reviewed for possible extension.
- d. If an associate member becomes a permanent resident in the community, membership is encouraged and expected.
- e. Associate membership will terminate with change of residence to another community.

Section 8. Active Non-members:

- a. May participate in Sharon's worship, study, fellowship and service activities.
- b. May serve in any office which would not potentially place them on the Finance and Facilities Council.
- c. Are encouraged to become members of the congregation because non-members do not have voting rights and may not have burial privileges in the church cemetery.

Section 9. Real Estate Rights

Any person whose membership has been terminated forfeits all official and legal rights and privileges to any and all property belonging to the congregation. The legal ownership of the property shall reside with the members who are recognized as the Sharon congregation by the Ohio Mennonite Conference.

Article V. Officers

Section 1. Regional Pastor

- a. Shall be a conduit for information between the Conference and the congregation.
- b. Shall be available to the congregation in arranging for pastoral leadership in the event of an opening.
- c. Shall be available for consultation on problems or needs of the congregation.
- d. Shall be available to the Pastor for counsel in pastoral and personal matters.
- e. Shall maintain regular contact with pastors, either as a group or individually.
- f. Shall be available to Sharon's Board of Elders for consultation.

Section 2. Pastor & Associate Pastor

- a. Shall be chosen by the congregation, in consultation with the Regional Pastor, in keeping with the directives of the Leadership Team of the Ohio Conference of the Mennonite Church.
- b. Shall be the spiritual leader of Sharon and convener of the Board of Elders, Finance and Facilities Council or other regular-standing teams, but shall not serve as chairperson.
- c. Shall preach the Word, conduct pastoral visitation, assist in community outreach, administer the ordinances and give general oversight to the workings of the congregation.
- d. Shall encourage the congregation, by word and example, to reach out to their neighbors and friends who do not attend church.
- e. Shall help the congregation become more biblically literate and grounded through preaching, teaching and encouraging the development and use of spiritual gifts in worship, nurture and service.
- f. Shall help the congregation become more mature in Christ.
- g. Shall endeavor to preserve and strengthen the unity of the congregation in ways consistent with the standards of God's Word.

Section 3. Board of Elders

The Board of Elders is comprised of four elders and the Pastor ex-officio. Four members --men, women, married or single--shall serve as elders. The Pastor's and elders' spouses may join the Board of Elders' meetings, if requested by the elders. Two elders will be selected by the Discernment Committee each year from nominees given by the congregation, and following congregational affirmation will serve a two-year term. Persons considered for elder positions shall be faithful in their Christian walk and able to cope with conflict situations while maintaining necessary confidentiality.

The elder team will select a Chairperson for the Board of Elders and a representative for the Finance and Facilities Council.

Section 4. Moderator

The Moderator of the congregation shall be chosen by the Finance and Facilities Council. The Moderator will work with the Finance and Facilities Council Chairperson and the Pastor to develop the agenda for Members' Meetings and shall preside at the meetings.

Section 5. Church Treasurer & Assistant

The Church Treasurer(s) shall be affirmed by the congregation for a two-year term and shall have charge of all funds received for and distributed by the church, except for those of organized groups within the church who have their own treasurer. Checks are written by the Administrative Assistant and the Treasurer reconciles the checkbook with the bank statement and supporting documentation. This person regularly reports to, and serves as a member of, the Finance and Facilities Council.

Section 6. Everence (formerly MMA) Advocate

The Everence Advocate is appointed by the Board of Elders to serve for two to three years as liaison between the congregation and Everence, for consultation and administration of the Sharing Fund, and to strengthen the church by linking local needs with Everence programs and services.

Section 7. Church Historian and Assistant

These persons shall be affirmed by the congregation for a three-year term. They shall collect materials and keep a record of the life of the congregation.

Section 8. Facilities Coordinator

The Facilities Coordinator is appointed by the Finance & Facilities Council for a three-year term with the possibility of extension.

Section 9. Audio-Video Technician

The Audio-Video Technician is appointed by the Finance and Facilities Council for a three-year term with the possibility of extension. This person, in cooperation with other members with similar expertise shall be the only ones to run the audio-video systems and do general maintenance on them.

Section 10. Sexton

The Sexton is appointed for a three-year term by the Trustees, with the possibility of extension. This person is responsible for the cemetery.

Article VI. Council & Teams

Section 1. Finance and Facilities Council

The Finance and Facilities Council is comprised of nine persons, four of whom serve by virtue of office: Elder, Church Treasurers, and Head Trustee. Three are affirmed by the congregation, serving staggered two year terms. The Pastor and Associate Pastor are ex-officio as the eighth and ninth persons. Collectively these nine shall serve as the general administrative body of Sharon. As a general rule, they shall meet once a month, and at special meetings called by the

Pastor or a majority of Finance and Facilities Council members. Five or more shall constitute a quorum.

Section 2. Board of Trustees

The Board of Trustees is comprised of three persons affirmed by the congregation for three-year staggered terms. Their primary concern is the maintenance of Sharon's building and grounds, as well as overseeing the upkeep of the cemetery, in cooperation with the Sexton. All three trustees are invited to attend Finance and Facilities Council. If more than one Trustee attends, the most senior trustee will be the voting member.

Section 3. Christian Education Team

The Christian Education Team is comprised of the Team Lead and assistant. The team takes the lead on obtaining Sunday School Teachers, Sunday School Curriculum, Christmas Program, Vacation Bible School, Children's Church, and Library Services

Section 4. Worship Team

The Worship Planning Committee is comprised of Team Lead and assistant. The team is responsible to plan creative worship and advise on special days or series of meetings.

Section 5. Missions Team

The Missions Team is comprised of the team lead and assistant. The team's task is to plan for and promote missions and service projects or outings, and include, if deemed necessary the Mennonite Disaster Service Representative can be a part of their meetings.

Section 6. Care & Hospitality Team

The Care & Hospitality Team is comprised of the team lead and assistant. The team's task is to take care of the general care of the congregation as well as coordinate the hospitality related needs inside and outside the building.

Section 7. Youth Team

The Youth Team is comprised of the team lead and assistant. The team's task is to plan for and meet the needs of our youth while promoting Christian discipleship across the generations of the church.

Section 8. Board of Ushers

The Board of Ushers is comprised of a chairperson and as many as eight additional persons. They are responsible for the general comfort of worshipers.

Section 9. Gifts Discernment Committee

The Gifts Discernment Committee (GDC) is comprised of five persons, three elected, by the congregation, plus one pastor, and one elder who serves as chair. These individuals are elected for two-year terms. One year, two will be elected, and the next year one, etc.; the staggered terms allows for continuity from one year to the next. Their primary duty is to seek persons with the gifts for the proper assignment at the right time. They may solicit help from the congregation through a nomination ballot.

Section 10. Memorial Garden and Cemetery Committee

The Memorial Garden and Cemetery Committee is comprised of the Sexton, a representative of the Trustees, and three person affirmed by the congregation serving staggered terms. The committee's task is to propose policy for the placement of cremated remains and organize the maintenance and development of the Memorial Garden. The Memorial Garden is an addition to the Cemetery, and so in cooperation with the Sexton the committee may assist in the management of the Cemetery as a whole.

Section 11. Ad hoc Committees

Finance and Facilities Council may appoint committees to study and make recommendations to the Finance and Facilities Council.

Article VII. Organizations

Section 1. Mennonite Youth Fellowship (FUEL)

The MYF is comprised of youth from grade six through high school: Jr. MYF, from grade six to eight; Sr. MYF, from grade nine or age 14. They shall affect their own organization for purposes of spiritual enrichment, development of leadership, and a service ethic. A Team Lead and an Assistant Team Lead, appointed by the GDC, and affirmed by the Congregation, shall serve two-year terms - 1st year as Assistant Team Lead, and 2nd year as Team Lead.

Section 2. Mennonite Women (MW)

MW is comprised of women of the church, who meet for Bible study, sharing, quilting and service projects. They shall affect their own organization. MW of Sharon may correspond and meet with state and church-wide MW.

Section 3. Life Groups

These are comprised of persons and families who wish to meet for more personal sharing and study and are to include meaningful activities for children.

Article VIII. Sunday School

Section 1. Sunday School Record Keeper

The Sunday School Record Keeper shall keep records and post attendance in the foyer.

Section 2. Sunday School Teachers

Sunday School teachers, shall teach the Bible as the primary curriculum. Other appropriate and supportive topics may be utilized to lead our students into a personal commitment to Jesus Christ and a lifetime of growing in their Christian faith.

Article IX. Members' Meetings

Section 1. Annual Members' Meeting

There shall be an annual Members' Meeting for all members of the congregation for the purpose of hearing reports and planning the work of the congregation. It shall be held on the last Wednesday in September, unless otherwise arranged by the Finance and Facilities Council. Announcement of the meeting and agenda shall be made at least two Sundays before the appointed date. Sharon's fiscal year runs from September 1-August 31.

Section 2. Special Members' Meetings

Special Members' Meetings may be called, if requested by the Pastor or a quorum of Finance and Facilities Council members. They must be announced two Sundays prior to the meeting.

Section 3. Quorum

A quorum for annual and special Members' Meetings shall be members present.

Section 4. Amendments

This Constitution may be amended by a two-thirds vote of those present at a Members' Meeting, provided that the said amendment had been previously approved by the Finance and Facilities Council and public announcement of the same had been made at least two Sundays prior to the time of meeting. Voting on all amendments shall be by ballot.

Section 5. Suspension of the Constitution

The Constitution may be temporarily suspended by a four-fifths vote of the members present at any duly called Members' Meeting.

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Guidelines for Times of Disagreement

Because we are human there will be disagreement and conflict, sometimes with even the best of motives. At the General Assembly (Wichita 1995) the following list of commitments were adopted and recommended to congregations for help in times of disagreement. When we disagree let us pledge to review and experience the admonition of scripture in *thought*, in *action*, and in *life*.

"Making every effort to maintain the unity of the Spirit in the bond of peace" (Eph. 4:3), as both individual members and the body of Christ, we pledge that we shall:

IN THOUGHT

- | | |
|------------------|--|
| Accept conflict | a. Acknowledge together that conflict is a normal part of our life in the church.
<i>Romans 14:1-8, 10-12, 17-19; 15:1-7</i> |
| Affirm hope | b. Affirm that as God walks with us in conflict we can work through to growth.
<i>Ephesians 4:15-16</i> |
| Commit to prayer | c. Admit our needs and commit ourselves to pray for a mutually satisfactory solution (no prayers for my success or for the other to change but to find a joint way). <i>James 5:16</i> |

IN ACTION

- Go to the other... d. Go directly to those with whom we disagree; avoid behind-the-back criticism. *Matthew 5:23-24; 18:15-20*
- ...In the spirit of humility e. Go in gentleness, patience and humility. Place the problem between us at neither doorstep and own our part in the conflict instead of pointing out the others'. *Galatians 6:1-5*
- Be quick to listen f. Listen carefully, summarize and check out what is heard before responding. Seek as much to understand as to be understood. *James 1:19; Proverbs 18:13*
- Be slow to judge g. Suspend judgments, avoid labeling, end name calling, discard threats, and act in a non-defensive, nonreactive way. *Romans 2:1-4; Galatians 5:22-26*
- Be willing to negotiate h. Work through the disagreements constructively. *Acts 15; Philippians 2:1-11*
- Identify issues, interests and needs of both (rather than take positions).
 - Generate a variety of options for meeting both parties' needs (rather than defending one's own way).
 - Evaluate options by how they meet the needs and satisfy the interests of all sides (not one side's values).
 - Collaborate in working out a joint solution (so both sides gain, both grow and win).
 - Cooperate with the emerging agreement (accept the possible, not demand your ideal).
 - Reward each other for each step forward, toward agreement (celebrate mutuality).

IN LIFE

- Be steadfast in love i. Be firm in our commitment to seek a mutual solution; be steadfast in holding to our common foundation in Christ; be steadfast in love. *Colossians 3:12-15*
- Be open to mediation j. Be open to accept skilled help. If we cannot reach agreement among ourselves, we will use those with gifts and training in mediation in the larger church. *Philippians 4:1-3*
- Trust the community k. We will trust the community and if we cannot reach agreement or experience reconciliation, we will turn the decision over to others in the congregation or from the broader church. *Acts 15*
- In one-to-one or small group disputes, this may mean allowing others to arbitrate.
 - In congregational, conference district or denominational disputes, this may mean allowing others to arbitrate or implementing constitutional

decision-making processes, ensuring that they are done in the spirit of these guidelines, and abiding by whatever decision is made.

Be the Body of Christ

I. Believe in and rely on the solidarity of the Body of Christ and its commitment to peace and justice, rather than resort to the courts of law.
I Corinthians 6:1-6

Adopted by the General Conference Mennonite Church Triannual Session and Mennonite Church General Assembly, Wichita, KS, July 1995.

Guidelines for Operation

This section, *Guidelines for Operation* provides lists of duties for the various offices and committees at Sharon. While organization and job descriptions can be helpful, we will fall far short of our potential of building the Church if our work is not carried out in Christian love and understanding.

The task of each committee is not only to plan creatively, but also to listen attentively to the congregation so that no known needs go unaddressed indefinitely. The *Guidelines for Operation* of this organization may be amended by a simple majority vote of the members present at any duly called Members' Meeting, or Church Council action.

Section 1. Board of Elders

The Board of Elders is comprised of four Elders and the Pastors ex-officio. Four members--men, women, married or single--shall serve as Elders. The Pastor's and Elder's spouses may join the Board of Elders meetings, if requested by the Elders. Two Elders will be annually selected by the Gifts Discernment Committee from nominees given by the congregation, and following congregational affirmation will serve a two-year term. Elders' terms will be staggered. Persons considered for Elder positions shall be faithful in their Christian walk and able to cope with conflict while maintaining necessary confidentiality. One of two remaining term Elders shall serve as Chairperson of the Board of Elders and represent them on the Facilities and Finance Council.

Appointments & Terms: Following nominations from the congregation, annual affirmation of two Elders to serve for two years.

Reports to: Members of Sharon Mennonite Church

General Job Description: Oversees the spiritual health of the congregation and serves as a confidant and helper to the Pastors.

Duties:

- a) Elect a Chairperson and Secretary annually.
- b) Meet monthly or more often if necessary, usually with the Pastors. Minutes shall be taken by Secretary at the monthly meeting and communicated to the congregation after approval by the Board of Elders.
- c) Provide leadership for the ongoing spiritual life of the congregation. This includes the development of long term goals for the spiritual health and growth of the congregation.
- d) Advise the Pastors on, or confirm his choice of, sermon topics.
- e) Assist the Pastors with visitation, worship services and administration of the ordinances.
- f) Provide congregational feedback to the Pastors on needs, program evaluation, policies, procedures, and decision making.
- g) Listen to and provide for special needs of people, such as anointing services.
- h) Develop, review and maintain Pastors' Job Descriptions and Pastoral Memos of Understanding. Conduct annual performance reviews with the Pastors and make recommendations to the Facilities and Finance Council for salary adjustments. Elders may appoint additional person(s) to also meet with the Pastors.
- i) May appoint one or more persons to meet with any individual on a sensitive matter.
- j) Discerns where the Sharing Fund and CEAP Funds are distributed. Consult with Everence or Everence Advocate as needed.

- k) Promote awareness of wider church organizations and issues to the congregation.
- l) Act on applications for baptism, membership and membership transfers.
- m) Initiate action for termination of membership.
- n) Refer financial and facility matters to the Facilities and Finance Council.
- o) Select Conference Delegates from the Board of Elders or other Sharon members as needed.
- p) Be responsible to the congregation.
- q) A designated Elder shall serve on the Gifts Discernment Committee.
- r) A designated Elder shall serve on the Facilities and Finance Council.
- s) The Elder Chairperson shall submit a written report for the annual Members' Meeting.
- t) Appoints Everence Advocate for a 2 year term with the option of reaffirming at the end of each term.

Section 2. Moderator

Office: Moderator

Appointment & Term: Annually appointed by the Finance and Facilities Council

Reports To: The Elder Board

General Job Description: Presides over Members' Meetings.

Duties:

- a. Moderate Members' Meetings
- b. Conduct church business between Members' Meetings, as requested by the Church Council.
- c. In case of absence, appoint temporary Moderator with Church Council backing.

Section 3. Church Treasurer

Office: Church Treasurer

Appointment & Term: Affirmed by the congregation for two years.

Reports to: The Finance and Facilities Council

General Job Description: Receives and distributes all church funds, except those of organized groups within the church which have their own treasurer.

Duties:

- a. Receive, count, and deposit in a timely manner all funds and offerings received by the congregation.
- b. Working with the Administrative Assistant, distribute funds by check for all routine operating expenditures and non-routine items as directed by the Boards of Elders or Trustees or the Finance and Facilities Council. Each month will reconcile check book with bank statement.
- c. Present a monthly financial report at the Finance and Facilities Council meeting.
- d. Maintain possession of safe deposit box keys, if applicable.
- e. Issue receipts for donations as required by law.
- f. Present books for annual review to persons selected by the Finance and Facilities Council.
- g. Administer the Student Aid Fund.
- h. Submit a written report of all transactions for the annual Members' Meeting.

Section 4. Mennonite Disaster Service (MDS) Representative and Assistant

Office: MDS Representative and Assistant

Appointment & Term: Affirmed by the congregation for three-year terms.

Reports to: The congregation, and the Missions Committee if necessary.

General Job Description: Recruits volunteers to assist with clean up and rebuilding at disaster sites.

Duties:

- a. Serve as contact person for MDS in the event of a disaster in the area.
- b. Serve as contact person for local disasters which do not involve MDS.
- c. Seek to encourage active participation in MDS projects.
- d. Enlist volunteers and arrange for transportation to disaster or work sites.
- e. Attend regional MDS meetings.
- f. Serve as an ad hoc member of the Missions Committee, as requested and feasible.
- g. The MDS Representative shall submit a written report for the annual Members' Meeting.

Section 5. Librarian & Assistant Librarians

Office: Librarian & Assistant Librarians

Reports to: The Christian Education Team

General Job Description: Develop and maintain an adult and children's library to encourage the use of Christian multi-media materials.

Duties:

- a. Provide staff for the library after church services and at other times by special arrangement.
- b. Enlist help as needed to perform duties.
- c. Encourage use of library through announcements, book reviews and displays.
- d. Work with the Pastor and Christian Education Team on purchase of new materials and the removal of materials which are no longer relevant.
- e. Examine and approve all materials prior to placement in library, giving special consideration to recommendations by Mennonite periodicals. It is recommended that only Christian materials be considered for the library.
- f. Work with the Christian Education Team on a suggested annual library budget for approval by the Finance and Facilities Council.
- g. The Librarian shall submit a written report of library activities for the annual Members' Meeting.

Section 6. Finance and Facilities Council (FFC)

Office: Finance and Facilities Council

Appointments & Terms: The Finance and Facilities Council is comprised of nine persons, six of whom serve by virtue of office:

One Trustee (2 Year - Staggered Term, Discerned Position GDC)

Treasurer (2nd Year, Discerned Position GDC)

Assistant Treasurer (1st Year, Discerned Position GDC)

One Elder (designated by the Board of Elders)

Three at-large members (2 Year- Staggered Term, Discerned Position GDC)

The Lead Pastor and/or Associate Pastor are ex-officio, and the eighth and ninth members of the FFC.

Collectively these nine people shall serve as the general administrative body of Sharon for fiscal, facilities, and related operational matters. As a general rule, the council will meet once a month, and will convene as necessary at special meetings called by the Lead Pastor, Chair, or a majority of FFC members. Six or more members shall constitute a quorum.

Reports To: The Board of Elders

General Job Description: Serves as the general administrative body of the congregation for business, facilities management, and fiscal matters.

Duties:

I. Selection of Council Officers and other appointees

- a. Elect the FFC Chairperson, whose job description includes:
 1. Chair all FFC meetings or appoint a temporary chairperson.
 2. Consult with Elder representative, Lead Pastor, and/or other FFC members to develop meeting agendas.
 3. Give counsel on fiscal and facilities matters requiring immediate attention
 4. Ensure that fiscal and financial matters requiring congregational approval or awareness are brought before the congregation in a timely manner.
 5. Inform all FFC members of meeting times, and of any changes to meeting times or locations.
 6. Submit a written report for the annual Members' Meeting.
- b. Elect the FFC Secretary, whose job description includes:
 1. Record the minutes at all FFC meetings.
 2. See that the minutes are entered into the church files.
 3. See that complete minutes are posted on the bulletin board after they receive FFC approval.
- c. Appoint two members of the Congregation to perform an annual review of the Treasurer's books, who will report at the Annual Members' Meeting.
- d. Appoint a Lead Audio-Video Technician whose duties shall include:
 1. Run the audio-video systems and do general maintenance on them.
 2. Operate audio-video systems and rehearse for all special music, drama groups etc.
 3. Be available for weddings, funerals, special events, as requested. See Facility Reservation Policy for compensation for these events.
 4. Recruit and train audio-video assistants as needed.

II. Maintenance, Improvement, and Use of Church Building, Grounds, and Cemetery

- a. Provide for maintenance and improvement of the buildings, parking lots, cemetery and grounds.
- b. Hire and supervise the custodian to do weekly cleaning of the church building.
- c. Contract for lawn mowing and shrub trimming.
- d. Establish guidelines for the sale or dispersal of church property.
- e. Establish guidelines, and provide a sign-up sheet, for borrowing church property.
- f. Appoint a **Sexton** whose job description includes:
 1. Keep a record of the graves and lots.
 2. Maintain a copy in the church files.
 3. Arrange for opening and closing graves.
 4. Follow current guidelines for cemetery use.
- g. **Trustee** member of FFC will:
 1. Perform, or make recommendations for, repair and maintenance of church building, utilities, and grounds.
 2. Provide for building and infrastructure inspections as required by law.
 3. Arrange for snow removal and de-icing of parking lots and walkways.
 4. Trustee member of FFC will maintain a log book of duties and various maintenance activities performed throughout the year, and prepare a written statement of same for inclusion in the FFC's annual report.
 5. Trustees may spend up to \$1,500 for any item of improvement, maintenance or repair. Any amount over \$1,500 must be approved by the FFC or congregation as appropriate.

III. Fiscal Operations

- a. Provide oversight of all received and distributed church funds, except those funds received and distributed by organized groups within the church that have their own treasurer.
- b. Develops fiscal policy and may choose to stipulate initial spending amounts for each team based on past spending.
- c. The Treasurer member of the FFC shall:
 1. Receive, count, and deposit in a timely manner all funds and offerings received by the congregation.
 2. Working with the Administrative Assistant, distribute funds by check for all routine operating expenditures and non-routine items as directed by the FFC or Board of Elders.
 3. Treasurer shall ensure proper insurance and taxes (payroll, Social Security, Workers Compensation, etc.) are accounted for appropriately.
 4. Each month will reconcile checkbook with bank statement.
 5. Present a monthly financial report at the FFC meeting.
 6. Maintain possession of safe deposit box key.
 7. Issue receipts for donations as required by law.
 8. Present books for annual review to persons selected by the FFC.
 9. Administer the Student Aid Fund.
 10. Administer distribution of CEAP and Sharing funds as directed by the Board of Elders.
 11. Submit a written report of all transactions for the annual Members' Meeting.
- c. At least one member of the FFC will, on an annual basis, use the former 12 months of offerings, expenses, and General Fund numbers from existing Treasurer reports to recognize and identify patterns in spending.

Section 7. Board of Trustees

Office: Board of Trustees

Appointments & Terms: Three persons are affirmed by the congregation for staggered three year terms. One is affirmed each year. The Senior Trustee will serve on the Finance and Facilities Council.
Reports To: The Finance and Facilities Council

General Job Description: Is responsible for the care and upkeep of the church facility and grounds.

Duties:

- a. Provide for maintenance and improvement of the buildings, parking lots, cemetery and grounds. May spend up to \$1,500, by consensus of the trustees, or up to \$1,500 with approval of Finance and Facilities Council, for any item of improvement, maintenance or repair. Any amount over \$1,500 must be approved by the congregation.
- b. Hire and supervise the custodian to do weekly cleaning of the church building with approval of Finance and Facilities Council.
- c. Contract for lawn mowing and shrub trimming with approval of the Finance and Facilities Council.
- d. Be available to direct parking at funerals, or arrange for someone to do it.
- e. Arrange for snow removal from parking lot.
- f. Establish guidelines and provide a sign up sheet for borrowing church property.
- g. Establish guidelines, in consultation with the Finance and Facilities Council, for the sale or dispersal of church property.
- h. The Senior Trustee shall submit a written report for the annual Members' Meeting.
- i. Appoint a Sexton, with approval of the Finance and Facilities Council, whose job description includes:
 1. 1. Keep a record of the graves and lots.
 2. 2. Maintain a copy in the church files.
 3. 3. Arrange for opening and closing graves.
 4. 4. Follow current guidelines for cemetery use.

j. Maintain a log book of duties and various maintenance activities performed throughout the year.

Section 8: Christian Education Team

Reports to: Pastoral Staff & Board of Elders

Position Placed By: Gifts Discernment

Appointments & Terms: Nominees are appointed by the GDC, affirmed by the Congregation, and serve two-year terms - 1st year as Assistant Team Lead, and 2nd year as Team Lead.

Description of Duties: Takes lead on obtaining:

Sunday School Teachers
SS Curriculum
Bible Study
Christmas Program
VBS
Children's Church
Library Services.

- Christian Education Team Lead will encourage and identify passionate leaders for internal and external missional ministries as well as help to facilitate the Ministry Fair.
- Christian Education Team Lead will regularly make contact with Pastoral Staff to plan elements of Education.
- Christian Education Team Lead will engage Pastoral Team as needed when having difficulty filling volunteer positions and with accountability and any conflict situations.

Section 9. Worship Planning Team

Reports to: Pastoral Staff & Board of Elders

Position Placed By: Gifts Discernment

Appointments & Terms: Nominees are appointed by the GDC, affirmed by the Congregation, and serve two-year terms - 1st year as Assistant Team Lead, and 2nd year as Team Lead.

Description of Duties: Takes lead in organization, facilitation and execution of worship. This will be done by enlisting volunteers for:

Music Leading
Worship Leading
Ushers
Record Keeper
Sunday School Picnic

- Worship Team Lead will encourage and identify passionate leaders for internal and external missional ministries as well as help to facilitate the Ministry Fair.
- Worship Team Lead will regularly make contact with Pastoral Staff to plan elements of worship; music, drama, student lead, communion, anointing, etc.
- Worship Team will engage Pastoral Team as needed when having difficulty filling volunteer positions and with accountability and any conflict situations.

Section 10. Missions Team

Reports to: Pastoral Staff & Board of Elders

Position Placed By: Gifts Discernment

Appointments & Terms: Nominees are appointed by the GDC, affirmed by the Congregation, and serve two-year terms - 1st year as Assistant Team Lead, and 2nd year as Team Lead.

Description of Duties: Takes lead on the execution of the tangible mission of the church with assistance from Pastoral Staff as needed. This person will be responsible for facilitation and execution of ministries including but not limited to:

- Work camp in conjunction with Youth Team Lead
- Community outreach
- DNA Participation
- Food Pantry
- Edgewater
- MDS/MCC
- Busy Bees
- Health Missions
- MCC Thrift Store / Country Closet

- Missions Team Lead will encourage and identify passionate leaders for internal and external missional ministries as well as help to facilitate the Ministry Fair.
- Missions Team Lead will communicate with and support ministry leaders throughout the duration of their role as Team Lead.
- Missions Team Lead will engage Pastoral Team as needed when having difficulty filling volunteer positions and with accountability and any conflict situations

Section 11. Youth Team - Mennonite Youth Fellowship (MYF) and Sponsors (FUEL)

The MYF is open to any young person upon promotion to sixth grade. The Jr. MYF will serve young persons from sixth grade to eighth grade. The Sr. MYF will serve young persons from ninth grade or age 14. The MYF has its own constitution and each group organizes itself each year.

The purpose of the MYF is to provide activities for leadership development, spiritual growth and service opportunities under the guidance of the church.

Funds for MYF activities may be raised by various projects, dues, offerings or other means, as approved by the MYF and their sponsors. Sponsors may want to confer with the Finance and Facilities Council, especially on new projects.

The MYF is responsible to their Team Leads and the Pastor.

Office: Youth Team

Appointment & Terms: Nominees are appointed by the GDC, affirmed by the Congregation, and serve two-year terms - 1st year as Assistant Team Lead, and 2nd year as Team Lead.

Reports to: Pastoral Staff & Board of Elders

General Job Description: Provide the spiritual and emotional maturity for youth ministry. Serve as important role models for youth to follow, especially as decisions about faith, values, lifestyles, relationships and careers are being considered. Provide counsel and oversight on the development of leadership, spiritual enrichment and a service ethic for all MYF members.

Duties:

- a. Arrange for the organization and election of officers of MYF members. This will usually include President, Vice President, Secretary and Treasurer. It is suggested organization take place by August 15.
- b. Oversee the establishment of appropriate committees to carry out the activities of the MYF.
- c. Listen sensitively and with empathy to the feelings, concerns and needs of young people.

- d. Confront with care both youth and adults on matters relating to youth ministry as the need arises.
- e. Help youth set limits for behavior as young Christians. Help youth explore their values and what it means to commit all of life to Christ.
- f. Help youth and their parents communicate with each other.
- g. Provide maximum feasible leadership opportunities for the members.
- h. Work with the Treasurer to maintain a treasury for MYF activities and organize an annual review (informal audit).
- i. Oversee the development of a balanced plan of activities to include worship, fellowship, recreation and service.
- j. The Youth Team Lead shall represent the youth on the Finance and Facilities Council.
- k. The Youth Team Lead shall submit a written report for the annual Members' Meeting.

Section 12. Care and Hospitality Team

Reports to: Pastoral Staff & Board of Elders

Position Placed By: Gifts Discernment

Appointments & Terms: Nominees are appointed by the GDC, affirmed by the Congregation, and serve two-year terms - 1st year as Assistant Team Lead, and 2nd year as Team Lead.

Description of Duties: Takes lead enlisting volunteers for and coordinates:

- a.
 - a. Visitation as needed
- b. Food
 - c.
- d. Greeters
 - e.
- f. Nursery
 - g.
- h. Shared Meals
 - i.
- j. Showers
 - k.
- l. Hospitality
 - m.
 - n. Flowers

- Care and Hospitality Team Lead will encourage and identify passionate leaders for internal and external missional ministries as well as help to facilitate the Ministry Fair.
- Care and Hospitality Team Lead will engage Pastoral Team as needed when having difficulty filling volunteer positions and with accountability and any conflict situations.

Section 13. Mennonite Central Committee Congregational Representative

Office: Mennonite Central Committee Congregational Representative

Appointment & Terms: One person affirmed by the congregation for a three-year term.

Reports To: Missions Committee

General Job Description: Acts as liaison between MCC and the congregation.

Duties:

- a. Report the work of MCC to the congregation.
 1. Help the local congregation maintain awareness of MCC programs and concerns. This may be done by sharing and posting current MCC materials on bulletin boards and in church papers or boxes, making announcements, and by personal contacts, etc.
 2. Serve as the contact person for itinerating MCC-sponsored people in the congregation.
 3. Share information about and encourage participation in MCC-sponsored seminars, workshops and educational trips.
 4. Report back to the congregation following MCC annual meeting and as needed during the year.
- b. Provide leadership in the congregation for MCC projects. Encourage participation in activities that support MCC, such as Relief Sales, Houses Against Hunger, SELFHELP/Thrift shops, meat canning, cash projects, learning tours and material resource projects.
- c. Represent the congregation to MCC throughout the year and at the MCC Great Lakes Annual Meeting and via the Great Lakes staff or Great Lakes Board members.
 1. Present ideas and/or feedback for setting the direction of MCC Great Lakes program.
 2. Encourage people to attend the Annual Meeting and to participate in the worship, fellowship and the decision making.

Section 14. Board of Ushers

Office: Board of Ushers

Appointment & Terms: Eight persons affirmed annually by the congregation, for a one-year term.

Reports to: The Finance and Facilities Council

General Job Description: Welcomes worshipers and seeks to make their stay as comfortable as possible.

Duties:

- a. The chairperson is selected by the Discernment Committee The chairperson shall be in charge of calling an organizational meeting in August prior to the beginning of the new-year and explain the duties of the ushers, and also develop a roster for Sunday service responsibilities. The chairperson is also responsible to go over this job description with the ushers to ensure everyone fully understands their duties and responsibilities, and answer any questions and give help to new ushers who need an understanding of what is expected of them. Another meeting to see how things are going should be scheduled some time in January.
- b. Arrive at church by 8:45 AM on Sunday mornings to unlock the facility, Sunday School Classrooms and greet worshipers at the door.(Outside doors should be opened for those coming in, but should not be left open for extended periods of time). Adjust hallway thermostats to 72 degrees.
- c. Fold bulletins and add inserts as needed.
- d. Assist elderly/handicapped persons from their vehicle by wheelchair when needed.
- e. Welcome all visitors and help them find Sunday School classes or seating in the sanctuary if needed.
- f. Ring first bell at 10:17 AM, the second at 10:22 AM for Sunday School dismissal. New ushers need to be shown and instructed where the bells are and how to operate.
- g. Post one usher at the north rear door to the sanctuary to greet attendees and visitors (Greeters are at the double doors).
- h. Hand out bulletins and usher people to seats at appointed times.
- i. Be prepared to take up the offering at appropriate time. Following the offering the checks and cash are then separated. Two ushers count the cash and record it on the paperwork in the Administrative Assistant's desk, then place both cash and checks into money bag and lock in back room of office.
- j. Count all who are in the sanctuary, as well those in the nursery and other parts of the church where some may be located.

- k. Update numbers on attendance board in foyer.
- l. Deliver the wireless mike during sharing and announcement times.
- m. Following the service, close all windows, turn off fans, reset thermostats in hallways to 78 degrees in the summer and 64 degrees in the winter.
- n. Lock up church building after the service.
- o. Have at least one usher on duty for evening services to unlock and lock, and to do other duties listed above.
- p. Have one usher available to assist with funerals.
- q. Responsible for setting up and taking down chairs, tables, podium and other items as needed.
- r. Remove snow from sidewalks on Sundays.
- s. When an usher cannot fulfill an obligation to serve their time slot on the roster, he/she is responsible to find a substitute, or if having difficulty doing so, contact the usher chairperson.
- t. Ushers need to learn and understand how to set the air conditioning and fans in the sanctuary.
 - a. It is encouraged for the ushers to come ready to serve by being friendly and dressing neatly to make a positive impression on all those attending since the ushers are the very first people that attendees will encounter.

Section 15. Gifts Discernment Committee (GDC)

The Gifts Discernment Committee is comprised of five individuals, three nominated persons by the congregation, plus one Pastor and a member of the Board of Elders. The primary duty of the GDC is to seek God's will in identifying persons to fill important positions within the church on an annual basis. The GDC should solicit help from the congregation through nomination ballots, however the Committee is not bound to these ballots in their discernment process.

Appointments & Terms: Three at-large elected members serve two-year terms. Positions will alternate, 2 will be affirmed one year and 1 the next to allow continuity of service on the GDC. In addition, one Elder (as decided by the Board of Elders on a yearly basis) and one Pastor will serve on the GDC, making a total of five persons. Contrary to other positions, GDC terms will commence on or around April 15th and conclude on or around April 14th of the following year.

Reports to: The Board of Elders

General Job Description: Prepare slates of potential officers to take effect at the beginning of the church year on September 1st. GDC at-large members to be affirmed in March/April. All other discerned positions to be affirmed by June/July.

Duties:

1. Elect a Committee Chair at the first meeting of the Committee.
2. Seek nominations from the congregation for the following positions on an annual basis:
 - a. Discernment Committee at-large members (2)
 - b. Board of Elders (2)
 - c. Finance & Facilities Council at-large members (1 or 2, alternating)
 - d. Trustee (1 or 2, alternating)
 - e. Treasurer (1)
 - f. Missions Team Lead (1)
 - g. Worship Team Lead (1)
 - h. Care and Hospitality Team Lead (1)
 - i. Christian Education Team Lead (1)
 - j. Youth Team Lead (1)
3. Utilizing the nominees provided by the congregation as a starting point, pray over each position and seek God's direction in identifying prospective candidates.
4. Create a list of possible candidates for each position.
5. Contact potential candidates and ask them to prayerfully consider serving in the specified role.

6. Prepare an election ballot for GDC candidates for election in March/April. There should be twice the number of candidates named on the election ballot as being sought (Ex. if 2 positions are being filled, 4 names should be on the ballot).
7. Prepare an affirmation ballot of remaining positions for affirmation in June/July
8. The GDC is encouraged to seek diversity (gender, age, thought, etc.) in all positions. For the Board of Elders, the GDC is highly encouraged to seek to have at least one position filled by an under-represented group (i.e. women, minority, etc.)
9. When possible, the GDC should attempt to avoid placements that would allow for nepotism or conflict of interest
10. All discerned positions may only be held by Members in good standing. Remaining volunteer positions may include active & committed non-members when appropriate.

*For the first year, to establish the new structure, the GDC would need to discern all positions in the new structure, rather than simply the annual discerned positions. The GDC may nominate existing position-holders, as appropriate, to fill new roles (i.e. Trustee, Treasurer, Elder, etc.).

Section 16. Everence (formerly MMA) Advocate

Office: Mennonite Mutual Aid Advocate

Appointment & Terms: Appointed by the Board of Elders and approved by Mennonite Mutual Aid to serve for a term of two to three years.

Reports to: The Board of Elders

General Job Description: Strengthens the congregation by linking local needs with MMA programs and services.

Duties:

- a. Listen for mutual aid needs in the congregation and community where MMA might provide assistance.
- b. Help the congregation access MMA's fraternal benefit programs including Community Service and Sharing Fund grants, educational programs and other available services.
- c. Refer people from Sharon with insurance and other financial service needs to MMA (to an MMA counselor, Mennonite Foundation representative, etc.)
- d. Share information with the congregation regarding local Sharing Fund matching grant projects, Community Service grants, MMA educational seminars, and other MMA programs and services.
- e. Inform MMA about mutual aid and other activities, as needed, to help maintain their "fraternal benefit association" status.
- f. Submit information about Sharon members on to MMA to help them better serve our congregation.

Section 17. Church Historian and Assistant

Office: Church Historian and Assistant

Appointment & Terms: Affirmed by the Finance and Facilities Council for a two-year term.

Reports to: The Finance and Facilities Council

General Job Description: Collects materials and keeps a record of the life of the congregation. Creates and maintains a clear description of duties performed on behalf of the Congregation.

Duties:

- a. Collect pictures and newspaper clippings of all items related to the congregation or to the life of its members.
- b. Keep the historical file at the church or keep a document at the church showing where the records may be found.
- c. Submit a report to the Annual Members' Meeting.

Section 18. Facilities Coordinator

The Facilities Coordinator is appointed by the Finance & Facilities Council for a two-year term with the possibility of extension.

Office: Facilities Coordinator

Appointment & Terms: May be a member of the Finance & Facilities Council or appointed by them

Reports to: Finance & Facilities Council

General Job Description: Oversee rental of building to outside groups.

Duties:

- a. Works with Administrative Assistant to administer Master schedule maintained in the church office.
- b. Check with custodian regarding special events.
- c. Assure that contract is signed, deposit and payment collected. Inform Treasurer to return deposit when warranted.
- d. Be sure HVAC system is adjusted when facility is rented.
- e. Unlock facility and instruct renter(s) on use, lights, restrooms, etc.
- f. Be sure facility is locked and secure after events.

Section 19. Audio-Video Technician

Office: Audio-Video Technician

Appointment & Terms: Appointed by the Finance and Facilities Council for three years with possible extension.

Reports to: Finance and Facilities Council

General Job Description: Operate and maintain audio-video system

Duties:

- a. Run the audio-video systems and do general maintenance on them.
- b. Operate audio-video systems and rehearse for all special music, drama groups etc.
- c. Be available for weddings, funerals, special events, as requested. Receives \$75.00 for the events
- d. Recruit and train audio-video assistants as needed.

Section 20. Life Groups

Office: Life Groups

Appointment & Terms: The Board of Elders appoints the Life Groups, in consultation with the Life Group Leaders for a two-year term beginning in September.

Reports to: The Board of Elders

General Job Description: Encourages personal sharing and study and provides mutual support for each participant, adult or child.

Duties:

- a. Help group members grow in their Christian walk through group Bible study.
- b. Care for each other, and for others in the congregation and community, as needs present themselves.
- c. When a crisis comes to a group's member, their group takes the lead to provide meals and respond in other ways. If more help is needed, their Sunday school class becomes involved. If yet more help is needed, the Food Committee draws upon the resources of the whole congregation.
- d. Provide meaningful inclusion of children in the life group activities.
- e. Seek to include families which are not currently part of any life group.
- f. Allow time for personal sharing and prayer as part of the group experience.
- g. Suggestions for meetings: rotate host homes and serve snacks.

Section 21. Sexton**Office:** Sexton**Appointment & Terms:** Appointed by Trustees for three years.**Reports to:** Trustees**General Job Description:** Oversee cemetery use and implement cemetery policy on page 35.**Duties:**

- a. Implement Guidelines for Cemetery Use.
- b. Maintain the plot plan.
- c. Recruit and train assistants as needed.

Section 22. ad hoc Committees**Office:** ad hoc Committee**Appointment & Terms:** For a specific short-term assignment until completed. These include the Sunday School Picnic Team and Work Camp Team**Reports to:** The Finance and Facilities Council**General Job Description:** Designated by the Finance and Facilities Council on issues which do not readily fit into the parameters of a standing committee, or where special expertise is required.**Duties:**

- a. Follow through with the specifically assigned agenda.
- b. Work within the designated time frame.
- c. Report back to the Finance and Facilities Council during the process or when task is completed.

STAFF JOB DESCRIPTIONS

Pastor	pages 27-29
Associate Pastor	pages 30-31
Administrative Assistant	pages 31-32
Church Custodian	pages 32

Pastor's Job Description

Lead Pastor's Job Description

Appointment: Called in a duly called meeting of members upon the recommendation of the Search Committee, Board of Elders, Finance and Facilities Council, and confirmation of credentials by the Ohio Mennonite Conference. The Lead Pastor shall serve the congregation for a mutually agreed upon period of time.

Reports To And Confers With: The Lead Pastor reports to the elected Board of Elders regarding Job Description and Memo of Understanding. Elders serve as ministerial counselors and give assistance to the Lead Pastor. Matters calling for broader counsel may be referred to the Finance and Facilities Council and/or a Sharon Members' Meeting. Elders and the Lead Pastor will develop and/or review annual goals. Elders will conduct an annual performance review with the Lead Pastor.

**Responsibilities:
Listed in Order of Priority**

Performance Objectives

- | | |
|---|---|
| 1. Preaching Ministry | Lead Pastor models and teaches disciplines of spirituality, sharing with members in the joys and struggles to develop an authentic spiritual life. <ul style="list-style-type: none">a. Takes on the majority of preaching responsibilities.b. Preaches a variety of Biblically based sermons, dealing with our spiritual lives and contemporary issues.c. Carries primary responsibility for special services such as weddings, baptisms, funerals, parent/child dedications. |
| 2. Crises and High-Need Pastoral Visitation | Lead Pastor, in collaboration with Associate Pastor, visits those in hospitals or emergency situations regularly; network is developed to keep pastor and others informed of crisis situations; needs of ill or bereaved are met. <ul style="list-style-type: none">a. Visits shut-ins, in consultation with the elders, as deemed helpful.b. Makes hospital and home visits, in consultation with the elders.c. Visits new members, inactive members and/or members who have fallen into sin. |
| 3. Ministering to Youth | Lead Pastor works in collaboration with Youth Ministry Team to: <ul style="list-style-type: none">a. Foster the spiritual growth of the youth at Sharon through intentional Bible studies; pray for and with students; organize special events for Spiritual growth; and facilitate monthly youth services.b. Build age-appropriate ministries that will shape young lives and continue to teach a theology of service to the youth as a way of following Christ.c. Maintain and encourage connections between youth groups and the congregation. |
| 4. Pastoral Counseling | Lead Pastor, in collaboration with Associate Pastor, initiates counseling ministry for assisting those within and outside the church, and makes appropriate referrals when needed. <ul style="list-style-type: none">a. Conducts counseling sessions with couples asking to be married.b. Gives counseling in grief and other crisis situations as needs arise.c. Receives counseling referrals from Elders |

5. Teaching/Training Ministry

Lead Pastor accepts an active teaching role beyond that involved in worship and preaching by providing instruction in the Scriptures, theology, and the history of the church.

- a. Offers baptismal instruction classes.
- b. Offers membership orientation classes.
- c. Encourages congregational leaders to fulfill their duties.
- d. Addresses issues of stewardship and finance.

6. Administration and Ministry Team Oversight

Lead Pastor accepts appropriate planning and administrative responsibilities in a climate of delegated tasks and shared leadership with Associate Pastor and lay members.

- a. Meets weekly, and more often when necessary, with Associate Pastor to coordinate performance of shared pastoral responsibilities.
- b. Attends Board of Elders' meetings, with the exception of executive sessions.
- c. Attends Finance and Facilities Council meetings in collaboration with Associate Pastor
- d. Supervises a Ministry Intern when such person is available to assist Lead Pastor in the planning and implementation of youth or other activities.
- e. Attends Gifts Discernment Committee meeting.
- f. Connects with Team Leads under Lead Pastor's oversight when necessary or if requested, monthly at minimum.
- g. Ensures Team Leads under Lead Pastor's oversight are meeting the expectations for the Team Lead's role.
- h. Assists Team Leads under Lead Pastor's oversight (or seeks Board of Elders assistance) to fulfill necessary Ministry Team responsibilities.
- i. Attends annual meeting of the Ohio Mennonite Conference as a voting delegate.
- j. Administers and oversees the church office and staff, makes recommendations to Facilities and Finance Council and/or Board of Elders regarding administrative, fiscal, personnel, and operational matters.

7. Missions/Service

Lead Pastor is aware of and promotes the Church's worldwide mission, development and relief ministries. Encourages financial and prayer support and challenges members to hear and heed the call of God.

- a. Encourages members to be aware and participate in the broader church mission including voluntary service missions at home and abroad.
 - a. Discerns and encourages persons to pursue the pastoral ministry.

- 8. Evangelism/Church Growth Lead Pastor and congregation work at goals intended to bring people to faith and to result in the growth of the local congregation.
 - a. Provides overall guidance in outreach activities.
 - b. Equips the laity for outreach.
 - a. Contacts new attendees to encourage continued participation and spiritual growth.

- 9. Developing the Ministry of the Laity Lead Pastor perceives that effective leadership of a congregation is a shared leadership and therefore works actively to develop, support, and encourage effective lay leadership.
 - a. Counsels with individual Elders regarding their spiritual lives.
 - b. Counsels and equips other lay leaders.
 - c. Guides the congregation in discerning and developing gifts for ministry within and outside the local fellowship.

- 10. Outside Ministries Lead Pastor has concern for identifying problems and needs in the community, and for working with both church and community groups. Works with local ecumenical and interfaith efforts.
 - a. Supports conference and church-wide activities.
 - b. Participates in efforts of the local ministerium.
 - c. Participates in Regional Pastor Peer Meetings.
 - d. Seeks approval of Elders for any time spent beyond one-half day per week for these outside ministries.

- 11. Personal and Spiritual Health and Physical Health Lead Pastor models discipline of a balanced life for spiritual and physical health
 - a. Regularly takes one day off per week from church work.

 - b. Regularly takes one Sunday off per quarter for personal rest and renewal.
 - c. Spends three weeks annually on vacation.
 - d. Attends up to 15 days of continued education per year, upon recommendation of the Elders.

12. Reporting and Evaluation The Lead Pastor provides regular and open communication to assist in accountability and gauge individual and congregational growth.
- a. Reports monthly to the Board of Elders on progress of church programs, plans, concerns, hospital visits, and number and type of counseling sessions.
 - b. Prepares written report annually for the congregation.
 - c. Uses a variety of other means such as newsletters and oral reports to communicate to committees and the congregation.
 - d. Provides needed information and meets with Elders for annual performance review. Elders prepare recommended salary for Finance & Facilities Council action annually.

Associate Pastor's Job Description

Position: The Associate Pastor position is a half-time (.5 FTE) position, comprising 20 to 25 hours of work per week.

Appointment: Affirmed in a duly called meeting of members upon the recommendation of the Search Committee, Board of Elders, Finance and Facilities Council, and confirmation of eligibility to be credentialed by the Ohio Mennonite Conference. The Associate Pastor shall serve the congregation for a mutually agreed upon period of time.

Reports to and Confers With: The Associate Pastor reports to the elected Board of Elders regarding Job Description and Memo of Understanding. Elders and Elders' Spouses serve as ministerial counselors and give assistance to the Associate Pastor. Matters calling for broader counsel are referred to Finance and Facilities Council and/or a Sharon Members' Meeting. Elders and the Associate Pastor will develop and/or review annual goals. Elders will conduct an annual performance review with the Associate Pastor.

Responsibilities: Listed in Order of Priority	Performance Objectives
1. Preaching Ministry	<p>The Associate Pastor places high priority on sermon preparation, content, style and delivery that invites people to a growing maturity in faith, discipleship and mission. The Associate Pastor seeks feedback from the congregation.</p> <ul style="list-style-type: none"> a. At least twice a month, the Associate Pastor preaches Biblically based sermons, dealing with our spiritual lives and contemporary issues. b. The Associate Pastor assists as needed and as appropriate with special services such as weddings, baptisms, funerals, and parent/child dedications.
2. Congregational Care <ul style="list-style-type: none"> a. Crisis Care b. Visitation c. Presence and Support 	<p>The Associate Pastor gives priority to developing relationships and nurturing growth.</p> <ul style="list-style-type: none"> a. In coordination with the Pastor, the Associate Pastor visits those in hospitals or emergency situations; helps to develop a network to keep pastors and others informed of crisis situations; and meets the needs of the ill or bereaved. b. The Associate Pastor establishes personal relationships with members and regular attenders through visitation and communication; prioritizes ongoing maintenance of relationships; encourages and recognizes spiritual gifts and supports and equips individuals to use these gifts within and beyond the congregation. c. The Associate Pastor supports and assists those within and outside the church, and makes appropriate referrals when needed; and provides support in grief and other crisis situations as needs arise.

3. Teaching Ministry	The Associate Pastor demonstrates openness to periodically teaching and leading Bible studies (e.g., Sunday School, Wednesday Family Church Night, Care Groups, etc.)
4. Communication, Coordination, and Evaluation	<p>The Associate Pastor provides regular and open communication to assist in accountability and to gauge individual and congregational growth.</p> <ol style="list-style-type: none"> a. The relationship between the Pastor and Associate Pastor is built on cooperation and the understanding that the two are colleagues, working in partnership. Neither position is in the role of supervisor nor is there a hierarchy. Both pastoral positions report to the Board of Elders and Finance and Facilities Council. b. The Associate Pastor reports monthly to the Board of Elders on progress of church programs, pastoral activities, and any concerns that may arise. c. The Associate Pastor prepares a written report annually for the congregation. d. The Associate Pastor assists with various communications, such as newsletters and oral reports to committees and to the congregation. e. The Associate Pastor provides needed information and meets with Elders for annual performance review. Elders prepare annual salary recommendations.
5. Outside Ministries, Missions, and Evangelism	The Associate Pastor participates in conference, church-wide, and community ministries as available and as time permits.

Administrative Assistant Job Description

Reports To: Board of Elders

Job Description: Assists pastors, staff, and volunteer leadership with clerical needs. Maintains records and correspondence as necessary and/or outlined.

Duties:

- a. Prepare, edit and distribute the following:
 1. Worship service bulletins and any inserts. This includes typing, editing and duplicating, as well as following up on dates, times and events. Mail bulletins to out-of-town members.
 2. Various Committee Minutes as requested
 3. Monthly church calendar via email and place copies under mailboxes
 4. Monthly treasurer's report to mailboxes
 5. Certificates for church ceremonies
 6. Quarterly Greeter Schedule
 7. Annual Reports in booklet form or email to all members
 8. Annual Members' Meeting minutes to congregation
 9. Annual Church Directory
- b. Provide clerical assistance to:
 1. The pastor (i.e., correspondence, telephone calls), as needed.

- 2. As needed for Vacation Bible School, camps, and other church events
- 3. As needed with the church pictorial directory
- 4. Complete other tasks as deemed necessary.
- c. Record all births, marriages, deaths, baptisms and other membership changes and provide relevant information to The Mennonite.
- d. Distribute church-wide mailings into members' mailboxes, as needed.
- e. In conjunction with Pastor(s), record all births, deaths, marriages, membership changes, dedications, graduations, celebrations and other significant church events for the historical records. Provide an annual update of these events to the Church Historian.
- f. Order and distribute Sunday School material to the appropriate persons as directed by Christian Education Team Lead.
- g. Order needed certificates and materials from Mennonite Publishing House.
- h.. Writes checks and pays bills in consultation with the Treasurer

Church Custodian's Job Description

Reports To: Finance and Facilities Council

Job Description: Provides basic weekly cleaning of the church building and communicates needed supplies to Administrative Assistant as needed.

Duties:

- a. Weekly Cleaning Duties:
 - 1. Sweep all floors; dust as needed.
 - 2. Clean restrooms.
 - 3. Dust furniture (benches, piano, organ, office furniture, window sills, etc.)
 - 4. Windex the front and rear full glass doors and sidelights.
 - 5. Wash cleaning rags and mops.
 - 6. Sweep front and back sidewalks.
 - 7. Place all trash in dumpster.
- b. Irregular Duties:
 - 1. Buff floors twice a month in the winter season and at other times as necessary.
 - 2. Order all cleaning supplies as necessary by submitting request to Administrative Assistant.
 - 3. Strip and wax floors at least once a year with the help of volunteers. If necessary, custodian can hire someone to help with this job.

POLICIES

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Sharon Mennonite Church Facility Policy

I. Members

- A. Use of the sanctuary and/or fellowship hall for weddings, funerals and other church-related events will not involve a charge for members.
- B. If a member would like to use the fellowship hall for a family reunion or other non-church related events, New Fellowship Hall: \$10 an hour up to \$100.00 for the day. Old Fellowship Hall: \$5 an hour up to \$25 for the day.
- C. Use of the facilities must be arranged and scheduled through the church office. Exceptions and interpretations will be decided by the Trustee chairperson, Trustee committee and Finance and Facilities Council, if necessary.

II. Non-Members

- A. A. The rental of the sanctuary includes one sound person and one custodian, provided by Sharon. The fellowship hall rental includes one custodian, and possibly a sound person. Use of the sanctuary and/or fellowship hall for weddings, receptions and funerals will be charged as follows:
 - 1. Weddings and receptions
 - a. deposit \$500
 - b. sanctuary \$500*
 - c. fellowship hall \$600*
 - d. sanctuary and fellowship hall \$1,100*
 - *Rates include a facilitator fee
- 2. Funerals
 - a. Accept donation if asked for non-members
- 3. Special events (family reunions, plays, musicals, etc.)
 - a. fellowship hall: \$20 per hour, up to \$200 for the day*
 - b. gathering place: \$10 an hour up to \$50 for the day* *In addition to above rates, a \$20 facilitator fee per use will be added

Children of members, renting the facility, who have never attended, or no longer attend Sharon, will be encouraged to make a contribution toward expenses.

Policy revised/effective per Church Council 04/24/18

Type of Event	Fees for Members Or Regular Attendees	Fees for Non-members
Weddings and Receptions	No charge <i>Families of members or regular attendees who no longer attend Sharon are encouraged to make a contribution toward expenses</i>	Deposit \$500.00 Sanctuary \$500.00 Fellowship Hall \$600.00 Both \$1,100.00 Rates include a facilitator fee Payment is due one week prior to event. Rates include both Friday and Saturday. Clean up to be completed on Saturday.
Funerals	No charge <i>Families of members or regular attendees who no longer attend Sharon are encouraged to make a contribution toward expenses</i>	Accept donation if asked.
Church Events (Sunday School, Life Groups)	No charge	Other churches will be charged the non-members rate.
Non-Church Events (Family Reunions, Birthday Parties, Graduation Receptions) *\$250.00 Security Deposit Required, unless a member of Sharon.	No charge when most participants are members. When most participants are non-members: Suggested Donation Fellowship Hall: \$10 an hour up to \$100.00 for the day Gathering Place: \$5 an hour up to \$25 for the day	Fellowship Hall: \$20 per hour, up to \$200 for the day* Gathering Place: \$10 an hour up to \$50 for the day* In addition to above rates, a \$20 facilitator fee per use will be added

<p>Sports Use</p> <p>*\$250.00 Security Deposit Required</p>	<p>No charge when most participants are members.</p> <p>\$20 per hour when most participants are non-members, but organizer is a member or regular attendee, plus a \$20 per use facilitator fee. *</p> <p><i>*If member is responsible to open/close and clean up, the \$20 facilitator fee will be waived.</i></p>	<p>Fellowship Hall</p> <p>\$30 per hour plus \$40 per use facilitator fee*</p>
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Policy revised/effective per Church Council 04/24/18

Facility Policy

1. \$500.00 refundable deposit is due at time of reservation for weddings. Rental is subject to the availability of Sharon Mennonite Church staff.
2. Following the event, the church must be returned to clean condition. A walk through inspection will be done to ensure satisfaction with condition. If necessary, a cleaning service will clean. Any damages and cleaning expenses will be deducted from renter's deposit. Any expenses over the deposit amount will be charged to renter.
3. Sanctuary: Rental of church sanctuary for weddings will be \$500.00. Payment is due one week prior to event. Scheduling of even on Saturday should be no later than 7:00 p.m. to allow ample time to prepare Sanctuary for Sunday services. Access to sanctuary for decorating and rehearsals will be after 3:00 p.m. the day before.
4. Fellowship hall: Rental of the Fellowship Hall for weddings will be \$600.00. Payment is due one week prior to the event. This includes use of tables, chairs, refrigerators, coffee makers, ranges, and ovens. All paper supplies to be provided by renter. Kitchen equipment used must be cleaned to avoid any additional cleaning costs. All trash must be bagged and taken to dumpster on the southeast corner of parking lot. Access to decorate is 3:00 p.m. the day prior to the event. Due to fire code and insurance regulations, no smoking, no alcohol, no drugs, no firearms, and no special effects (smoke, fog, fireworks) are permitted on the premises.
5. Return all furniture (tables, chairs, etc.) to their proper location. Tables must be washed and chairs free of food.
6. Any property damage is the responsibility of the group renting the building. When renting the fellowship hall and using the kitchen, all utensils must be washed and put away; stove and counter tops washed and the floors swept.
7. Use of the facilities must be arranged and scheduled through the church office.
8. Exceptions and interpretation will be decided by the Trustee chairperson with additional counsel from the Trustee committee and Finance and Facilities Council, if necessary.
9. Sound System: Use of the church's sound system must be operated by a qualified technician from Sharon Church for up to three hours at the rate of \$120.00 for wedding and \$100.00 for reception.
10. Sanctuary, classrooms, mezzanine, kitchen and nurseries may be locked, if they are not part of the rental agreement.
11. Adult renters are to see that children do not jump off the stage, as it may lead to serious injury. Children should be supervised at all times.
12. No baseballs or softballs are to be thrown in the fellowship hall.
13. Payment is due prior to/at the time of facility use. Rental amount is agreed upon at time of reservation confirmation. In the event of a cancellation prior to 24 hours of the rental time, a refund will be given at the discretion of the church office, Trustee chairperson, or the Finance and Facilities Council.
- ~~14. Sharon Mennonite Church does not accept responsibility for any injuries sustained on the property,~~ while the facility is being rented. The person(s) arranging for the rental of the facility are expected to provide appropriate supervision of children and others.

I/we have read and agree to II. Non-members and the General Rules as stated above.

Signed

Date

Sharon Mennonite Church
Memorial Garden and Cemetery Policy
Accepted at September 26, 2018 Members' Meeting

PREFACE

Since ancient times, Christians have buried their families in the Churchyard, symbolizing the continuum of faith from birth to death, baptism to burial. In this tradition, the Memorial Garden and Cemetery of Sharon Mennonite Church is a dedicated area, integral to the whole of the Church, for the purpose of remembering our members and friends and their families. The garden and cemetery is by design an enduring memorial to the deceased, a testimony to our grief and also to our joyful memories. The use of the garden and cemetery for quiet meditation or for gatherings and celebrations is encouraged. While providing a quiet sanctuary for all who wish to visit, the garden and cemetery is one of honor and memory, promise and testimony for those who walk and meet there.

Purpose

The Memorial Garden provides a beautiful outdoor location for the common interment of ash remains within guidelines specified below. It is a place for remembrance, thanksgiving, prayer, reflection, and small gatherings for worship.

II. Eligibility for Interment of Ashes and Burial in Cemetery

- Burial plots, including opening and closing of grave, are available free charge to all members of Sharon Mennonite Church, including their infant and minor children. Members and their infant and minor children may also choose to inter their ashes in the Memorial Garden.
- Unmarried children of members may be buried in the cemetery or have their ashes interred in the Memorial Garden, if their parents are active members of Sharon or were at the time of their own death, for the charges listed below.
- Anyone with a spouse buried at Sharon who is no longer a member, may be buried here for the cost of opening and closing the grave, or may have their ashes interred in the Memorial Garden.
- Persons who have been Sharon supporters for years, but failed to become members, and moved away for health and/or care reasons, may request burial here for the charges listed below, or may have their ashes interred the Memorial Garden.
- Persons who have been and continue to be Sharon supporters but failed to become members may request burial in the cemetery for the cost of opening and closing the grave, or may have their ashes interred in the Memorial Garden.
- Members are encouraged to pre-plan by reserving plots with the sexton. Others may investigate whether they may be buried here.
- There will be a \$400 charge for plots, plus opening and closing costs, for persons who wish to be buried with relatives but are not more have been members of Sharon. Fees may be waived in the event of a genuine hardship case.
- Requests which fall within and outside these guidelines shall be careful, sensitive consideration by the Memorial Garden and Cemetery Committee, in consultation with the pastor.

III. Procedures for the Interment of Ashes

Request for Interment

The family of the deceased should request interment of ashes by submitting a completed "Request for Interment of Ash Remains" form to the church office. One of the church's pastors shall be responsible for working with the family to prepare the service. Details of the services of committal and the interment of ash remains will be determined by the decedent's family and one of the church pastors.

Upon interment a statement of interment shall be issued in duplicate. The original will be filed in the Church office and the duplicate will become the property of the family of the deceased or a duly appointed representative. The statement of interment shall indicate the services performed by the Church.

Interment of Ashes

Families may choose from several options for the interment of ashes. The spreading of ashes on the surface of any of the grounds of the church property is not permitted. Following are the options for interment of ashes.

- Columbarium - Families may choose to inter the ashes in a niche in the columbarium. The front of the niche will have a plate for engraving the name of the deceased, along with pertinent dates and information. A fee shall be charged to the family/estate of the deceased to cover the cost of the niche, and the family/estate shall be responsible for cost of engraving the plate.
- In-Ground Interment without Container - Families may choose to bury the ashes in the ground in the Memorial Garden without an urn or other container. In such cases, a shallow opening will be created by the Sexton for the burial of the ashes. A flat marker no larger than 2' by 2' is required, at the cost of the family/estate.
- In-Ground Interment with a Container - Families may choose to bury the ashes in the ground in the Memorial Garden in an urn or other container. In such cases, an opening will be required that extends below the frost line, and will be created by the Sexton. A flat marker no larger than 2' by 2' is required, at the cost of the family/estate.
- In-Ground Interment with a Family Member - in some cases, a person may choose to be cremated and have their ashes buried in the same cemetery plot as a spouse or other family member who has already been buried in the cemetery. In such cases, the burial of ashes may be with or without a container and shall be coordinated by the Sexton.
- Other Options - it is possible that a family will request an option other than those listed above. In such cases, the request shall be reviewed and approved or declined by the Memorial Garden and Cemetery Committee.

Guidelines

- The placement of ashes in the niche or the burial of ashes may be part of the funeral or memorial service, or may be done privately at the request of the family.
- The fee for interment of ashes in the columbarium shall be determined by the Memorial Garden and Cemetery Committee, to cover the costs of the niche.
- Prepayment - Any qualifying person wishing to pre-pay the interment fee may do so. A certificate will be issued document the pre-payment. It should be noted that the pre-payment of the fee is not tax deductible. Upon written request, and at the discretion of the Memorial Garden and Cemetery Committee, the prepaid fees may be refunded, with no payment of interest. Due to changes in maintenance fees and/or the need for future enhancements, increases in the cost of interment may occur from time to time. These additional costs will not be retroactive to those who have pre-paid.
- Fresh cut flowers may be placed in the Garden at the time of the interment service and may remain in place for one week. No cut flowers, plants, or other ornaments may be placed in the Memorial Garden at any other time. At the discretion of the Memorial Garden and Cemetery Committee, a wreath may be placed near the Rock at the Memorial Garden during the Christmas season. All plantings in the Memorial Garden are determined solely by the Memorial Garden and Cemetery Committee.
- Contributions toward continued enhancements or maintenance of the garden are gratefully accepted. Such contributions are tax deductible.

IV. Administration and Maintenance

A Memorial Garden and Cemetery Committee shall manage the Garden and report its actions to the Finance and Facilities Council on a regular basis. The Committee shall be comprised of the Sexton and three other church members appointed by the Finance and Facilities Council. The pastors may assist the work and direction of the Committee as ex-officio members.

The Committee will manage the Garden regarding:

- Interment of ashes
- Maintenance
- Plantings and landscaping
- Finances (Memorial Garden Fund)
 - Disbursements from the Memorial Garden Fund shall be approved by the Memorial Garden and Cemetery Committee.
- Other issues associated with the Garden, including recommendations to the Council regarding future suggested changes to this policy.
- The Memorial Garden and Cemetery Committee shall issue an annual report, along with other annual reports by other church committees.
- The Memorial Garden and Cemetery Committee will meet as necessary and will set its own meeting schedule.

Policies

Ashes interred in the ground without a container will not be recoverable or preserved intact.

The Church, under the auspices of the Memorial Garden and Cemetery Committee, will maintain accurate records of the Memorial Garden showing all interments of ashes.

A variety of events and activities may occur within the Memorial Garden if approved by the Memorial Garden and Cemetery Committee and the pastor. Individual and group meditation and reflection is encouraged.

The Memorial Garden shall be maintained by the Sharon Mennonite Church. This will be done in keeping with the design and purpose of the Garden. All plantings and related objects in the Memorial Garden shall be placed only with the approval of the Memorial Garden and Cemetery Committee.

V. Exclusions

- Placement of ashes in the Memorial Garden shall not take place without a properly executed authorization form signed by the legal custodian having full legal authority to authorize the disposition of the cremated remains.
- No applicant or other person may acquire any right to the physical location or appearance of the Memorial Garden. It is part of the agreement that only the Church shall have any property rights to the Memorial Garden.
- Ashes of animals of any kind are not to be considered for interment.
- No markers, plantings, or additional decorations shall be permitted without the specific permission of the Memorial Garden and Cemetery Committee.
- No ashes shall be spread on top of the ground of the Memorial Garden or any other grounds of the church property.
- No permanent decorations shall be placed in the Memorial Garden. If a family wishes a temporary decoration, prior permission must be sought from the Memorial Garden and Cemetery Committee.
- The church reserves the right to require reasonable notice prior to any interment of ashes and further requires that a designated representative of the church is present when cremated remains are placed in the Memorial Garden.

VI. Notice of Disclaimer

No rights or special privileges of any nature are deemed or granted to families of those interred. All rights are reserved by Sharon Mennonite Church, its officers and the Memorial Garden and Cemetery Committee to make changes, now or in the future, including changes in the design and location of the Memorial Garden.

The Memorial Garden and Cemetery Committee, the Sharon Mennonite Church, and the officers, agents, and employees of Sharon Mennonite Church shall not be liable for any damages of property or injuries to persons, niches, gravestones, or any other part of the Memorial Garden and Cemetery.

VII. Adoption of This Policy

The policies and procedures listed above have been adopted by the Church Council of the Sharon Mennonite Church, and can be changed only by subsequent action of that body upon recommendation of such changes by the Memorial Garden and Cemetery Committee.

Scholarship Fund Policy of Sharon Mennonite Church

Introduction - The Sharon Mennonite Church recognizes that one of the needs of the congregation is adequate opportunity for education of its members, both in preparation for a vocation, and for fullest participation in the life at the church. This, we believe, is especially important for the training of youth, for leadership training in the church, and in fact, for the training in the exercise of all the gifts of the Spirit in the church. We, therefore, believe that a Mennonite Church college, university or seminary education should be available to any member of the congregation who feels called upon to improve his/her skills and to deepen his/her understanding of the Christian walk.

In order to encourage students to choose a Mennonite Church college, university or seminary, and in order to address the financial difference between a church school and a state school, the Scholarship Fund of the Sharon Mennonite Church has been established.

Basic Philosophy - The congregational Scholarship Fund has been established by the members of Sharon Mennonite Church for the following purposes:

- a. To affirm our belief in the distinct values of Christian education in the Anabaptist-Mennonite tradition.
- b. To encourage our members to pursue Christian education at our own church schools.
- c. To help eliminate financial disability as the barrier which may prevent an individual from enrolling in one of our Mennonite Church colleges, universities or seminaries.
- d. To promote a spirit of brotherhood sharing and servant-hood in our congregation.
- e. To give our young people further opportunity to learn about and appreciate the Anabaptist-Mennonite vision.
- f. To help strengthen our Mennonite Church schools.

Organization - An ad hoc Scholarship Fund may be composed of three members; the Church Treasurer and two members appointed by the Finance and Facilities Council.

Operational Procedures

- a. The Church Treasurer will administer the Scholarship Fund Plan for the congregation. A member of the Scholarship Fund Committee or a person designated by the committee will work with each applicant and parents to aid in seeing that all possible avenues of assistance have been looked into. (Some scholarships become available as early as December of the year before.) This person will be responsible to keep information on financial aid and be in close contact with the college student financial aid offices.
- b. Funds are available to the members of the Sharon congregation and their immediate families. Any exception must have the approval of the Scholarship Fund Committee.
- c. Aid is available for enrollment in Associated Mennonite Biblical Seminary, Eastern Mennonite Seminary, Eastern Mennonite University, Bethel College, Bluffton College, Goshen College, Hesston College and Rosedale College
- d. The amount of Scholarship is contingent upon:
 1. The amount of money in the fund
 2. The number of applicants, and
 3. That it will be divided equally among all qualifying students. As a goal, the congregation will attempt to provide at least \$500, but not more than \$1,500 per student per year (prorated for part-time attendance). Undistributed money will remain in the Scholarship Fund for distribution in a subsequent year. By March 1, the amount each student will receive shall be established for the following academic year. The maximum number of years a student may receive aid from this fund is four (4).
- e. Candidates for aid from this fund must follow the standard procedure of applying for admission and financial aid at the Mennonite college or seminary of their choice.
- f. The Chairperson or other delegated representative of the Student Aid Committee will communicate to the college financial aid office the names of members planning to enroll, and the amount of the grant by May 1.
- g. Shortly before enrollment (approximately September 1 and January 1), the Church Treasurer will issue a check to the appropriate college to be dispersed equally to the designated recipients for each enrollment period during the normal academic year.
- h. The Scholarship Fund has been established to receive monies for student aid. Money will be raised by:
 1. Specially designated fifth Sunday offerings.
 2. Gifts by interested persons.
 3. Gifts as memorials.
 4. Special projects.
 - i. The Scholarship Fund is a mission outside our regular church offerings, and any gifts should be over and above a person's usual giving to the General Fund. In addition, the already established practice of giving to the colleges is still considered essential, even though we have a Student Aid Fund.

Sharing Fund Policy of Sharon Mennonite Church

Purpose - The purpose of maintaining the Sharing Fund is to have emergency funds available for assistance to members and regular attendants who experience a financial crisis.

Generation of Funds

- A. The funds are generated from offerings received at the spring and fall Communion services. Also, individuals may contribute money to the Sharing Fund at any time. These contributions are in addition to the regular offering.
- B. Special offerings may be lifted by request of the Board of Elders and/or the Finance and Facilities Council, when there is a shortage of money in the account. All Sharing Fund money shall be kept in a special interest bearing account to be maintained by the Church Treasurer.
- C. Money given to the Sharing Fund shall concur with our tax exempt status.
- D. Gifts may be given anonymously at any time.

Allocation of Funds - The need for Sharing Fund assistance may come from the individual in need, concerned individuals, the Elders or the Pastor. The Mennonite Mutual Aid Advocate may also be part of the process.

Procedure

- A. The Board of Elders shall process the request. Criteria used shall include an assessment of the need, other available funds, assistance with procuring longer term help, and/or organizing help by way of financial counseling. When the determination is made, a request shall be made to the Church Treasurer. The confidentiality factor shall preserve the privacy of the individual in need.
Psychological counseling assistance shall be up to four sessions. However, additional assistance may be considered by the Board of Elders, if deemed necessary.

