

FCC Officers, Boards, and Committees

May 25, 2026

Officers:

Moderator

The Moderator presides at all monthly Church Council meetings and all business meetings of the church. This position works closely with the Minister and all committees to bring to the church membership issues for discussion and decision.

Clerk

The Church Clerk keeps the official records of the church. These include minutes of all Council and all-church meetings. This position also maintains the membership records of the church, securing the signatures of persons joining the church and maintaining the register of names. He/she also keeps the records of baptisms, marriages, and deaths within the church. He/she also works closely with the Board of Deacons to periodically review the membership roles to identify those members qualifying for the inactive list.

Treasurer

The Treasurer keeps the accounts of all money received and/or disbursed by the church. This position is a voting member of the Board of Trustees and advises that Board regarding financial matters. The Treasurer, with the approval of the Board of Trustees, is empowered to handle all investments of the church.

Boards and Committees:

Board of Deacons

This committee, by working closely with the Minister, is charged with the spiritual well-being of the church and its congregation. The Board strives to ensure that all services of the church are meaningful and represent the spiritual path as set forth by the Minister. The Diaconate also assists the Minister in determining the religious direction to be taken by the Board of Christian Education. While they meet monthly, each Deacon serves two months of each year as a “Deacon of the Month,” being responsible for securing needed participants for the worship services, i.e. greeters, ushers, etc., as well as the preparation and service of Communion on designated Sundays. When necessary, Deacons are the “face of the church” at funerals and memorials services, assisting the Minister at this very stressful time. The Deacons also assist the Minister, when asked, by visiting members and friends of the church who are sick or home-bound. Special duties of the Board are the assimilation of new members into the life of the church and temporarily filling the pulpit when the Minister is not able to be present.

Board of Christian Education

This Board is charged with the general oversight of the youth religious education of the church, including curriculum, policies, and other FCC Kids activities. The Director of Christian Education and the Senior Minister are standing members of the BCE, which meets monthly. A representative is expected to attend monthly meetings of Church Council.

Board of Trustees

This Board is charged with the physical and fiscal well-being of the church property and its

assets. They develop and monitor all fiscal policies and procedures of the church, develop and institute the annual budget, and choose and administer all depositories of funds, securities and valuable documents of the church, monitor all insurance coverage, seek legal advice when necessary, and administer bequests and gifts to the church. In conjunction with the Minister, they employ and supervise the custodial and administrative staff of the church, and with those employees ensure the church property is maintained and all used in a proper manner. The Board meets monthly.

Board of Christian Outreach

This Board is charged with the general oversight of the missionary work of the church. The Board consists of nine people all with important roles that support the outreach efforts of the church. Once a year we organize Outreach Sunday to promote knowledge and interest in important social issues that the church supports throughout the year. Decisions are made to give to different charitable social organizations throughout Falmouth, Cape Cod, the Nation and the World on a monthly basis using funds specified in pledges. The Board also helps to manage the payments for funds left in perpetuity when earmarked by the donor specifically identified to support social causes. The Board stays apprised of the missionary work of the UCC and reports that information to the church membership on a regular basis. The Board meets monthly.

Music Committee

The committee is charged with the general oversight, with the Minister, of all music programs and music personnel. Its other responsibilities include the maintenance of all of the church's musical instruments, the adoption and administration of policies regarding the use of those instruments and the allocation of funds specifically donated to the church for the music program(s). The Committee meets monthly.

Stewardship Committee

This committee is charged with promoting a total program of pledging of time, talents and treasures of the congregation. They plan, promote and conduct the annual Every Member Canvass to support the operating and benevolence budgets of the church. The committee meets monthly and other times as needed.

Human Resources and Personnel Committee

The committee is charged with managing the existing human resource policies of the church and ensuring that those policies are followed by all committees of the church responsible for church staff. The committee meets as needed.

Auditing Committee

This committee is charged with the examination of the financial accounts and operations of the church, at the close of the fiscal year, to ensure that all persons responsible for those accounts/operations are conducting business in accordance with general accepted internal auditing procedures. This committee meets once, prior to the annual meeting, typically in January.

Nominating Committee

This committee is charged with filling all positions on Boards and Committees as well as officers of the church. The work is ongoing throughout the year filling newly-occurring

vacancies on committees as well as identifying potential members to be asked to serve in future years. Keeping in mind the talents needed by specific Boards and Committees, this committee seeks to find members with talents and interests which will ensure the smooth operation of the church.

Reception Committee

This committee is charged with the conduct of all hospitality for the church. This includes providing weekly coffee hours after Sunday morning services of worship. The committee consists of six members and each member is responsible for coordinating the Sunday coffee hours for two months during the church year.

This committee is also responsible, in conjunction with the Minister and the Board of Deacons, to conduct receptions after funeral or memorial services in the church (not sponsored by the Women's Union) and any other special receptions of the church.

United Church of Christ Delegates

Delegates serve as the representatives of the church at all official meetings/events of the United Church of Christ, including, but not limited to the Annual Meetings of the Massachusetts Conference of the UCC and the Barnstable Association of the MACUCC. Delegates also attend monthly FCC Church Council meetings, reporting on relevant matters and gathering input as appropriate.

Cape Cod Council of Churches Delegates

Delegates serve as the representatives of the church at all official meetings/events of the Cape Cod Council of Churches. Delegates also attend monthly FCC Church Council meetings, reporting on relevant matters and gathering input as appropriate.