

First Mennonite Church

Beatrice, Nebraska

# **Handbook**

For

Church Board

Councils

Committees

Revised January 2025

## **INTRODUCTION**

***Elected Committees, councils and offices are listed in alphabetical order.***

The church constitution and bylaws outline ways in which a committee or organization is to function. This handbook developed in 1989, contains many revisions providing details of committee, council, and board functions and can serve as an aid to various organizations of the church in these ways:

- ◆ It provides a detailed listing of basic functions.
- ◆ It lists functions, which may appear minor or may be for a short duration yet need to be done.
- ◆ Nominees, by studying the handbook, can determine what their job will be, if elected.
- ◆ New members of committees and organizations can be oriented to the task ahead of them.
- ◆ Chairpersons can make plans by studying the handbook.

**Volunteer positions are listed after the elected positions.**

# **ELECTED POSITIONS**

## **Auditing Committee**

(Constitution, Art. VIII, K)

1. Three-member committee with one member elected annually for a three-year term.
2. At end of fiscal year, examine all financial records kept by the various organizations in the church, including auxiliary organizations.
3. Submit a report for the Annual Business Meeting as to the accuracy of the financial records.
4. Make suggestions for the improvement of records when deemed advisable.

**Building Committee** (rev. 2019)  
(Constitution, p. 24)

1. Elected for a three-year term. Third year member is chair and is a member of the church board as of January 2010.
2. Set the date for church cleaning in conjunction with WMS and get people to be in charge of the different areas.
3. Maintain the church building, contents, and grounds that aren't covered by the custodians' duties.
4. This committee is responsible for repairs and maintenance on church vehicles, when applicable.
5. Hire and maintain custodial staff.
6. Hire and maintain mowing staff.

## **Cemetery Committee**

(no term limits)

1. The committee assigns burial plots when necessary.
2. The committee maintains a cemetery map and keeps it current.
3. The committee consists of three members with one member elected annually to serve a three-year term. Eligible for re-election.
4. Summit Street Church has a representative on this board.
5. The committee communicates regularly with the church secretary on new reserved spaces and burials.

**Central Treasurer** (revised 10/19)  
(pages in constitution: 12, 14, 15, 23, 24, 25)

1. The central treasurer is also the chairperson of the business council. The business council will meet as needed throughout the year.
2. The central treasurer shall prepare a printed financial report for monthly Church Board meetings.
3. In October or November, meet with Pastor(s) and Church Chair to set coming years salary and benefits.
4. The central treasurer is responsible for presenting the budget for the coming year at the annual meeting.
5. The central treasurer is elected for a three-year term and may be reelected for a second consecutive term (per special voter's meeting November 20, 2016).

In addition to paying the Pastors salaries and administrative assistant's salary monthly, he/she must also pay insurance, Workman's Comp insurance, guest speaker's honorarium and mileage, pension fund, other bills, and dues as necessary. He/She must file IRS forms and monitor church investments. The fiscal year is December 1 to November 30.

## **Church Board** (revised 10/21) (Constitution, pages 8-13, 23-24)

Membership of the church board: Chairman, Deacons, Central Treasurer and chairs of worship, education, building, mission, peace and service councils. Pastor(s) serve as non-voting members of the Church Board.

January (Old and new board members attend this meeting.)

1. Review of annual meeting
2. A church board secretary shall be elected from within the church board for a one-year term. The secretary shall be the official church board secretary, but not the recording secretary, and will fill in at church board meetings and Annual Meeting when the administrative assistant is absent. (constitution 11-12)

February

March

April

1. Review Covenant of Understanding with the pastor.
2. Set date for congregational vote to approve new three-year term for Pastor. This must be done every three years prior to expiration on June 1. Due to be done in 2026.

May

1. Approve and sign new Covenant of Understanding with pastor(s)

June

July - Preview fall programs with Education Committee and Faith Formation Pastor.

August

September

1. Check with Nominating Committee chairs to begin process. Review handbook and make updates.

October

1. Set dates for annual church business meeting and cottage prayer meeting in January
2. Review next year's schedule for Bible school, Communion, Baptism, Annual Study Series.
3. Review offering schedule – specify offerings for “open” Sundays
4. Appoint a speaker for Remembrance service first Sunday of November.

November

1. Gather agenda items for annual church business meeting
2. Appoint two members to appear on the ballot for Nominating Committee.
3. Place announcements in the bulletin for amendment changes, if any, for the annual meeting.
4. Church chair and treasurer negotiate with pastor(s) concerning salary for the coming year.

December: Prepare agenda and budget for church business meeting.

**Church Chair** (revised 10/21)  
(Constitution, p. 11)

(The Chair shall be elected for one three-year term.)

1. Formulate Church Board agenda by
  - a) coordinating with the pastor(s) during the week preceding Church Board meeting.
  - b) receiving agenda items from other Board members.
  - c) reviewing minutes from a year ago to see what recurring items should be on the month's agenda.
2. Stay in touch with the issues, visions, and missions of the congregation and of the wider church.
3. Preside over all congregational business meetings and Church Board meetings. The Chairman has the same voting privileges as any other member. When a vote ends in a tie, the issue is defeated; the Chairman does not break the tie.
4. In August, instruct committees/councils to review their job descriptions in the handbook to ensure they are updated for use by the Nominating Committee in October.
5. Take leadership in the process of Deacon election:
  - a) October, begin receiving nominations from members of the congregation
  - b) Make personal contact with nominees to make sure they have agreed to have their name stand for election in January.
6. In October or November, Church Chair and Central Treasurer discuss with Pastor(s) salary and benefits for the coming year.
7. In May, review and sign Covenant of Understanding with Pastor(s).
8. The chair is responsible for refreshments at annual meeting and for getting someone to present a devotion at annual meeting.



## **Deacons** (rev. 10/21)

(pages in constitution: 10, 11, 21, 22)

Nominations from the congregation are given to the church chair. Deacons are elected for a three-year term and are eligible for re-election for a second term.

1. Assist the pastor(s) in meeting the spiritual needs of the congregation.
2. Act as a pastor relations committee, both communicating congregational concerns as well as checking in with the pastor's well-being.
3. Provide for the elements for the Lord's Supper (Communion) and assist in their administration.
4. Select church board members to assist in the Communion service.
5. Visit the sick and needy of the congregation.
6. Assist the pastor(s) in making decisions and planning church programs, such as outside speakers, choirs, etc.
7. Administer the Deacon's Fund, along with the Pastor. The Fund is used for confidential assistance to church members. Donations to the Fund are typically from the annual Christmas Eve worship Service or may be solicited as necessary.
8. Give a report at the annual church business meeting.
9. All three deacons attend monthly church board meetings and are voting members.

**Finance Committee** (rev. 1/17)  
(pages in constitution: 14, 15, 24)

1. Three members with one member elected in January to serve for a three-year term.
2. Reorganize in January. Recognize central treasurer as committee chairperson.
3. Appoint one committee member to take offerings to the bank.
4. Count money after each service during which an offering is taken.
5. If there are guest registrations in the offering plate, please put them on the secretary's desk.
6. Record deposits in the notebook in the finance box in the office.
7. Meet with the Business Council whenever the chairperson (Central Treasurer) calls a meeting.

## **Decorating Committee (Revised 10/19)**

Purpose: To provide visual aids to help focus the message of Sunday morning worship.

### Members

- 1 Consists of three members with a new member **appointed** by the decorating committee in January. Each serves for a three-year term.
- 2 Senior member to be a representative on the worship council.
- 3 Work with the pastors on visual aids in worship for Advent/Christmas, Lent/Easter, and other times during the year.
- 4 Display and make banners
- 5 Do seasonal decorating, avoiding patriotic colors & flags.

### January

1. Arrange to take down the Christmas trees/decorations after the New Year Service.

### Lent/March

1. Order Palm Branches for Palm Sunday
2. Take congregational orders for Easter Lilies and water them.

### March/April

1. Assist making Baptism Banners

### Summer

1. Invite congregation to bring flowers for sanctuary.

### October

1. Order poinsettias (Orders are not taken from congregation. Decorating Committee orders and pays from their budget.)

### November

1. Decorate the tree in the sanctuary and a small one in the fellowship hall by the first Sunday in Advent.

### December

1. Water and care of poinsettias.
2. Light decorative candles if needed.

## Education Council (revised 10/2021)

(pages in constitution: 12, 13, 14, 23)

1. Members consist of: Education Council chairman (elected for a three-year term):
  - VBS chairperson
  - Library committee chairperson
  - JYF sponsor
  - SYF sponsor
  - Pastors
  - Peace Club leader
2. The Education Council Chair serves on the church board and is a member of the Safe Sanctuary Child Protection Team for the three-year duration. The outgoing chair attends the January meeting after their term is expired to aid the newly elected chair at that first meeting.
3. The committee meets four times a year. The general agenda is as follows: devotions and prayer, reading of minutes of previous meeting, council members and pastor(s) give reports, presentation of items for action and discussion, appoint members for devotions, set date for next meeting.
4. Distribute job descriptions to each new member following January annual meeting.
5. **January** meeting: (a) general agenda, (b) elect secretary for the council for a one-year term, duties include type minutes and distribute soon after meetings, provide church office with a copy of minutes, send thank-you notes, (c) schedule Safe Sanctuary Curriculum sessions for the year with correct committee members if needed.
6. **April** meeting: (a) general agenda, (b) secure junior department and high school teachers, to begin in September; (c) secure Junior Youth Fellowship sponsor in odd-numbered year (2-year term) to begin in September.
7. **July** meeting: (a) general agenda, (b) secure sponsors and teachers for fall programs on Sundays and Wednesdays, (c) select Sunday School Christmas program committee, (d) set date for Teacher Appreciation Sunday.
8. **October** meeting: (a) general agenda (b) contact church treasurer to get printout of current expenses for each department in council so the budget can be set for next year and submitted to church treasurer. (c) Set date for Christmas program.
9. **December**: Write report for Annual Report.
10. Non-calendar items: Plan for teachers to attend workshops or teacher training sessions.

## **Hospitality Committee** (revised 1/25)

(Constitution: pages 16, 26)

1. Two people are elected yearly for a three-year term, for a total of six people on the Committee.
2. Reorganize in January: Third-year members are the chairpersons.
3. Responsible for food and lodging for guest speakers if needed and for special events.
4. Oversee and coordinate ushers, hosts, and greeters. Call a joint meeting once a year. At this time job descriptions should be handed out and reviewed; discussion should take place about how to coordinate efforts. (The pastor(s) may have input into the meeting.)
5. Members serve as Hosts at Sunday services and other special services, (not funerals), on a rotating basis.
6. Assist administrative assistant, if needed, in scheduling hosts for all services.
7. Hosts unlock the church before Sunday Services and other scheduled services (not funerals).
8. 15-20 minutes before the service, station yourselves just inside the west end of the narthex by the coat rack/bulletin rack to greet people and give them a bulletin.
9. Hosts handing out bulletins will give visitors a guest registry form asking them to fill it out and return it in the offering plate. Answer any questions they may have about it.
10. In conjunction with the ushers, sanctuary doors are to be closed at 10:20 to encourage people to enter and prepare for worship.
11. Hosts will make sure the coffee pot is turned off, all lights are off when the church is empty, and all doors are locked.
12. Hosts may want to invite guests to a noon meal when appropriate.

## Junior Youth Fellowship Adult Sponsors (Rev. 04/14)

- I. Relating to Jesus (for Bible study leader, appointed yearly by FMC Education Council)
  - A. Bible Study/prayer/worship
    1. Lead a Bible study on determined Wednesday evenings in September-November and February-April (whenever Peace Club meets)
    2. Choose the curriculum. Check with Sunday School teachers, VBS leaders, past studies and pastors to plan for a balanced approach.
    3. Update record of curriculum used in the gray 3-ring binder in the church office.
  - B. Life commitments
    1. Encourage faith commitments
    2. Follow up on commitments made at camps or conventions.
- II. Relating to the Community of Faith
  - A. Leadership
    1. Designate and help youth to provide devotionals at JYF events as appropriate.
    2. Organize youth into areas of responsibility for JYF programs.
    3. Communicate activities of the church
    4. Sponsors meet with each other for planning
    5. Keep a log of all activities and pass it on to next leaders
  - B. Experiencing belonging
    1. Plan a monthly social event
    2. Connect to the wider Mennonite church by attending church conventions
    3. Plan fund raisers for JYF conventions/workshops when available, to allow the congregation to support the youth
- III. Relating to the World
  - A. Reaching out
    1. Help youth raise money for mission projects through such things as the yearly fundraising meal and CROP Walk
  - B. Peacemaking
    1. Do at least one Bible study, learning event, or service project each year related to peacemaking, justice or conflict resolution.

Although Function I above, *Relating to Jesus*, can theoretically be seen as part of the JYF program, in actuality the Wednesday Evening Bible Study has traditionally been a completely separate program of FMC. Because of this, the Bible Study leader is appointed by the Education Council of First Mennonite Church. Functions II and III are provided by two leaders. They are appointed for two-year terms and on alternating years.

### **Job Description for Pastors in relation to JYF**

1. Attend youth events whenever possible.
2. Know youth by name; notice them.
3. Keep in touch with and actively support adult leaders.
4. Gather and share educational resources with leaders.
5. Keep youth and leaders connected to the broader church: events, resources, issues
6. Consider other ways of connecting to kids: Bible School, music, school events, etc.
7. Include youth in Sunday morning worship
8. Promote church-wide youth conventions.
9. Promote a major service project on off-years from conventions.
10. Recognize graduations, 16th birthdays and other milestones.
11. Support the work of the Tuition Fund committee

**Specific tasks of the pastor with overall oversight responsibility:** Have a visioning meeting with sponsors at least once a year.

## Library Committee (Rev. 10/21)

### Membership

- Three members, one elected each year for a three-year term.
- The Library Committee Chair will serve on the Education Council.

### Duties

- Buy new books and subscribe to *Mennonite Weekly Review* and *The Mennonite*.
- Process new books: list in accession book, make out author card and title card; paste card pocket in back cover of book; stamp “property stamp” on first page and page 25; stamp date of processing on card pocket; protect book covers with appropriate materials.
- Keep the library in order and clean the library on church cleaning day.
- Assist people in checking out books; put away returned books.
- If the library is using the Western District Conference Resource Library’s Box of Books program, committee members need to display these books separately and return them in a timely manner.
- Label Shalom Readers books and display in a separate location
- Maintain the online listing of library materials.
- Order supplies as needed.
- In December, write report for church annual report
- Committee promotes the library.
- Every two to four years, the committee needs to cull, at their discretion, books that have not been checked out for 10 or more years.

**Mennonite Tuition Fund Committee (Jan 2022)**  
**(Was Mennonite Loan/Tuition Fund Committee – see below)**

1. Three-member committee with one member elected annually to serve for a three-year term.
2. The committee solicits donations to the fund from church members and coordinates payments on behalf of students to the respective colleges.

**Recommendation adopted at Annual Meeting 1-12-2022:**

*“The First Mennonite Church Tuition/Loan Fund Committee is recommending that the loan/scholarship fund be dissolved, and the money be rolled over to the First Mennonite Church Tuition Fund and use the money, combined with pledges, to continue helping students with tuition expenses. Zella Penner moved to accept the recommendation from the Committee; seconded by Brandon Esau. Motion passed unanimously on voice vote.”*



**Missions, Peace and Service Council (rev. 1/18)**  
(pp. 16, 25 in Constitution)

Chairperson is elected at the annual meeting for a three-year term.

The chair encourages communication between the various ministries of the church and the congregation.

**Responsibilities:**

- Check in with the various ministries occasionally.
- Attend church board meetings to serve as “brainstorming” adjunct to the church board to encourage and help implement the exploration of new or more effective responses as needs around us change.
- Promote specific outreach and service activities to fill niche needs that may not be covered by the other existing church and community ministries.
- Organize annual Church picnic, usually held in September.
- Update congregation concerning national/international Mennonite issues as needed. Chairs have much leeway in how this is done.

## **Nebraska MCC Relief Sale Board**

1. The state MCC Sale Board consists of a representative from each congregation that actively supports the sale.
2. Each member of the Board serves for a six-year term.
3. The purpose of the Board is to promote support of the sale in the various congregations and in the congregations' communities. They also report to their congregations needs for the sale and results following the sale.

## **Nebraska MCC Relief Sale Committee**

(revised 10/2019)

This is a six-member committee with two members elected each year for a three-year term and eligible for a second three-year term. Newly elected members begin serving after the yearly NE MCC Relief Sale held in the spring.

The committee plans and works at the FMC mini auction which is generally held in late October. Some of the money raised may be used to buy items for the Nebraska MCC sale, otherwise the proceeds are forwarded to MCC immediately after the mini auction.

The committee promotes the state sale to the congregation through announcements and collects "My Coins Count" the four Sundays before the sale. They submit online entries for the quilt/textile items and solicit donations of bread, jam, pies, etc. needed for the sale. The committee helps make sure the needs of the Windsor loin/chicken meal are met. On the Friday of the sale the committee transports the donated items from FMC to the sale.

## **Safe Sanctuary Child Protection Team**

(Adopted in 2016)

### **Team shall consist of:**

- Education Council Chair (3-year term)
- VBS chair (1- year term)
- Associate Pastor of Faith Formation

### **Duties:**

1. Review and update Policy yearly. When changes are made, update website, notify congregation members of changes, put updated copy in church files, post in narthex, and send copy to insurance company and lawyer.
2. Train youth per policy with provided curriculum and inform parents of training with option to be present.
3. Provide training for congregation/volunteers on yearly basis.
4. Provide participation forms for each youth group yearly participation.
5. Provide Parental Consent and Overnight Permission Letter for appropriate outings.
6. Work with Pastor/Deacons per policy in case of incident.
7. Check First Aid Kits and forms and follow up.

## Senior Youth Fellowship Adult Sponsors

1. Relating to Jesus
  - a. Bible Study/Prayer/Worship
    - i. Schedule meetings for youth Bible study, discussion, and activities.
    - ii. Keep updated records of curriculum used in Wednesday evening Bible studies.
  - b. Life Commitments
    - i. Make individual contact with youth for spiritual encouragement (calls, birthday cards, secret pals, etc.)
    - ii. Encourage faith commitments
    - iii. Encourage youth to participate in catechism/Baptism classes
    - iv. Follow up on commitments made at camp or conventions
    - v. Actively support and encourage those who have been baptized
    - vi. Work on Conscientious Objector statements
2. Relating to the Community of Faith
  - a. Leadership
    - i. Sponsors meet with pastors for planning
    - ii. Keep a log of all activities and pass it on to the next leaders
  - b. Experiencing belonging
    - i. Try to plan one major social event each year
    - ii. Connect to the wider Mennonite Church by attending youth conventions
    - iii. Plan fund-raisers for convention expenses or major service projects to allow the congregation to support youth endeavors
3. Reaching to the World
  - a. Reaching out
    - i. On alternate years from church-wide conventions, plan a major service project in another location
    - ii. Participate regularly in local service projects
    - iii. Raise money to support service projects
  - b. Peacemaking
    - i. Do at least one Bible study, learning event, or service project each year related to peacemaking, justice or conflict resolution
4. Inform Pastors of important dates  
(Please communicate with Church offices regarding events/dates.)

## USHERS

(pages in constitution: 16, 25, 26)

1. Three people are elected annually to two-year term. Two ushers are assigned for each service on a rotating monthly basis.
2. The head usher for the month (listed first in the bulletin and schedule) is responsible for all services held requiring an usher that month. Sit either in the narthex or in a back pew.
3. Be present and on duty 30 minutes before all Sunday morning worship services, evening services **and funerals**. Assist with elevator use as needed, greet latecomers, aid anyone needing assistance, answer the telephone during the service. Before leaving funeral services, ensure you or a knowledgeable person can run the elevator if needed.
4. Assist in welcoming all who enter the building.
5. Assist with hearing devices as needed. Extra batteries are in the storage cupboard in the narthex and in the church office.
6. **Attendance is to be taken weekly and recorded.** Attendance should be noted on the form at the ushers' station or with a note on the administrative assistant's desk in the church office.
7. The assistant usher, listed second on the schedule and bulletin, is responsible for shutting the sanctuary doors at 10:20 and opening them again after worship begins.
8. Do not usher in people during the reading of Scripture, prayer or special music.
9. If a visitor is unfamiliar with anyone in the congregation, refer them to the hospitality committee. Guest registry forms, distributed by the hosts, are to be returned in the offering plate. The finance committee will put them on the secretary's desk.
10. Inform visiting families with small children that there is a nursery if they should need it during the worship service, but also indicate that children are very welcome in worship.
11. Receive offerings at all services at which an offering is taken.
12. Bring the microphone to those sharing during Sharing and Prayer.
13. Immediately after church, ushers should be at the top and bottom of the elevator to help those using the elevator.

## **Vacation Bible School Committee** (Revised 10/2023)

*(One member elected annually to serve 3-year term. Chair serves on Education Council and also serves on Safe Sanctuary Team during their third year.)*

1. **January-** Order VBS curriculum kit through church secretary. Select dates for VBS (put on church calendar in office). Of late, VBS is held Tuesday-Friday of Memorial Day week.
2. **January/February:** After curriculum is received, hold meeting as a committee to create volunteer and student registration forms, determine Summit Street Church's participation, discuss events for VBS week, discuss/determine project/organization for VBS offering, distribute volunteer forms.
3. **March/April:** Hold meeting for volunteers to explain curriculum, daily schedule, rooms, etc. Child protection team can collect necessary Safe Sanctuary volunteer forms.
  - a. Contact Church secretary with any announcements to include in bulletin/website and provide Summit Street Church with info for their bulletin.
  - b. Ensure contact has been made for evening events if needed.
  - c. Ensure student registration is open and available online.
4. Contact students from previous years & any eligible students **if** they haven't registered.
5. Utilize current supplies and purchase any supplies needed with FMC debit card or submit receipts to church treasurer for reimbursement, noting it's for VBS.
6. Attend all Education Council meetings with a brief report on preparations being made. Present post VBS report to Education Council at first meeting following VBS (number of students, volunteers, total offering collection, etc.)

### **During VBS Week:**

7. Attend VBS as able. Track attendance daily for VBS. Collect and count daily offering.
8. Plan & implement Friday lunch for students and volunteers.
9. Prepare student take home announcements for evening activities, Friday lunch, Sunday program.
10. Present thank you notes/evaluation forms to all volunteers.
11. Collaborate with photographer to create slideshow of VBS and activity pictures for Sunday program. Share photos with church secretary for future use.
12. Plan closing program. Create/work with church secretary on bulletin for VBS program.
13. Help with clean-up on Sunday following VBS, returning furniture & rooms to original.
14. Provide the church secretary with any unused curriculum to be returned.
15. Write annual report and email to church secretary. Due by December 1.

## **Worship Council (rev. 10/21)**

(Pages in constitution: 14)

One person elected annually for three-year term. Third-year member serves as chair and is a member of the Church Board.

Members of the worship council: three elected persons, the pastor(s), and senior member of the decorating committee.

Duties:

1. The council meets as needed to coordinate ways of making the worship services of the church more effective and meaningful.
2. Coordinates worship leader schedule; coordinates special music by FMC choir, and special music by congregational members/groups and those from outside the congregation.
3. Assists pastor(s), as needed with other aspects of the service, such as the children's story, readers' theater, dramas, etc.
4. Assists with planning special services such as Lent services, Maundy Thursday, Advent services, Christmas Eve service (set out handheld candles for candle-light portion of service which are stored in the church office), New Year's Eve services, and other Sundays as requested by pastor.



## (APPOINTED POSITIONS)

### **Nominating Committee**

Revised 10/21

1. Members of the committee are **not elected** but secured by the church board with names placed on the regular ballot at the annual meeting for informational purposes only. Two persons are secured each year for a three-year term. The third-year people on the committee serve as chairs.
2. The chair of the committee will provide the committee with a list of present committee, council and board members, noting which positions need to be elected at the annual meeting. The church secretary can assist with this, compiling the nomination suggestion sheets, and getting committee approval before making them available for congregational use.
3. The list of board and committee positions open will be presented to the congregation in late October with the invitation for each member to suggest possible candidates.
4. The committee will discern a slate taking these things into consideration:
  - a. suggestions gathered in #3 above.
  - b. church priorities (where do we need our strongest leaders at this time?)
  - c. what leadership gifts are needed in this position?
  - d. balance on the committee
  - e. inclusion of new members
  - f. nurturing leadership gifts
5. The chair should obtain updated job descriptions **from committees** so nominees may have current descriptions.
6. Nominees are to be contacted first by US mail, followed by a personal or telephone contact. Current updated job descriptions from the current committee should be included with the written communication and referred to in the follow-up contact.
7. When slate is complete, give it to the church secretary to add to the Annual Meeting information report.
8. The committee will present the slate for election at the annual business meeting (Deacons are not included in this slate as that position is a separate election at the annual meeting.)

## **VOLUNTEER POSITIONS**

### **Community Food Pantry Representative**

1. Attend meetings of the Pantry Board
2. Promote Pantry within the congregation
3. Take donated items to the Pantry

### **Peace Club Leaders** (Rev. 10/2021)

Leaders are secured by the Education Council. Peace Club is an informal approach to teaching and learning. Meetings are on Wednesday evenings from September through November and February through March or early April. Peace Club is for children in kindergarten through fifth grades. The Peace Club curriculum is chosen by the leaders under the direction of the Education Council. Club meetings are informal teachings of skills that increase the enjoyment of living as well as those needed for functioning and surviving in the social and natural order, along with judgment skills needed for making wise and ethical decisions. Peace Club is teaching about faith all the time, as club members learn to know themselves, develop social skills, express their creative gifts, practice survival skills, grow spiritually, serve others and explore nature. As members participate in Peace Club activities, they will be exploring God's way and developing skills for living as followers of Christ. Peace Club leaders chose Prayer Partners for incoming kindergartners before September meeting.

### **Technology Coordinator** (This position was created in 2019)

1. Will be the go-to person with technology questions and issues.
2. Will make technology upgrades when deemed necessary and approved by the Church Board.

### **Transportation Coordinator (Rev. 10/10)**

1. Receive calls from those needing Sunday morning transportation to church.
2. Organize drivers.

### **Warren's Community Dinner Table Board Member**

(The Dinner Table is a community project sponsored by Christ Church Episcopal)

1. Attend meetings of the WCDT Board
2. Promote WCDT in the FMC congregation
3. Solicit groups to take responsibility for serving Tuesday evening meals, first Tuesday of even months.

### **Worship Leaders**

The schedule is arranged by the Worship Council chair and is on the back of the current calendar for several months ahead. You are responsible for an opening prayer. The call to worship and all other responsive readings are printed in the bulletin. You will read the scripture passages. The church secretary will send you the bulletin for your assigned week on Thursday or Friday of the week you are scheduled. If you are unable to attend that Sunday, please find your replacement.

### **Live Streamers**

An instruction book is located by the equipment in the balcony. Please arrive early to ensure that the equipment is working properly. If you encounter problems, please call Pam Kunzman. If you cannot be here for your assigned time, please find your replacement.

### **Audio Techs**

Please train with a present Audio Tech. Please arrive early to ensure that the equipment is working properly. If you are unable to attend, please find your replacement.

### **Power point Operators**

Please train with a present power point operator. Please arrive early to turn on the laptop. If you are unable to attend, please find your replacement.