

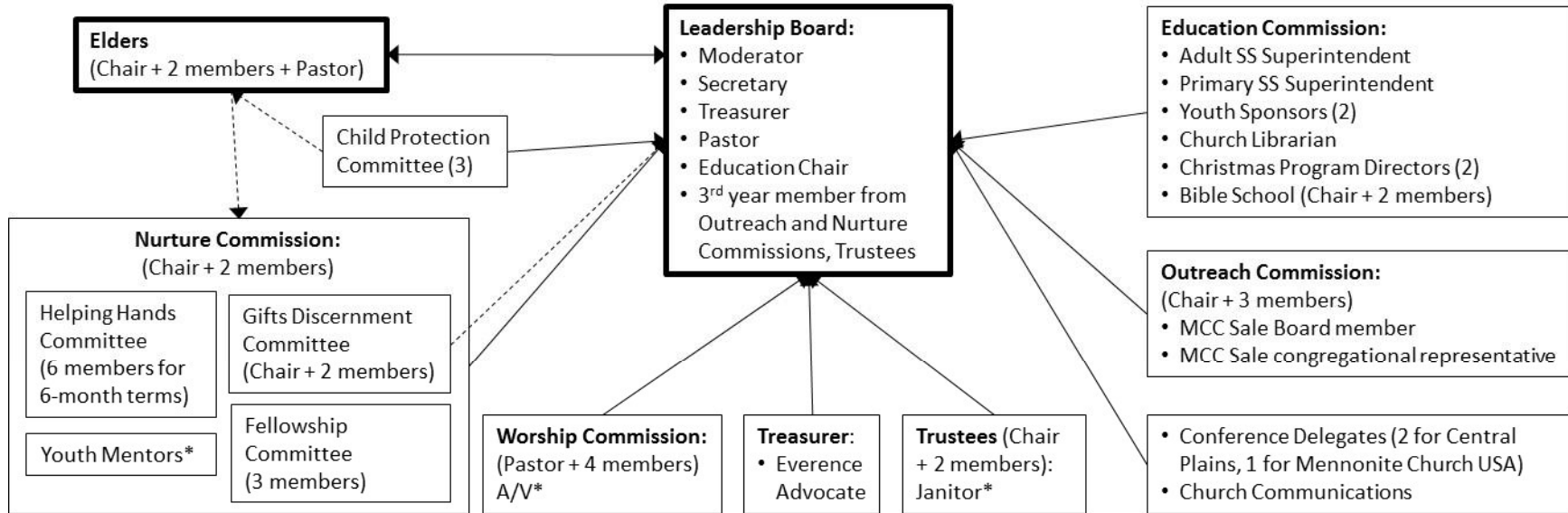
**First Mennonite Church ♦ Lincoln, Nebraska**

**CHURCH GOVERNANCE**

approved by FMC Leadership Board, 4-17-2018

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First Mennonite Church – Lincoln, Nebraska



People in these positions are invited by Gifts Discernment, approved by Leadership Board, and affirmed by congregation. Terms are September to August.

\*Positions appointed and approved by Leadership Board.

## Position Descriptions

**Unless otherwise noted, people for these positions are invited by the Gifts Discernment committee, approved by the Leadership Board, affirmed by the congregation, and begin their terms on September 1.**

<b>Pastor</b>
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### **General responsibilities:**

1. The Pastor serves under the direction and advisement of the Leadership Board and meets regularly with the Leadership Board, Elders, and Worship Committee. The pastor meets with other committees upon request.
2. The pastor normally works 40-45 hours per week.

### **Worship:**

1. The Pastor is responsible for making the preaching schedule, including the scheduling of special Sundays and guest speakers; the Elders also assist with this responsibility. The Pastor meets regularly with the Worship Commission to coordinate all aspects of the worship service.
2. The Pastor is available to participate at funerals, upon request of the family.
3. The Pastor is available to participate in weddings, upon request of the family.
4. The Pastor preaches about 40 times per year (taking one Sunday per month off from preaching).

### **Church governance:**

1. The Pastor serves as a member to the Leadership Board and chairs the Worship Commission. The Pastor attends Eldersø meetings, and reports information from the Eldersø meetings to the Leadership Board, as needed.
2. The Pastor is available to serve as a temporary member to any group or organization of the congregation that is not mentioned in this job description.

### **Counseling and visits:**

1. The Pastor is available by request for personal counseling.
2. The Pastor makes hospital visits, upon request or needs of church members.
3. The Pastor visits church members upon their request or according to their perceived need. Those who are new to the congregation, in crisis, ill, aged, and homebound are given first priority for visits.

### **Administration:**

1. The Pastor tends to the coordination of the church program, including long-range planning, bulletin preparation, dissemination of information, correspondence, etc.; as well as in general study and reading, and preparation for teaching, preaching, and other leadership responsibilities.
2. The Pastor works with the person(s) preparing the bulletins.

**Christian education/teaching:**

1. The Pastor is encouraged to teach Sunday school classes and to lead the Third Way Fellowship.
2. The Pastor leads baptism and new membership classes.

**Community/conference relationship:**

1. The Pastor is encouraged to participate in the Central Plains Mennonite Conference, pastor-peer groups in the local ministerial alliance or other local interest groups.
2. The Pastor is encouraged to participate in church-wide committees, speaking engagements, workshop leadership, etc., with the approval from the Leadership Board.

**Leadership Board****Moderator**

**Term of position:** Two years, beginning September 1.  
**Supervised by:** Leadership Board.  
**Coordinates with:** Pastor, Elders.

**Responsibilities:**

1. Sets agenda for Leadership Board meetings.
2. Calls and facilitates Leadership Board meetings.
3. Ensures the congregation is made aware of Leadership Board activities through posting of minutes and making announcements.
4. Calls and facilitates congregational meetings.
5. Responsible for and coordinates pastoral evaluation every three years. Invites a team of people to participate in this evaluation, and communicates with the Central Plains Mennonite Conference Minister for Ministerial Leadership, Leadership Development, and Credentialing.

**Secretary**

**Term of position:** Two years, beginning September 1.  
**Supervised by:** Leadership Board.  
**Coordinates with:** Leadership Board, Leadership Board Moderator.

**Responsibilities:**

1. Records minutes from Leadership Board and church business meetings.
2. Makes minutes accessible to the church, and places them in a permanent file.
3. Participates in Leadership Board and church business meetings.

## Treasurer

**Term of position:** Two years, beginning September 1.

**Supervised by:** Leadership Board.

**Coordinates with:** Leadership Board, Leadership Board Moderator, Pastor, Everence Advocate.

### Responsibilities:

1. Accountable for all church finances.
2. Pays bills in accordance with the church budget.
3. Distributes special offerings and sharing fund as indicated by Outreach and Nurture Commissions.
4. Oversees collection of offering each Sunday, and makes deposits.
5. Keeps complete records of receipts and disbursements.
6. Provides an itemized report of funds at the annual church meeting.
7. Provides copy of bank statement to Leadership Board Moderator or other designated individual.
8. Leads an ad hoc budget committee in preparing the annual budget. Presents the budget to the Leadership Board and church for final approval.
9. Presents a current financial report to the Leadership Board at their meetings.
10. Presents all financial reports to the Leadership Board upon request of the Moderator or to legal successor at expiration of term.

**Others who serve on the Leadership Board are the Pastor, Education Commission Chair, and third-year members from Outreach and Nurture Commissions, and Trustees.**

<b>Elders</b>
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**Purpose:** Promote the overall spiritual and relational health of the congregation, and provide emotional and spiritual support to the Pastor.

**Term of position:** Three years, beginning with an annual business meeting (usually in January). Alternate terms to provide continuity.  
May serve up to two consecutive terms, followed by a one-year break.  
Congregational vote will not coincide with other commission or committee appointments.

**Membership:** Three lay members and the Pastor, including at least one male and one female. Shall not include more than one member of an immediate family (i.e. sibling, spouse, parent). Shall not serve as member on any other commission.  
The third-year member serves as Chair, oversees and facilitates all activities, and presents a report at the annual congregational meeting. (Other arrangements can be made by the Commission in communication with the Leadership Board.)

**Coordinates with:** Leadership Board, Nurture Commission, Child Protection Committee.

**Responsibilities:**

1. Promote the overall spiritual and relational health of the congregation.
2. Provide emotional and spiritual support to the Pastor.
3. Give guidance and discernment to the congregation on issues of Christian faith and life.
4. Handle membership questions and requests.
5. Mediate interpersonal conflict in the congregation.
6. Oversee situations raised by the Child Protection Committee.
7. Assist in pastoral duties, as needed and at discretion of Pastor (i.e. visitation, worship services, communion, baptism).
8. Assist Adult and Primary Sunday School Superintendents in selection of topical material, as needed.
9. Assist Nurture Commission with small groups.

**Education Commission**

<b>Requirements:</b>	Received child abuse prevention and awareness training and agrees to follow the child protection policy each year.
<b>Term of chair:</b>	Two years, beginning September 1.
<b>Supervised by:</b>	Leadership Board.
<b>Coordinates with:</b>	Leadership Board, Pastor, Elders.
<b>Supervises:</b>	Primary and Adult Sunday School Superintendents, Bible School program, Junior and Youth Sponsors, Librarian, and Christmas program directors.

**Purpose:**

The aim of the Education Commission is to formulate and carry out the educational program of First Mennonite Church. Ideally, all members and regular attendees of FMC will receive instruction that will help them in their Christian journey. While some of that instruction can occur in worship services, in small groups meetings during the week, or through reading and other exercises of individual initiative situations that fall outside the responsibility of the Education Commission the goal of the Commission is to provide an active and stimulating educational program for the members/attenders of all ages. The education hour on Sunday morning is the primary time designated for this purpose, but other times and occasions can be set aside, as needed.

**Special events:**

An annual Education Sunday will take place near the end of August, to coincide with the beginning of the new school year. At this time, we recognize both outgoing and incoming teachers for the contributions and willingness to serve, and will give a Bible to all students entering second grade. In addition, the pastor (or preacher for that Sunday) will be encouraged to speak on the value and/or purpose of education in the Christian life.

**Policies:**

**Curriculum:** Since we are a Mennonite Church, we should provide an educational program that instructs participants from a distinctively Mennonite perspective. This is especially

the case for children, youth, and young adults; topical classes in the adult program may sometimes use other materials. Teachers and superintendents responsible for determining curriculum should be sure to consult the Commission for consultation in finding appropriate materials.

**Conflicts:** Occasionally there may be conflicts within classes between participants or between teachers and participants regarding behavior, subject matter, or other issues. In such cases, the individuals involved (and/or their parents) should try to work out the problems directly, but if that fails, the relevant superintendent or the Commission chair should be informed so that the issue can be resolved in an appropriate manner. The commission should strive to be an advocate and support for the teacher involved, whenever possible.

**Responsibilities:**

1. Formulates and carries out the church's educational program.
2. Coordinates the activities of the Primary and Adult Sunday School Superintendents, Bible School program, Junior and Youth Sponsors, Librarian, and Christmas program directors.
3. Participates in Leadership Board meetings and presents a report at the annual congregational meeting.
4. Plans the annual Education Sunday (see description above).
5. Serves as a resource for curriculum options.
6. Consults and advises on education issues that arise from teacher, commission members, or members of the congregation. Presents these issues to Leadership Board, Elders, and Pastor, as necessary
7. Serves as backup for accomplishing education tasks that are otherwise not being accomplished.

### **Adult Sunday School Superintendent**

**Term of position:** One year, beginning September 1.  
**Supervised by:** Education Commission Chair, Leadership Board.  
**Coordinates with:** Primary Sunday School Superintendent, Leadership Board, Pastor.  
**Supervises:** Sunday school teachers and programs.

**Responsibilities:**

1. Works closely with the Primary Superintendent in the total Sunday school program of the church.
2. Represents the adult Sunday school program to the Education Chairperson.
3. Supervises the teaching ministry of the adult Sunday school (including college/young adult class):
  - a. Determines the number of classes to be offered and the curriculum or topics to be used in each.
  - b. Invites and selects adult Sunday school teachers.
  - c. Sees that all adult classes are provided with teachers and curriculum for each Sunday school session.
  - d. Oversees curriculum and makes sure appropriate materials are ordered in a timely way. Coordinates material orders with the Primary Superintendent, when possible.

### **Primary Sunday School Superintendent**

<b>Requirements:</b>	Received child abuse prevention and awareness training and agrees to follow the child protection policy each year.
<b>Term of position:</b>	One year, beginning September 1.
<b>Supervised by:</b>	Education Commission Chair, Leadership Board.
<b>Coordinates with:</b>	Adult Sunday School Superintendent.
<b>Supervises:</b>	Primary Sunday school teachers and programs.

#### **Responsibilities:**

1. Works closely with the Adult Sunday School Superintendent in the total Sunday school program of the church.
2. Represents the Primary Sunday School program to the Education chairperson.
3. Supervises the teaching ministry of the Primary Sunday School:
  - a. Determines the number of classes to be offered, including class groupings and the age range and curriculum to be used in each.
  - b. Invites and selects primary Sunday school teachers, with the goal of having a minimum of two teachers present in each class.
  - c. Sees that all primary classes are provided with teachers and curriculum for each Sunday school session.
  - d. Provides an appropriate opening to the primary Sunday school hour.
  - e. Oversees curriculum and makes sure appropriate materials are ordered in a timely way. Coordinates material orders with the Adult Superintendent, when possible.
  - f. Ensures the child and youth protection policy is followed in all activities.
  - g. Coordinates with Child Protection Committee to ensure all teachers receive child abuse prevention and awareness training and agree to follow the child protection policy each year.
  - h. Coordinates with Child Protection Committee to offer the *Circle of Grace* or similar child protection curriculum to children and youth each year.
  - i. Helps determine and procure needed supplies.

### **Junior and Senior Youth Sponsors**

<b>Requirements:</b>	Received child abuse prevention and awareness training and agrees to follow the child protection policy each year. Minimum of 18 years old.
<b>Term of position:</b>	Four individuals (or two couples) per youth group for two-year terms, beginning September 1. Alternate terms to provide continuity.
<b>Supervised by:</b>	Education Commission Chair, Leadership Board.
<b>Coordinates with:</b>	Youth Sunday school teachers.
<b>Supervises:</b>	Youth group participants.

#### **Responsibilities:**

1. Ensure the child and youth protection policy is followed in all activities.
2. Help determine curriculum (in consultation with Education Commission).
3. Plan, implement, and supervise monthly youth activities.



4. Fundraise for trips and activities.
5. Attend and provide supervision for youth at Mennonite conferences.
6. Provide a service project (DOOR, MDS, etc) at least once every four years.

### **Bible School Committee**

- Requirements:** Received child abuse prevention and awareness training and agrees to follow the child protection policy each year.
- Term of position:** Three members serve three-year terms, with the member in the third year serving as chair.
- Supervised by:** Education Commission Chair, Leadership Board.
- Coordinates with:** Pastor, Parents
- Supervises:** Volunteers participating in teaching and doing work for Bible School.

#### **Responsibilities:**

1. Ensures the child and youth protection policy is followed in all activities.
2. Facilitates and supervises the implementation of Bible School.
3. Invites and selects Bible School teachers and helpers, with the goal of a minimum of two teachers present for each group.
4. Chooses and orders Bible School materials.
5. Sets dates and organizes a schedule; i.e. days, nights, two full days, four mornings.
6. Organizes and works with volunteers to help them understand their tasks.
7. Organizes a mission project for the week.
8. Makes announcements in church.
9. Sends out invitations to all children in the church.

### **Christmas Program Director(s)**

- Requirements:** Received child abuse prevention and awareness training and agrees to follow the child protection policy each year.
- Term of position:** One or more members serve one-year terms.
- Supervised by:** Education Commission Chair.
- Coordinates with:** Pastor, Parents, Primary Sunday School Superintendent, primary Sunday school teachers, Worship Commission.
- Supervises:** Children and volunteers participating in the Christmas program.

#### **Responsibilities:**

1. Plans program and music for the church's annual Christmas program, usually held on a Sunday evening in December. Aims to include all children and youth in the church.
2. Coordinates rehearsals with Primary Sunday School Superintendent, Primary Sunday School teachers, and parents.
3. Coordinates with the Pastor and person who prepares the bulletins to prepare a bulletin for the Christmas program.
4. Implements the Christmas program.

<b>Nurture Commission</b>
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**Purpose:** Maintains the structures needed to assist each person (adult, youth, child) in being nurtured. This may include facilitating spiritual mentors, small groups, and retreats.

**Term of position:** Three years, beginning September 1. Alternate terms to provide continuity.  
The third-year member serves as Chair, oversees and facilitates all activities of the commission, serves on the Leadership Board, and presents a report at the annual congregational meeting. (Other arrangements can be made by the Commission in communication with the Leadership Board.)

**Supervised by:** Leadership Board, Elders.

**Coordinates with:** Pastor, Treasurer.

**Supervises:** Gifts Discernment, Fellowship, and Helping Hands committees; also greeters and small groups.

**Responsibilities:**

Congregational needs

1. Along with the Elders, be aware of needs within the congregation and discern what help to offer.
2. Consider requests for finances and other help from outside the congregation.
3. Manage the sharing fund by reviewing requests and making decisions about disbursements.

Small groups

In cooperation with the Elders:

1. Check with groups periodically for any needs or additions.
2. Ask newcomers if they are interested in visiting or joining a small group.
3. Re-evaluate groups each fall, making changes, if necessary.

Visitor follow-up

1. Provide greeters on Sunday mornings to meet people coming into church, hand out bulletins, acquaint visitors with the church and provide welcome packet and visitor card.
2. Send greeters reminder notes before their month to help.
3. Coordinate visitor follow-up with Pastor and Elders.

Schedules

1. Work out details of transportation for members who need rides to church.
2. Provide a written schedule for transportation.
3. Coordinate the prayer chain.
4. Coordinate a schedule of greeters.
5. Coordinate schedule for nursery attendants.

Mentors

1. Provide information to youth and parents about the mentor program and how it works.  
Assemble names of youth in 7th to 12th grades who are interested.
2. Ask youth for names of adults they would be interested in having as a mentor.
3. Bring mentors and youth together.
4. Ensure mentors have received child abuse prevention and awareness training and agree to follow the child protection policy each year.

Church retreats

1. Plan and organize church retreats once every two years, or as needed.

Other tasks

1. Provides crisis intervention, when needed.
2. Oversees Gifts Discernment Committee. (The Gifts Discernment Committee Chair is an ex officio member of the Nurture Commission.).
3. Oversees Helping Hands and Fellowship Committee.
4. Manages the Mission Travel Fund and the Sharing Fund.

**Gifts Discernment Committee**

**Term of position:** Three years, beginning September 1. Alternate terms to provide continuity. The third-year member serves as Chair, unless otherwise determined by the Nurture Commission and in communication with the Leadership Board,

**Supervised by:** Nurture Commission and Leadership Board.

**Coordinates with:** Leadership Board Moderator, Pastor.

**Responsibilities:**

1. A member in his/her third year on Gifts Discernment typically serves as Chair and serves on the Nurture Commission.
2. Prayerfully considers upcoming open positions and individuals in the church who may have the gifts and availability to fill these positions.
3. Invites individuals in the church to learn about and consider filling the open positions. Makes position descriptions and term lengths readily available.
4. Communicates with the Leadership Board Moderator throughout the process of gifts discernment.
5. Participates in the commissioning of individuals for service to the church.

### **Fellowship Committee**

- Membership:** Three couples (or six people).  
**Term of position:** Three years, beginning September 1. Alternate terms to provide continuity.  
**Supervised by:** Nurture Commission.

**Responsibilities:**

1. Plans and coordinates 2-4 fellowship/special events per year.

### **Helping Hands Committee**

- Membership:** Three couples (or six people).  
**Term of position:** Six months, beginning September 1 or March 1.  
**Supervised by:** Nurture Commission.

**Responsibilities:**

Fellowship Meals

1. Coordinates the church's monthly potluck meals (typically the third Sunday of each month), immediately following the morning worship service.
2. Responsible for setting up tables, having table service available (plates, cups, silverware, napkins), preparing drinks (ice tea, coffee, or lemonade), setting out the food, and cleaning up afterwards.
3. Launders dish towels.

Sunday snacks

1. Coordinates snacks to serve between Sunday School and worship, including the purchases of napkins, cups, and coffee. The volunteer provides and serves the food, and cleans up afterward.
2. Ensures the coffee is made each Sunday morning (coffee is usually started by the Pastor).

Meals, flowers, and showers

1. Organizes volunteers and meals when families are in need following a new baby, surgery, or other circumstances.
2. Orders flowers/plant to be delivered for hospital stays and funerals. For new babies, have a single rosebud in a bud vase in front of the sanctuary for Sunday worship (it goes home to the new family). (The church has a charge account at the floral department at HyVee on 70th and O St.)
3. Plans and organizes showers for couples getting married and for new/first babies, unless another friend in the congregations chooses to do this. Showers are usually planned on a potluck Sunday, and follow immediately after the meal. Everyone is invited. Refreshments may include cake, punch, mints and nuts. Gifts are opened, other activities are optional.

<b>Outreach Commission</b>
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- Term of position:** Three years, beginning September 1. Alternate terms to provide continuity.  
The third-year member serves as Chair, oversees and facilitates all activities of the commission, serves on the Leadership Board, and presents a report at the annual congregational meeting. (Other arrangements can be made by the Commission in communication with the Leadership Board.)
- Supervised by:** Leadership Board.
- Coordinates with:** Pastor.

**Responsibilities:**Mission and service

1. Promotes the church's participation in local and global mission and service work.
2. Encourages the church's giving to local and global mission and service organizations.
3. Increases the church's awareness of mission and service.
4. Recommends mission and service giving goals to Leadership Board.

Outreach

1. Encourages members to share their faith and invite others to church.
2. Oversees the church's ministry to college and university students.
3. Promotes the church's positive involvement in the community.
4. Raises the community's awareness of the church.
5. Schedules and coordinates Good News in Outreach, quarterly offerings, and a Christmas giving project.

Peace and justice

1. Raises the church's awareness of Christ's call to just and peaceful living in the congregation and community.
2. Supports projects and programs that further peace and justice locally and globally.
3. Witnesses to the way of peace and justice in the community and to government officials.

<b>Nebraska MCC Sale Board Member</b>
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- Term of position:** Three years, beginning September 1. Can serve two consecutive terms.
- Supervised by:** Outreach Commission.

**Responsibilities:**

1. Promotes the MCC Relief Sale, and is committed to the cause.
2. Attends Nebraska MCC Sale general meetings, and is willing to express ideas, concerns, and requests.
3. Provides ideas and suggestions which may spark enthusiasm for the Sale. These may include:

- a. Displays in church on Sunday morning, prior to the sale, can offer suggestions and encouragement on possible projects.
  - b. Include persons who may not have time to make items, but can contribute financially by coordinating their donations with person who may have time and talent but limited resources to buy materials. (i.e., a Sunday school class may know of someone who could make something and the class could offer them money for the materials.)
  - c. Include retired persons by encouraging them to work on and contribute their hobby items.
  - d. Arts and crafts persons could be organized so they can work together on projects (including baked goods.)
  - e. Prepare window displays of sale items (i.e., crafts, quilts, etc.) in stores of yours and surrounding towns prior to the sale.
  - f. Sell dinners for MCC donations. Provide a home cooked meal and an evening of fellowship and charge by the plate. You may wish to include persons from other communities.
4. Explain the Relief Sale to your communities at large.
    - a. Disperse information: Keep your congregation well informed of dates of events proceeding the sale date.
    - b. Distribute literature, including sale bills, bulletin inserts, posters, bulletin announcements, etc.
  5. Add special meaning by arranging a special display and dedication of Sale items the week of the sale.
  6. Promote, collect, and transport good quality sale items to the Sale.
    - a. Make arrangements for transporting all items to the sale.
    - b. Set the time and place for donations to be collected.
    - c. Make sure items arrive at the Sale grounds on time for proper check-in and distribution to the proper area.
  7. Add special meaning by arranging a special display and dedication of sale items the week of the sale.
  8. Recruit volunteers to work during the sale week.

<b>Nebraska MCC Sale Congregational Representative</b>
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**Term of position:** Three years, beginning September 1 (can serve two consecutive terms).  
**Supervised by:** Outreach Commission.

Responsibilities - The duties of the board member shall include, but not be limited to the following:

1. Be committed to the cause of the Nebraska Mennonite Relief Sale.
2. Attend all meetings of the board.
3. Encourage contact couples to explain the sale to the congregation, as needed.
4. Be willing to express your ideas in a creative and thoughtful manner at board meetings.
5. Promote the entire sale.
6. Help make decisions that are brought to the board.
7. Help during the Relief Sale as assigned by the board.

<b>Trustees</b>
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- Term of position:** Three years, beginning September 1. Alternate terms to provide continuity.  
The third-year member serves as Chair, oversees and facilitates all activities of the Trustees, serves on the Leadership Board, and presents a report at the annual congregational meeting. (Other arrangements can be made by the Trustees in communication with the Leadership Board.)
- Supervised by:** Leadership Board.
- Supervises:** Janitor.

**Responsibilities:**

1. Oversees maintenance of all church property.
2. Solicits bids and contracts for all special services at the beginning of each term or season (i.e. janitorial, snow removal, HVAC repairs).
3. Plans and organizes congregational work days, as needed.
4. Provides a list of planned projects for congregational approval through the Leadership Board. Seeks approval of Leadership Board for projects that are expected to cost over \$250.

**Janitor**

- Appointed and supervised by:** Trustees
- Coordinates with:** Leadership Board, Pastor

**Weekly responsibilities:**

1. Dust and wet mop all tile floors.
2. Clean bathrooms: Inside and outside of the toilet bowls and urinals; wipe down the divider walls; clean the sinks and wipe down the countertops; wet mop or sponge the floors; wipe down light switches and door knobs; wipe down the walls, when necessary.
3. Vacuum all carpets
4. Straighten books and pick up trash.
5. Empty all trash cans.
6. Ensure toilet paper and paper towel dispensers are full.

**Every other week responsibilities:**

1. Vacuum or dust the windows, and all appropriate ledges.
2. Dust backs of the pews.
3. Vacuum with the stick part of the vacuum all carpet edges along the walls

**Once a month responsibilities:**

1. Move pews to offset so as to be able to vacuum under the pews.
2. Remove any cobwebs on light fixtures

**Other:** Contact a trustee concerning any need for supplies or repairs.

## Worship Commission

**Purpose:** Responsible for providing worship experiences for the corporate body: Sunday morning worship hours, special events such as Easter, Thanksgiving, and Christmas; and the physical environment of the sanctuary.

**Term of position:** Three years, beginning September 1. Alternate terms to provide continuity.  
The Pastor serves as Chair, oversees and facilitates all activities of the commission, and presents a report at the annual congregational meeting. (Other arrangements can be made by the Commission in communication with the Leadership Board.)

**Supervised by:** Leadership Board.

**Supervises:** Worship and music leaders, children's story leaders, and A/V technicians.

### Responsibilities:

1. Coordinate the worship experience of the corporate body.
2. Schedule worship leaders, music leaders, children's story leaders, and A/V technicians.
3. Plan special services surrounding special religious events.
4. Plan themes to be worked at during the worship services.
5. Identify and utilize different people in the congregation when planning worship experiences so all participants in the church can test their gifts.
6. Carry out plans approved by the Leadership Board concerning the physical environment of the sanctuary.
7. Give feedback to the participants of the worship experience in ways that encourage, stimulate growth, and affirm the person's contributions.

## Other Descriptions

### Child Protection Committee

**Requirements:** Received child abuse prevention and awareness training and agrees to follow the child protection policy each year.

**Term of position:** Three years, beginning September 1. Alternate terms to provide continuity.  
The third-year member serves as Chair, and oversees and facilitates all activities of the committee. (Other arrangements can be made by the Trustees in communication with the Leadership Board.)

**Supervised by:** Leadership Board for policy issues and questions, and the Elders for specific situations.

**Coordinates with:** Leadership Board, Pastor, Education Commission.



**Responsibilities:**

1. Assist the church in implementing the child protection policy.
2. Revise the child protection policy, as needed, and bring it to the Leadership Board and church for approval.
3. Coordinate closely with the Elders in bringing resolution to any child protection concern.

**Church Communications**

**Term of position:** One year, beginning September 1.

**Supervised by:** Leadership Board.

**Coordinates with:** Pastor, commission chairs.

Purpose: Communicate church information and events to people in our church and to the community.

**Responsibilities:**

1. Recruits/invites other individuals to participate in church communications.
2. Invited to attend Leadership Board meetings to receive information and discuss communications possibilities.
3. Prepares and submits news and articles to the media in advance and follow-up to church events and activities. This includes the church website and Facebook page.
4. Create posts related to upcoming events, church activities, the church's mission and beliefs, and the broader Mennonite church.
5. Take photos and videos for posting.
6. Respond to comments and messages.
7. Promote posts, when appropriate.

**Central Plains Mennonite Conference Delegates**

**Term of position:** One year, beginning September 1. The number of Conference Delegates is determined by conference guidelines.

**Supervised by:** Leadership Board.

**Coordinates with:** Leadership Board, Pastor.

**Responsibilities:**

1. Inform the church of the upcoming Central Plains Mennonite Conference Annual Meeting. Invite feedback on expected business items.
2. Participate in the Central Plains Mennonite Conference Annual Meeting, including the business meetings.
3. Report to the church about how the Central Plains Mennonite Conference Annual Meeting went, including any decisions made.
4. Submit travel receipts to the Treasurer for reimbursement within 60 days of the expense being incurred. The Treasurer is able to reimburse up to the amount allowed in the church's current budget.
5. Inform the church about conference-related issues and activities throughout the year.

### **Mennonite Church USA Delegates**

- Term of position:** Two years, beginning September 1. The number of delegates is determined by denominational guidelines.
- Supervised by:** Leadership Board.
- Coordinates with:** Leadership Board, Pastor.

**Responsibilities:**

1. Inform the church of the upcoming biennial Mennonite Church USA convention. Invite feedback on expected business items.
2. Participate in the biennial Mennonite Church USA convention, including the delegate assembly.
3. Report to the church about how the biennial Mennonite Church USA convention, including any decisions made.
4. Submit travel receipts to the Treasurer for reimbursement within 60 days of the expense being incurred. The Treasurer is able to reimburse up to the amount allowed in the church's current budget.
5. Inform the church about conference-related issues and activities throughout the two years.

### **Librarian**

- Term of position:** Three years, beginning September 1.
- Supervised by:** Education Commission.
- Coordinates with:** Leadership Board, Pastor, Primary and Adult Sunday School Superintendents.

**Responsibilities:**

1. Purchase books and other library items based on requests and church needs.
2. Process library additions by add them to the LibraryThing database, creating a check-out card and spine number sticker, and stamping with FMC info.
3. Regularly tend to checking in and shelving library items.
4. Update display materials.
5. Manage Conference Library books:
  - a. Request book and other item types.
  - b. Inventory items upon arrival.
  - c. Collect items by due date.
  - d. Ship items back, and include payment for shipping.
6. Manage the Shalom Reader program to include promotion, collection of forms, and requesting book awards.

## Everence Advocate

**Purpose:** Stewardship advocates strengthen the stewardship ministry of our church by helping to integrate faith and stewardship principles with the needs of our church and its members.

**Term of position:** Three years, beginning September 1.

**Supervised by:** Treasurer.

**Coordinates with:** Leadership Board, Pastor, Nurture Commission.

### Responsibilities:

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

For additional information about ministry activities of an advocate, contact our Everence local office.