

CHURCH OF CHRIST OF BROOKLINE

CONSTITUTION

APPENDIX

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Duties & Responsibilities of Officers, Boards and Committees of the Church

Chairperson of Boards or Committees

Shall be responsible for:

- a. Presiding at each meeting, keeping order and making certain that all members participate.
- b. Beginning and ending meetings at agreed upon times.
- c. Setting an agenda based on information provided by committee members and others.
- d. Calling meeting and sending reminders of upcoming meetings to members
- e. Providing time and leadership at committee meetings for worship, community building, changing the agenda and evaluation.
- f. Being sensitive to interpersonal relations within the committee, between committee members and between the pastor and the committee members
- g. Helping the committee set achievable goals in keeping with its purpose
- h. Preparing materials for meetings. A printed agenda, copies of correspondence and other background papers help the committee act efficiently.
- i. Setting up rooms for committee activities and seeing that they are left orderly.
- j. Delegating tasks. Other committee members are there to work together and to take on specific delegated responsibilities.
- k. Meeting deadlines and following through on decisions.
- l. Submitting an Annual Report to the Church Secretary at least thirty-days (30) before the date of the Annual Meeting. Ensuring that any changes to the duties of their Board as outlined in the Appendix is made part of the Boards Annual Report.
- m. Ensuring that minutes are kept of all meetings that are held and are maintained in a organized manner for future members of the committee or board;
- n. Ensuring that there is a quorum for all meetings that are called by their committee or board.
- o. Conducting a review on a annual basis of the duties of their committee or board as outlined in the Appendix to ensure that they are current and accurate;
- p. Preparing an annual budget for their Board and submitting to the Board of Finance & Property in a timely manner
- q. Ensuring that a member of their Board is represented at all Cabinet meetings.
- r. Providing information about the committee's work to the Public Relations Coordinator.
- s. Coordinating the work of the committee with the work of other committees in the church
- t. Orienting new members.
- u. Using inclusive language (non-discriminatory) and non-stereotyped concepts.
- v. Making sure that the committee grows in understanding and vision.
- w. Submitting to the Church Cabinet on an annual basis a list of all persons that will be working with the Church's children or youth, for submission to the Brookline Police Department to ensure that they are not listed on the Registered Sex Offenders List.

Committee Members

Shall be responsible for:

- a. Understanding the purpose of the committee
- b. Attending committee meeting and taking pertinent materials
- c. Listening carefully to other committee members
- d. Preparing for meetings by reading advance materials and doing assigned tasks
- e. Listening to suggestions from members of the church who are not on the committee
- f. Communicating your own ideas and feeling clearly.
- g. Encouraging other committee members to express their ideas.
- h. Asking questions when you don't understand what's going on.
- i. Maintaining confidentiality
- j. Agreeing to take on only the tasks you can do- and doing them.
- k. Asking questions that are caring and at times, tough, about the value and purpose of the committee and its actions.
- l. Being willing to perform the duties of the committee.

Church Cabinet

Meets a minimum of every other month, with 2/3 of the Voting members (9) constituting a quorum

Shall be responsible for the following:

- a. Establishing clear and workable directions, goals and plans of action for the church.
- b. Authorizing expenditures.
- c. Carries out decisions made by the church, or seeing that others do.
- d. Assigning responsibility for new programs and activities to committees or individuals.
- e. Reviewing reports from offices, boards and committees.
- f. Guiding, coordinating and evaluating the work of officers, boards and committees.
- g. Receiving and evaluating new program proposals and relating them to existing programs and budget capabilities.
- h. Recommending a budget to the church
- i. Authorizing and issuing calls for special meetings of the church
- j. Planning official church meetings
- k. Between Annual Meetings, approves changes to the budget recommended by the Board of Finance & Property, further subject to the provisions of Article VI, Section 4E;
- l. Approve or modifies the Duties of each Church Office, Board or Special Committee as defined in the Appendix
- m. Compiling on an Annual basis a master list of all persons that will be working with the Church's children and youth, and submitting to the Brookline Police Department for review, to ensure that they are not on the Registered Sex Offenders List.

Pastor

Assume the duties of Pastoral leadership and serve the congregation by:

- a. Regarding all persons with equal respect and concern, and support.
- b. To undertake to minister impartially
- c. Not discriminating against any person, group or organization on the basis of race, gender, age, sexual orientation, faith, nationality, ethnicity, marital status, or physical, mental or emotional disability
- d. Preaching and leading the worship life of the church
- e. Helping members of the congregation develop their spiritual life
- f. Officiating at baptisms, weddings, and funerals are requested
- g. Leading confirmation classes and other Christian Education programs as requested
- h. Making pastoral calls on people in hospitals and nursing homes and those confined to home
- i. Making pastoral calls on members not confined to home
- j. Working regularly to bring new members into the church
- k. Counseling members as requested
- l. Attending meetings of official bodies (in the UMC and UCC) and making periodic reports
- m. Actively participating on the Boards within the church
- n. Training new Deacons in understanding the church's Statement of Faith and Covenant
- o. Submitting an Annual Report
- p. Meeting with the Pastoral Staff and Relations committee on a regular basis to ensure the healthy functioning of the church
- q. The pastor shall be a non-voting member of all boards and committees
- r. Maintaining confidentiality
- s. Continues to develop his/her theological and biblical skills maintains a strong commitment to the educational ministry of the church

The Associate Pastor

Assume the duties of Pastoral leadership and serve the congregation in the absence or when asked by the pastor by:

- a) Regarding all persons with equal respect and concern, and support.
- b) To undertake to minister impartially
- c) Not discriminating against any person, group or organization on the basis of race, gender, age, sexual orientation, faith, nationality, ethnicity, martial status, or physical, mental or emotional disability
- d) The duties of the Associate Pastor shall be determined by the Associate Pastor Search Committee and the Pastor, and shall be approved by the Cabinet.
- e) The associate pastor may be a non-voting member of boards and committee as approved by the Cabinet and shall make a report of the year's work to the annual meeting of the church.

The Moderator:

Shall be responsible for the following:

- a. Serves as the Chairperson of the Cabinet
- b. Seeing that the long-range goals of the church are carried out.
- c. Being a sounding board for the pastor.
- d. Representing the church at association or conference meetings or ensuring that someone else does.
- e. Making sure that the church is represented at ordinations, installations and other ecclesiastical activities in the association.
- f. Making the church aware of the United Church of Christ's and the United Methodist Churches points of view.
- g. Calling the church's official meetings in accordance with the constitution
- h. Planning the church's official meetings.
- i. Moderating at the church's official meetings
- j. Coordinating the church's programs and activities.
- k. Overseeing activities of the church officers and to ensure duties are being carried out in accordance with the constitution"
- l. Seeing that official decisions are carried out
- m. Actively participating in the life and mission of the church.

Skills and Attributes Needed

- a. Ability to inspire the trust and respect of church members and staff
- b. Appreciation of a broad spectrum of theological perspectives
- c. Understanding of the church's constitution and bylaws
- d. Sense of vision and direction
- e. Ability to work cooperatively with a number of people
- f. Ability to listen
- g. Ability to deal with conflict
- h. Ability to organize and delegate responsibilities
- i. Understanding of parliamentary procedure
- j. Ability to evaluate
- k. Diplomacy
- l. Dedication and zeal
- m. Skill in leading meetings
- n. Clear speaking voice
- o. Ease in front of groups
- p. Understanding of group process

The Assistant Moderator

Serves as Chairperson of the Pastoral Relations Committee

Serves as Moderator in the absence of the Moderator

Assists the Moderator with the following duties and responsibilities:

- a. Seeing that the long-range goals of the church are carried out.
- b. Being a sounding board for the pastor.
- c. Representing the church at association or conference meetings or ensuring that someone else does.
- d. Making sure that the church is represented at ordinations, installations and other ecclesiastical activities in the association.
- e. Making the church aware of the United Church of Christ's and the United Methodist Churches points of view.
- f. Planning the church's official meetings.
- g. Moderating at the church's official meetings
- h. Coordinating the church's programs and activities.
- i. Overseeing activities of the church officers
- j. Seeing that official decisions are carried out
- k. Actively participating in the life and mission of the church
- l. Consult and confer with the Moderator and,

Skills and Attributes Needed

- a. Ability to inspire the trust and respect of church members and staff
- b. Appreciation of a broad spectrum of theological perspectives
- c. Understanding of the church's constitution and bylaws
- d. Sense of vision and direction
- e. Ability to work cooperatively with a number of people
- f. Ability to listen
- g. Ability to deal with conflict
- h. Ability to organize and delegate responsibilities
- i. Understanding of parliamentary procedure
- j. Ability to evaluate
- k. Diplomacy
- l. Dedication and zeal
- m. Skill in leading meetings
- n. Clear speaking voice
- o. Ease in front of groups
- p. Understanding of group process

The Clerk of the Church

Shall be responsible for the following, and may be assisted by the Church Secretary as available:

- a. Receiving, recording and issuing letters of transfer of church membership
- b. Recording changes in names on membership lists
- c. Adding and deleting names of members from the official membership list.
- d. Recording baptisms, funerals, and marriages held in the church.
- e. Making the official call for church meetings.
- f. Taking minutes at Special church meetings
- g. Taking minutes at Cabinet meetings
- h. Incorporating annual reports, and other reports as required, of committees into the official record.
- i. Incorporating financial reports and church school reports into the official records.
- j. Receiving, sending and filling official correspondence.
- k. Signing official church documents.
- l. Preserving documents, successive constitutions and bylaws of the church, copies of deeds to and descriptions of the church physical property, contracts and blueprints for church buildings, mortgages.
- m. Adding current records to the past records in an organized manner.
- n. Keeping all records in such a manner that anyone else may continue without confusion or difficulty.
- o. Organizing poorly kept past records and seeking missing information.
- p. Providing information to the Public Relations Coordinator.
- q. Scheduling of Church Activities and names of persons responsible for them.
- r. Completing annual reports for the United Church of Christ and the United Methodist Church
- s. Distributing agenda and previous months minutes to Cabinet members one week prior to the next Cabinet meeting;
- t. Posting on the church bulletin board a copy of the approved minutes of the most recent Cabinet meeting, within two weeks of the last meeting date.
- u. Enter upon the records of the church current events in the life of the church that are likely to be of historical value;
- v. On every 25th anniversary of the Church, perform the duties of, or appoint, a Church historian to compile the Church records into a written narrative;
- w. Notify all officers, members of committees or boards, and delegates of their election or appointment, if necessary;
- x. Receive the Annual Report of each church officer, board and committee, compile the Annual Church Report for presentation at the Annual Meeting; Annual Reports to be ready and placed in a location for pick up by Church members no later than the Sunday service before the Annual Meeting

Skills and Attributes Needed:

- a. Ability to write clearly
- b. Ability to sort out what's important
- c. Ability to pay attention to details
- d. A sense of orderliness and organization
- e. Familiarity with the congregation
- f. Ability to take notes quickly and accurately
- g. Ability to keep neat, legible records
- h. Willingness to record facts without interpretation

The Public Relations Coordinator

Shall be responsible for the following

- a. Developing a communications policy. This involves deciding what views and activities the church wants to publicize, what response the church wants from the public, which media the church wants to use, how to deal with the media in case of a scandal or emergency, and who will carry out the policy.
- b. Identifying the correct person to contact at each newspaper, radio, or television stations or cable services and in other churches.
 - Currently using the following outlets
 - Telegraph- (Thurs. Brookline Section and Saturday Religion Digest),
 - Hollis-Brookline Journal,
 - Brookliner.
 - Brookline Cable Channel
 - Notices thru the Elementary Schools (if approved by School principals)
- c. Finding out deadlines for coverage and meeting them.
- d. Using inclusive language that does not reflect stereotypical concepts.
- e. Producing news releases for newspapers.
 - Annual Meeting
 - Time change in Summer and Fall,
 - Sunday school start and end dates,
 - Christmas and Easter Services, etc.
 - Town Meeting Supper,
 - Auction,
 - BBQ, etc.
- f. Suggesting editorial ideas or features to newspapers.
- g. Writing advertisements for newspapers.
- h. Evaluating and possibly redesigning the Sunday bulletin.
- i. Setting up or evaluating mailings to church members and the public.
- j. Evaluating the churches listing in the Yellow Pages
- k. Developing a brochure about the church.
- l. Contacting church members with particular skills to help on specific public projects.
- m. Keeping records to help in evaluating what seemed to work
- n. Publicizing church events by setting up signs in front of the Church and distributing posters up to publicize events
- o. Publishing a 1 page church newsletter to be handed out the beginning of each month at the Sunday service with important dates for the coming month
- p. Coordinate the publishing of all Church publications
- q. Keeps current information about the church as posted on the town website

The Board of Finance & Property

Finance Members

- a. Maintaining property, liability, bonding and workers compensation insurance.
- b. Asking an insurance agent to review policies regularly
- c. Under the direction of the Church Cabinet have charge, of the church's financial and business affair.
- d. Bonding all people handling church funds.
- e. Authorize and direct the treasurer as to the payment of moneys under their control. The Board of Finance & Property must approve any expenditure not included in the church budget in advance; Have authorization from the Church Cabinet for expenditures exceeding the budgeted amount, subject to the provisions of Article VI, Section 4.E;
- f. Prepare the Annual budget in time for the annual Stewardship drive;
- g. Investing church funds or making recommendations about investments
- h. Serves as the overseers of the church's monies and upholds the mission of the church in all decisions by
 - Maximization of current yield
 - Preservation of principles
 - Production of income without undue risk and with growth of capital as incidental.
 - Long-term growth of capital and increased income in the future without much use currently
- i. Adhering to legal restrictions.
- j. Investing in corporations that do not have a debilitating impact on society, the environment or justice in countries overseas
- k. Review investments and making an annual report on the status and income to the congregations.
- l. Evaluating investments to see whether they are doing what was planned, and making changes, if necessary.
- m. Making no decisions independent of the entire board of stewards
- n. Establish realistic and workable goals and plans of action for developing a budget and the soliciting of monies to achieve the goals as set forth in the budget.
- o. Monitoring compliance with all local, state and federal laws related to finances, including taxability and liability.
- p. Submitting a monthly report at each Church Cabinet meeting,

Trustees

Shall be responsible for the following:

- a. Making decisions about the churches buildings in emergencies
- b. Taking an annual review of each room in the buildings (including the parsonage). Inspecting ceilings, lighting, floor covering, window coverings, furniture, and equipment, exterior walls, gutters, roofs, sidewalks, drives, parking lots, and yards.
- c. Reviewing annually each piece of equipment: furnace, air conditioning units, lawn equipment, public address systems, office equipment, and elevators.
- d. Reviewing facilities for accessibility to persons with disabilities; ramps, wide doorways, and passageways, low doorknobs, and switches, railings, restrooms.
- e. Developing a plan to conserve energy for reducing heating and cooling costs.
- f. Consulting regularly with the pastor and custodian on building maintenance needs.
- g. Establishing a 5-to-20 year plan of action to improve and maintain church properties.
- h. Setting annual priorities for repairs and improvements in keeping with the long-range plan and providing for regular service on all equipment.
- i. This includes maintaining the buildings in a manner that will keep the insurance costs low.
- j. Determining building use policy and overseeing its implementation.
- k. Determining who has a key to the church and keeping a record of it.
- l. Replacing worn items like curtains and upholstery to keep the building attractive and inviting.
- m. Keeping the lawn mowed, raked.
- n. Removing snow from walkways and driveways.
- o. Doing minor repairs like tightening bolts and screws, fixing minor damage, fixing leaks and painting.
- p. Overseeing major repairs or improvements that are contracted.
- q. Knowing where all warranties, maintenance agreements and operating instructions are.
- r. Making suggestions to the cabinet about disposal of property.
- s. Developing evacuations plans in case of fire or other emergency.
- t. Be the sole authority for removing church property from the church, establishing a policy for the loan and rental of church property;
- u. Hire and supervise the work of a custodian, drawing up the job description for the work of the custodian;
- v. Be in constant communication with the pastor and his family, making sure that all the needs of the Parsonage are met;
- w. Keep informed as to current and long-range needs for maintaining a comfortable and well cared for building and grounds, using the guidelines of the two Conferences (UMC and UCC) as reference for standards;
- x. Act as landlord should the Parsonage is rented;

Stewards

Shall be responsible for the following:

- a. Accepts on behalf of the church all memorial gifts, trusts, special funds and other monetary gifts.
- b. Educate the members of the Congregation concerning their biblical and historical responsibilities as managers of time, money and resources to serve God's purpose;
- c. Contact all members and friends of the church with regard to their yearly pledge, providing them with the forthcoming budget;
- d. Acknowledge receipt of all pledges and donations resulting from the annual Stewardship drive, writing a letter of thanks to each;
- e. Follow up on pledges that are in arrears
- f. Coordinates the scheduling of all Fund Raising events to ensure that they do not conflict with one another to ensure the maximum benefit for the church.
- g. Maintains a Calendar of all Fund Raising events with timelines
- h. Reviews all pervious years as to what is the most effective
- i. Makes recommendations for improvement or refinement of schedules, or ending event.

Treasurer

Shall be responsible for the following:

- a. Receiving and counting money
- b. Maintaining contributor records and making regular reports to members about their contributions.
- c. Depositing money in the bank
- d. Disbursing, on proper authority, all funds. This includes salaries, pensions, insurance premiums, utilities, and other benevolences.
- e. Managing cash to assure it's available to meet obligations and to maximize income and accomplish the program goals.
- f. Maintaining accounting records adequate for budget control and for making reports to the Cabinet and the congregation.
- g. Providing information to the stewardship committee about contributions.
- h. Keeping separate accounts of all monies contributed at special collections and of all moneys raised for the support of public worship or any department of church work.
- i. Submitting a monthly report to the Board of Finance & Property each month;
- j. Making an annual report in detail of receipts and expenditures, properly audited;
- k. Have approval of the responsible board prior to payment of each bill;
- l. May also assume the duties of the Assistant Treasurer.

The Assistant Treasurer

Shall be responsible for the following

- a. Serving as Treasurer in the absence of the Treasurer
- b. Keeping a detailed and complete record of all individual pledges and payment of same;
- c. Sending out financial statements every three months to all contributing members, showing their individual financial standing;
- d. Making an Annual Report to the Board of Finance & Property and the Board of Stewards giving in detail the number of pledges made and the amount that has been received;
- e. Distribute the boxes of pledge envelopes to those who have pledged, based on information given by the Board of Stewards;
- f. Receive all money given to the church for local expenses and benevolence through the regular channels and in special offerings, and be responsible for getting this money to the Treasurer.
- g. Assists the Treasurer with the Treasurer duties and responsibilities as directed:

Skills and Attributes Needed:

- a. Basic understanding of accounting procedures
- b. Trustworthiness
- c. Honesty
- d. Confidentiality
- e. Attention to detail
- f. Commitment to the church and its mission
- g. Personal record of good stewardship and concern for the church's use of money
- h. Ability to make clear written reports related to the goals and objectives of the church
- i. Willingness to expand knowledge

The Board of Deacons

Deacons

Shall be responsible for the following:

- a. Developing a budget for the Deacons
- b. Planning and overseeing the church's ministry of service and caring for its members and the community.
- c. Counsel with potential members of the church on the meaning of the Confession of Faith and Church membership;
- d. Reviewing the master Church Membership list on a quarterly basis and submitting to the clerk names for inclusion, removal and/or change of membership status.
- e. Reviewing the list of Givers of Record for submitting a list to the Church Cabinet for change of status to Voting Member.
- f. Working at the resolution of conflicts that arise within the church.
- g. Assisting in planning worship services and arranging lay leadership for the services. Greeters, Collection Ushers, Acolytes, Lay readers, Communion Stewards and other persons as necessary;
- h. Attending church services regularly
- i. Preparing for, service and cleaning up after communion.
- j. Helping make arrangements for and participating in services of Baptism, Membership, Confirmations and other rituals of the church
- k. Providing and caring for cloths for the sanctuary. (Maintaining a set of each liturgical color: white, green, red, and purple or blue)
- l. Visiting sick persons, persons who cannot get to church, prospective members and those in crisis.
- m. Developing a plan for visitation and care for all members and new comers.
- n. Assist the pastor in visitation
- o. Helping make confirmation meaningful and memorable
- p. Provide training for new members in the meaning and significance of the church and church membership.
- q. Counseling with the pastor about the spiritual life of the congregation and of particular members
- r. Providing funds and physical assistance for those in need, either directly or in liaison with service agencies.
- s. Arrange for the supply of the pulpit in the absence of the pastor;
- t. Collect and maintain a Diaconate Fund;
- u. Providing and placing banners in the sanctuary
- v. Choose the youth members of the Diaconate Board;
- w. Jointly with the Board of Pastoral Relations develops and conducts at a minimum a biannual survey of church members and the church community, to assess the priorities, goals and expectations of the pastoral staff and the religious direction of the church
- x. Jointly with the Board of Pastoral Relations develops yearly goals and objectives for the pastor, based on the spiritual and moral needs of the church and community.
- y. Jointly with the Board of Pastoral Relations, evaluates the Pastoral staff, at a minimum of annually and prior to October 30 of each year. And makes a recommendation to the Board of Finance & Property for consideration in the annual budget if there should be a pay increase based on the achievement of annual goals and objectives.

Youth Members

Shall be responsible for the following:

- a. Attend meetings of the Diaconate Board;
- b. Assisting the deacons as needed;

Deacons of the Month:

Shall be responsible for the following:

- a. Ensuring that the heat is turned on or windows opened prior to the service to ensure a comfortable environment in the sanctuary before services
- b. Ensuring that the lights are turned on prior to the service
- c. Coordinating with the flower committee to ensure that appropriate flowers are provided for the service
- d. Arranging what to do with flowers following the service. (i.e. a schedule for delivery to hospitalized members and those unable to come to church)
- e. Coordinating the church's responsibility for flowers, candles, etc, at baptisms, confirmations, weddings and funerals.
- f. Placing appropriate cloths and appointments in the sanctuary insuring that the colors reflect the correct liturgical season
- g. Maintaining robes for acolytes.
- h. Working with the pastor, deacons, flower and music committee in planning services
- i. Supply the bread and wine for communion services;
- j. Assisting the pastor in providing communion to shut-ins as requested;
- k. Maintain a log of attendance at each worship service; (Adult and Youth)
- l. Maintain a list of available Acolytes, and arrange for their training;
- m. Arrange for a fellowship Coffee Hour following the worship services;
- n. Be responsible for the Welcome (Guest) book and the Memorial Book
- o. Rearranging the hymnals, etc in the sanctuary after the service

Sanctuary Committee:

Shall be appointed by the Board of Deacons

Shall be responsible for the following:

- a. Developing the committee's budget.
- b. Representative to attend the Diaconate Meetings
- c. Arranging for flowers to be part of the sanctuary every time they are desired and seeing that they are delivered and put in the right place.
- d. Developing a system for allowing people to supply flowers in honor of family and friends on in their memory.
- e. Providing information about flower donations for inclusion in the church bulletin
- f. Providing flowers for special occasions, such as Palm Sunday palms, Easter lilies, Christmas poinsettias, roses for newborns, gifts for confirmands.
- g. Supplying flowers when other donors aren't available.
- h. Maintaining living plants (watering poinsettias, live Christmas trees ferns, etc.)
- i. Making certain flowers are removed following the service.
- j. Refilling with oil or replacing candles in the sanctuary when they are needed
- k. Replacing wicks in tapers when they are needed.
- l. Cleaning and polishing candlesticks, crosses, offering plates, vases or other parts of the sanctuary

Music Committee:

Shall consist of the Organist, Choir Director, and a minimum of 3 Choir members

Shall be responsible for the following:

- a. Coordinating and evaluating the music program of the church.
- b. Preparing a budget request to be submitted to the cabinet
- c. Representative to attend the Diaconate Meetings
- d. Making recommendations to the cabinet for repairs and purchases of instruments.
- e. Providing feedback from the congregation related to the music program
- f. Engaging in long-range planning for the music program
- g. Recruiting participants in the music program
- h. Planning for special musical events
- i. Working closely with the pastor and deacons on planning the various church services.
- j. Setting policy related to music for weddings and funerals held at the church.
- k. Being open to explore a variety of traditional and contemporary musical styles and patterns
- l. Make recommendations to the Cabinet regarding the hiring of the organist and choir director, and appoint additional choir director(s) as necessary;
- m. Finding a substitute organist whenever the permanent organist is on vacation or sick
- n. Plan music for all regular services and for special services such as Christmas and Easter;
- o. Organize choirs and plan special musical activities when appropriate;
- p. Have the general oversight of the musical instruments belonging to the church;
- q. Maintaining choir robes

The Board of Christian Education

Shall be responsible for the following:

- a. Administering the entire Christian education program for all ages;
- b. Responsible for long-range planning for the educational needs of the church;
- c. Prepare an annual budget;
- d. Approve selection of curriculum materials recommended by the Christian Education Area Coordinators;
- e. Responsible for the church library, including audio-visual materials;
- f. Meet regularly with the pastor to coordinate programs and activities;
- g. Approve Sunday school teachers recommended by Area Coordinator;
- h. Emphasize family togetherness;
- i. Seek ways to strengthen the ties between home and church;
- j. Designate someone to maintain the Cradle Roll.

The Board of Christian Education

Shall be organized into functional positions as follows:

Administrator

Shall be responsible for the following:

- a. If requested, assisting the Area Coordinators or Director of Christian Education with ordering materials to use for the Christian Education Programs
- b. Ensuring teachers maintain accurate attendance records;
- c. Ensuring registration forms are completed for individuals participating in the Children, Youth and Adult Christian Education programs;
- d. Ensuring all volunteers are in compliance with the Youth Protection Policy and all records in this area are up-to-date;
- e. Keeping meeting minutes;
- f. Ensuring the Board assigns a representative to the Cabinet;
- g. Assisting the Director of Christian Education in maintaining a working budget

Intergenerational Worship Service Coordinator

Shall be responsible for the following:

- a. Planning intergenerational worship service experiences, with the assistance of the Pastor, CE Board and Director of Christian Education, for the enrichment of all ages groups (intergenerational) in attendance;
- b. Coordinating the worship service for Boy Scout Sunday, Girl Scout Sunday.

Vacation Bible School Director

Shall be responsible for the following:

- a. Directing or delegating the direction of the Vacation Bible School (VBS) program;
- b. Selecting and ordering the VBS curriculum and materials;
- c. Securing volunteers for the VBS program;
- d. Registration and maintaining accurate attendance records for VBS.

Member at Large

Shall be responsible for the following:

- a. Assisting all other areas on an as needed basis

Children's Area Coordinator

Shall be responsible for the following:

- a. Developing a Plan for the Children's program.
- b. Securing teachers for classes pre-school through grade 6;
- c. Ordering materials for use in the Children's Program, with the assistance of the administrator if necessary. This includes curriculum, attendance pins, Bibles for presentation on Children's Sunday and materials to encourage families to participate in activities outside of Sunday school that make a connection between church and home;
- d. Assist the Intergenerational Worship Coordinator with planning the Worship Service for Teacher Dedication Sunday and Children's Sunday (End-of-Year Program)
- e. Directing or finding someone to direct the Christmas Pageant
- f. Providing information to the congregation regarding Christian Camps, Weekend Retreats and enrichment Programs for children and families.

The Youth Area Coordinator

Shall be responsible for the following:

- a. Securing teachers for classes grades 7 through 12;
- b. Ensuring plans are in place for a Confirmation Class for Youth in Grade 10 and above. The Confirmation Class will be delivered by the Pastor, Director of Christian Education, and Mentors;
- c. Planning for the Youth program in coordination with the Youth Fellowship Advisor(s);
- d. Ordering materials for use in the Youth Program, with the assistance of the administrator if necessary. This includes curriculum, Bibles and enrichment materials.
- e. Providing information to the congregation regarding Christian Camps, Weekend Retreats and enrichment Programs for youth.

The Adult Area Coordinator

Shall be responsible for the following:

- a. Planning programs and obtaining leaders for enrichment of the life of adults in the congregation, such as Bible Study, parent groups, and other areas of study;
- b. Ordering materials for use in the Adult Programs, with the assistance of the administrator if necessary. This includes curriculum, Bibles and resources to encourage a connection between church and everyday home life.
- c. Providing information to the congregation regarding Christian Camps, Weekend Retreats and enrichment Programs for adults.

The Librarian

Shall be responsible for the following:

- a. Maintaining a church library of books, tapes and videos for all ages, keeping a shelf list of all materials and keeping track of circulation;
- b. Ordering new materials each year, in consultation with the Board and Pastor;
- c. Maintain a working relationship with the UCC and UMC Media Centers;
- d. With the assistance of the Member at Large providing a display with informational materials about current events, workshops, conferences, seminars, work camps, retreats, etc.
- e. Maintaining and displaying information published by the conferences, such as newsletters and the *Leader Feeder*.

The Cradle Roll Coordinator

Shall be responsible for the following:

- a. Maintaining a record of all births and baptisms occurring within the church membership;
- b. Ordering Cradle Roll materials for each child;
- c. Sending cards on their first, second and third birthdays, Easter and Christmas;
- d. Sending Cradle Roll Certificate at the end of the program;
- e. Sending information on Sunday school when the child comes of age to start the pre-school class.

The Youth Fellowship Advisor(s)

Shall be responsible for the following:

- a. Establishing and advising the Youth Fellowship Group(s) for grades 7 through 12 in coordination with the Youth Area Chairperson;
- b. The Associate Pastor at the discretion of the Cabinet and the Board of Christian Education may perform the duties of the Youth Fellowship Advisor.

The Youth Member

Shall be responsible for the following:

- a. Attending meetings of the Board of Christian Education;
- b. Serving as a link between the older and younger generation of the church;
- c. Learning from experience and observation how to become a responsible church leader.

Skills and Attributes:

Area Coordinators

- Ability to organize and administer
- Ability to delegate responsibility and encourage independent thought and creativity
- Commitment to the church's mission in educational ministry

The Board of Outreach

Shall be responsible for the following:

- a) Setting goals for the basic support of the UCC and UMC outreach programs.
- b) Setting goals for special appeals and determined by the committee
- c) Promoting financial participation in these appeals.
 - Current Fundraisers- November cookie sale,
- d) Helping set priorities among all the concerns that demand attention. Soliciting gifts.
- e) Preparing educational articles for the church newsletter, bulletin or bulletin board.
- f) Planning programs for the church or groups within it for an ecumenical group.
- g) Talking with the pastor to learn about issues especially concerning him/her
- h) Keeping information up-to-date
- i) Reading and studying about the UCC and UMC outreach mission
- j) Providing resources on outreach missions for other church members and groups
- k) Maintaining a bulletin board or special area in the church building with information about outreach missions
- l) Taking the concerns of the committee into the public worship in prayers or times for sharing.
- m) Working on specific outreach mission projects.
 - Cook meals and bring them to families who need them for any reason such as hardship, health etc.
 - Find rides for individuals who need transportation to doctors appointments, grocery shopping etc.
 - Collect non-perishable items such as canned goods, toiletries, pasta, etc. For the Share organization in Milford. Deliver them regularly throughout the year.
 - Collect used clothing from the congregation and deliver periodically to the Milford Share program
 - Christmas Tree/Share program. We receive a list of families and their needs, or Christmas wishes, we then write these up and put them on a Christmas wreath, the congregation buys, wraps, and delivers these back to the church. Outreach organizes the gifts by families, and delivers them to the Share office.
- n) Recommending outreach projects to the church cabinet for support.

Current projects supported are:

 - His Mansion,
 - Marguerites Place,
 - Home Health & Hospice,
 - Wycliff Bible Ministries,
 - Rape and Assault Support Services,
 - Share,
 - Nashua Soup Kitchen
 - Neighborhood Health Services.
 - a. Coordinate with the town welfare officer to offer assistance when it is needed.
 - b. Plan Service Appreciation Award, - an award given by outreach annually or bi-annually to a member of our congregation recognizing them for their dedication and hard work. A gift, card and recognition at a church service are awarded.

The Board of Pastoral Relations

Shall be responsible for the following:

- a. Meeting at a minimum of quarterly, always with the pastor present
- b. Establishing clear and workable goals
- c. Clarifying the pastor's position description and mutual expectations about what the pastor is to do and what has priority. If the pastor is called without a position description you will need to see that one is developed so that expectations are clear.
- d. Periodically clarifying and renegotiating expectations.
- e. Supporting the pastor's ministry beyond the local church in the community and denomination.
- f. Encouraging the pastor to participate in continuing education programs and in planning a sabbatical that builds on strengths and deals with weaknesses.
- g. Acting within an atmosphere of confidentiality.
- h. Demonstrating concern and understanding for the pastor's financial needs. You may need to advocate for adequate financial support when the budget is being considered.
- i. Demonstrating concern and support for the pastor's family.
- j. Encouraging the pastor to plan time for recreation, exercise, relaxation, family and solitude.
- k. Working for improved communication, interpretation and understanding between the congregation and the pastor.
- l. Defining areas of potential conflict between the pastor's ministry and that of the congregation and assisting in developing alternative solutions and possibilities for avoiding conflict.
- m. Openly and honestly communication feelings and reactions of church members to the pastor.
- n. Providing an opportunity for the pastor to reflect in confidence about personal concerns, hopes, ambitions, and frustrations.
- o. Planning celebrations of personal and professional milestones.
- p. Being alert to the pastors concerns between meetings.
- q. Jointly with the Board of Deacons, participates in an annual evaluation of the work of the pastor prior to Oct 30, and assisting the pastor in sharing his or her evaluation of the state of the church.
- r. Evaluating the relationship between the pastor and the congregations.
- s. Keeping minutes of meetings and drawing learning's from them periodically.
- t. Listening to individuals or groups in the church regarding the relationship between the pastor and the congregation.
- u. Calling on conference or association staff to assist in clarification or mediation.
- v. Jointly with the Board of Deacons develops and conducts surveys of the church members and church community regarding the spiritual and moral affairs of the church to assist in setting priorities and goals for the pastor.

Skills and attributes needed

- a. Maturity
- b. Ability to see both sides
- c. Ability to deal with conflict
- d. Trustworthiness
- e. Visibility in the congregation
- f. Availability for listening to church members
- g. Confidentiality

The Pastoral Search Committee

Shall be responsible for the following:

- a. Identify, select and recommend a candidate to fill the position of Pastor;
- b. Contact the UCC and UMC conferences, identifying the need for candidates, working with the conference minister of District Superintendent as applicable;
- c. Survey the needs and opinions of the congregation as to the state of the church and requirements for ministerial leadership'
- d. Create and distribute a church description and position description to the appropriate conference;
- e. Review candidate profiles on a timely basis, with the intention of selecting candidates to be interviewed;
- f. Interview and hear the selected candidate(s) preach;
- g. Perform reference and background checks on the selected candidate
- h. Negotiate and agree upon compensation package with selected candidate with input from the Trustee's
- i. Recommend a selected candidate to the Cabinet for approval of candidate and compensation package
- j. Recommending the selected candidate jointly with the cabinet to the congregation, at a special meeting for voting
- k. Making arrangements for the candidate to lead the congregation in a worship service;
- l. Call the approved candidate;
- m. Jointly with the Board of Pastoral Relations assist the new Pastor during the first thirty (30) days of office, after which time the Board of Pastoral Relations will commence regular meetings with the Pastor;
- n. Preparing for the arrival of the new pastor
- o. Introducing the new pastor to the community
- p. Welcoming every member of the new pastors family
- q. Making installation plans with the new pastor and the association

The Associate Pastor Search Committee

Shall be responsible for the following:

- a. Define the job requirements for the position of Associate Pastor;
- b. Advertise the position with the conferences and local seminaries as applicable;
- c. Review resumes submitted by candidates and selected potential candidates for an interview;
- d. Interview candidates, selecting a candidate and recommending the candidate to the Church Cabinet;

Conference Delegates

Shall be responsible for the following:

- a. The Delegates to the New Hampshire Conference of the UCC shall attend the Annual Meetings of the Conference, acting as representative of the Church;
- b. The Lay Members to the New England Conference of the UMC shall attend the Annual Meeting of the Conference, acting as representatives of the Church;
- c. All elected Delegates are also encouraged to attend any local association or state level meetings;
- d. The Church for travel, lodging, meals and registration to association or state level meetings will pay all expenses incurred;
- e. Delegates will act as liaisons between the Church and the Conferences reporting back on meetings and actions;

Forms

UCC Local Church Report Form
UMC Local Church Report Form
Youth Protection Policy Form

Youth Protection Policy Form

The Church of Christ, Brookline, New Hampshire is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. In order to ensure this, the Church of Christ will exercise their rights, in accordance with Megan's Law, to gain public access to information regarding Registered Sex Offenders. On a quarterly basis (September, December, March and June), the Board will verify that the names of all persons working with minors in the church are not included on the Registered Sex Offenders list. Furthermore, it is the policy of the church to provide adequate supervision for all youth activities.

All persons engaged in the educational ministry of The Church of Christ (including elected or appointed leaders, employees, volunteers, and authorized ministers) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Specifically, all persons associated with The Church of Christ should be aware that the church is strongly opposed to sexual exploitation and harassment and that such behavior is unethical and unprofessional and will not be tolerated within this congregation.

A complete explanation of terms and church policies on misconduct is in Article IX of the Draft Constitution, dated October 2002.

I, _____, fully understand that it is the intention
(Print full name)

And responsibility of the church to take whatever action may be necessary to prevent, correct and/or address behavior that is in violation of the Youth Protection policy.

I hereby release The Church of Christ and/or its agents from all liability arising from such action when executed in good faith and without malice.

(Signature)

(Date)