

Christian
Service

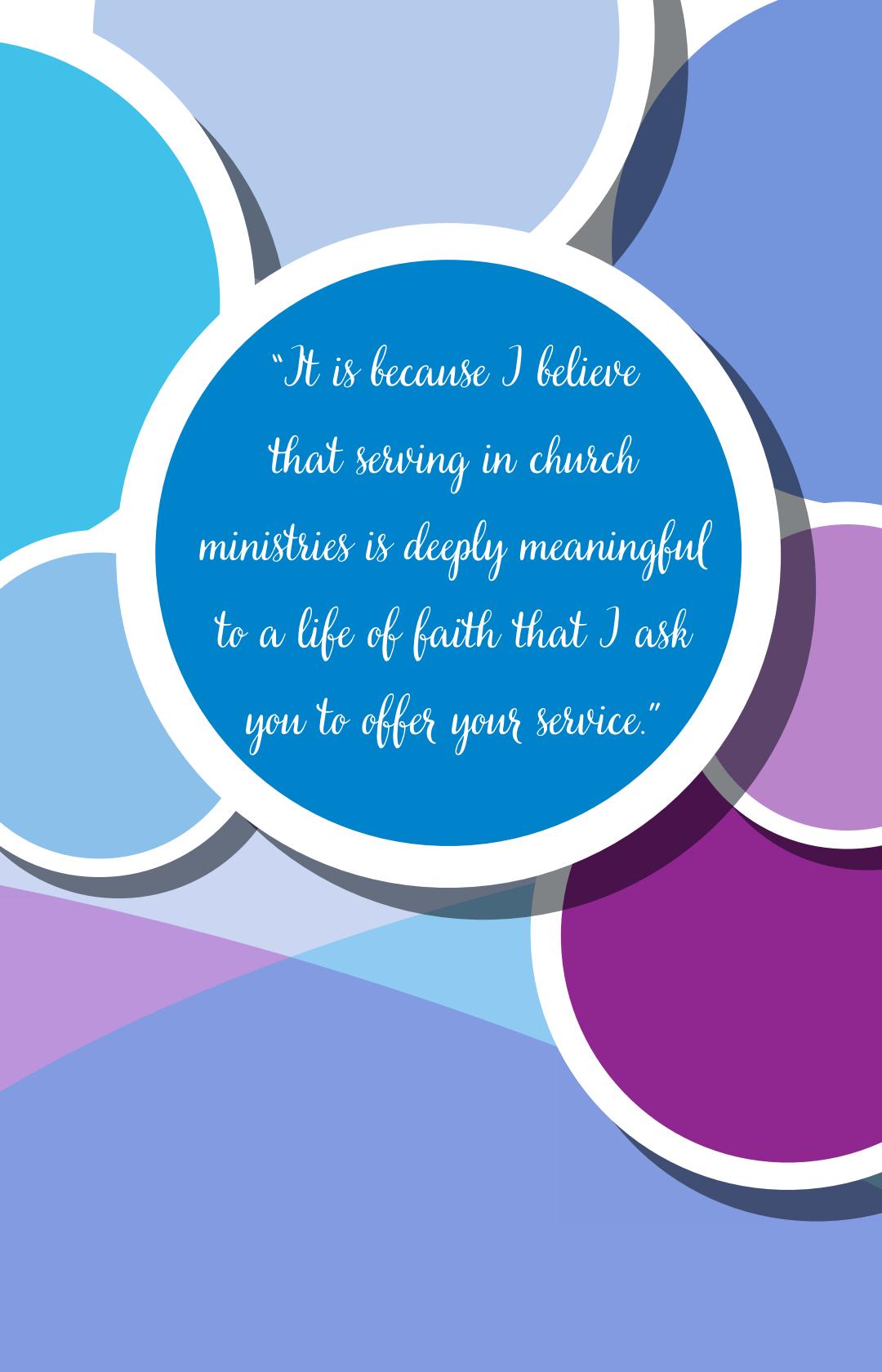
Stewards

Opportunities

Faith
Formation

Deacons/
Spiritual Care





*"It is because I believe
that serving in church
ministries is deeply meaningful
to a life of faith that I ask
you to offer your service."*

AN INTRODUCTORY MESSAGE FROM MATT WOOSTER

May 2016

Dear Friends of the Hills Church Community,

This book describes a rich variety of ways for you to grow in faith by giving your time and energy to the ministries of this church. I am confident that there is a place for every person in our church community to share the gifts that will make our ministry stronger. I also believe that the act of giving and the practice of serving alongside others are primary ways that our faith becomes more deeply meaningful in our lives.

Let me put this simply. It is because I believe that serving in church ministries is deeply meaningful to a life of faith that I ask you to offer your service.

The ministry teams and support boards of this church are the groups which make the ideas of our faith tangible in the world – through ministries that help us to be a congregation of people who worship, serve, learn, and care for each other and our neighbors together.

- The way that you serve might be a natural fit to interests and abilities that you have.
- Or, you may be called to service in a way that stretches you, expanding your understanding and helping you become more fulfilled as a child of God.
- The way that you serve will certainly strengthen our community. The best ways to form relationships are by playing together and working together. And we have room for both in our service to the church.

In Paul's letter to the Corinthians, he describes the community as a place where there are many different gifts, and one Spirit who gives them. This is true in the church. We have many gifts to share, and one Spirit of God who binds us together in all that we do.

Peace,



Matt Wooster
Senior Minister

WHCC SUPPORT BOARDS AND MINISTRY TEAMS

CHRISTIAN SERVICE SUPPORT BOARD

African Indian Alliance
Christmas Gifts for Low-Income Families
Collections Ministry
Family Promise Metrowest
Habitat for Humanity
Honduras Hope
Pie Team Ministry
Pumpkin Patch

FAITH FORMATION SUPPORT BOARD

Adult Education
Children's Ministry
Teaching Parish
Youth Ministry

STEWARDS SUPPORT BOARD

Communications
Delegates
Property Maintenance
Technology
Treasury

deacons/spiritual care SUPPORT BOARD

Care Team Ministry
Chancel
Friday After Ours
Greeters Ministry
Handbell Ministry
Membership
Music
Parish Life
Pastor Parish
Seniors Ministry
Ushering
Women's Ministry

STANDING COMMITTEES

Audit
Nominating
Personnel

CHURCH COUNCIL

CHARACTERISTICS OF EFFECTIVE MINISTRY TEAMS

- They have a clear sense of their work as “ministry,” and they are purposefully engaged in ministry.
- They focus on “doing” rather than “meeting.”
- The team is both responsible and accountable – that is, it has the authority to make decisions, spend allocated money, communicate with the congregation, and develop and recommend budgets, plans, strategies, etc.
- Laity and clergy trust and support the team. The focus is on “results” rather than who has the power to make certain decisions.
- Decisions are made in practical ways, e.g., “we do this because it works right now,” without expectation that the decision is perfect and will become immutable policy.
- Major decisions are rooted in discernment.
- Team members move in and out of leadership roles regularly, recruit and train new members to prevent burnout, and share ministry. Leadership is often shared between two or more people.
- Team members are called into ministry rather than relying on volunteers. Volunteers come through the same discernment process and are open to various ministries depending on where they and the discernment team sense God is leading them.
- Clergy and experienced laity exercise the role of ministry developer (trainer, equiper, encourager, supporter, etc.) and see ministry team members as valuable peers in the congregation.

CHRISTIAN SERVICE SUPPORT BOARD

PURPOSE:

The purpose of the Christian Service Support Board is to promote opportunities to carry out Christ's call to love our neighbor and to care for the least of these, knowing that in so doing we find joy and purpose in our own lives, and bring vitality into the life of the congregation. The Board will seek to fulfill its mission by distributing financial resources allocated by the congregation to local, national, and international charities and by supporting and publicizing church ministry groups, and Christian partnerships.

TEAM MEMBER DESCRIPTION:

Board members should have a strong belief that service to others in the name of Christ is an essential part of being a Christian. Good communication skills help when actively supporting the ministry teams, bringing together the resources they need so they are better able to implement their vision. Being able to make prudent, thoughtful decisions when allocating funds is important.

COMMITMENT OF TIME:

The Board meets once per month during the program year to keep up to date on the various ministry teams; to allocate funds to charities; to consider the authorization of new ministry teams; to review the overall scope of the church's Christian Service/Outreach efforts and consider new opportunities for growth; and to support the members of the ministry teams for which this Board is responsible with gestures of appreciation. In this transition year, board members committed to at least one year of service; going forward, three-year commitments are desirable and would provide more continuity.

RESOURCES PROVIDED:

Currently Rev. Pash Obeng is the staff liaison to the Christian Service Board. In addition other clergy, staff members and Church Council are available for advice and ideas. There are budgeted funds for distribution each year, endowment funds available for larger projects, and an expense account for small necessities of various ministry teams under the Christian Service umbrella.

SUPPORT BOARD: Christian Service

CURRENT CHAIR: Elaine Vildzius, vildzius@gmail.com

LAST REVIEWED: March 2016

AFRICAN INDIAN ALLIANCE: A SIDDI PARTNERSHIP, INC. (AIA)

PURPOSE:

The African Indian Alliance: A Siddi Partnership, Inc. (AIA Ministry Team) was formed to support the Siddi people (African Indians) living in the state of Karnataka in southwestern India. The Siddis are descendants of Africans who arrived in India as a result of the Indian Ocean slave trade that occurred over 600 years ago. Over the centuries the Siddis have been forced into debt-induced slavery, human trafficking, and subsistence living. Our goal is to enhance the dignity and economic well-being of the Siddis through education and related programs. The organization was granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code in 2015.

TEAM MEMBER DESCRIPTION:

As of this writing, the Board of Directors is comprised of seven church members and/or supporters of AIA. We look to expand the Board with people who have fundraising, publicity, graphic design, and other skill sets, as well as those who are interested in supporting this ministry.

COMMITMENT OF TIME:

The AIA holds evening meetings five times a year, usually in January, March, May, September, and November. Individuals also commit to Board projects as needed.

RESOURCES PROVIDED:

Working with the Sisters of Mercy of the Holy Cross in India, AIA provides financial support for student education at the primary, secondary, and advanced levels, as well as support for tutorial and technology programs. We also encourage people to travel to India to continue to develop our strong ties with the Siddi people.

SUPPORT BOARD: Christian Service

CURRENT CHAIRS: Pash Obeng, pash@hillschurch.org
Kelly Ford, tjfketos@rcn.com

LAST REVIEWED: March 2016

CHRISTMAS GIFTS FOR LOW-INCOME FAMILIES

PURPOSE:

To provide Christmas Gifts for low-income families in Waltham. All of the families on the list have at least one child under the age of three with either developmental challenges due to identified disabilities or whose development is at risk due to certain birth or environmental circumstances.

TEAM MEMBER DESCRIPTION:

Anyone can sign up to shop for presents. Names are given out on three Sundays in late November/early December. Cash contributions are also accepted and are used during the year to respond to needs as they arise.

COMMITMENT OF TIME:

You can shop for as many individuals as you want. All presents need to be wrapped and delivered to the church by the deadline.

RESOURCES PROVIDED:

Names and ages of recipients are provided along with a wish list (gift suggestions). All participants have been recommended by a clinician from THOM Charles River Early Intervention (CREI), who can answer any questions about the wish list. Wrapped presents are delivered to the family by their CREI clinician.

SUPPORT BOARD: Christian Service

CURRENT TEAM LEADER: Sue Spencer, suspencer42@gmail.com

LAST REVIEWED: March 2016

COLLECTIONS

PURPOSE:

To collect items, e.g., gently-used clothing or books, from the congregation and others for distribution to charitable organization(s).

TEAM MEMBER DESCRIPTION:

Currently the team consists of two to three people who publicize the dates of collections – and then sort and deliver the items.

COMMITMENT OF TIME:

Prior to starting a collection, about one hour is needed for publicity and to coordinate with the receiving organization. Typically an hour after church is needed for sorting and to check if items are appropriate for donating.

RESOURCES PROVIDED:

Bins used for collection are stored at the church.

SUPPORT BOARD: Christian Service

CURRENT TEAM LEADER: Donna McCabe, dmccabe@wellesleyma.gov

LAST REVIEWED: March 2016

FAMILY PROMISE

PURPOSE:

Family Promise Network (FPN) is a national cooperative, interfaith partnership offering hope to homeless families with children through safe transitional shelter, meals, and supportive case management as they seek permanent housing. WHCC is one of the 50 congregations that comprise The Metrowest FPN. WHCC provides overnight housing and meals to families for one week at a time, three to four times per year.

TEAM MEMBER DESCRIPTIONS:

- Program Coordinators – responsible for administration and coordination, including volunteer recruitment, meals, set-up and purchases, with varying time commitments,
- Provide a dinner meal for guests (one hour),
- Provide a Saturday breakfast for guests (one to two hours),
- Be a dinner host/hostess** (two to three hours),
- Be an overnight host/hostess** (from 8:00 p.m. to 6:00 a.m.),
- Help set-up Church School classrooms as bedrooms on Sunday after service (one to two hours),
- Help break-down bedrooms and reassemble classrooms on Sunday before service (one to two hours), and
- Wash and return bags of sheets and blankets at the end of a hosting week (one hour).

** Must attend a two-hour training session

COMMITMENT OF TIME:

There are no scheduled meetings. Coordinators may schedule meetings as necessary. There is a two-hour training session for those who wish to be a host/hostess for meals or an overnight host/hostess. Other volunteer time commitments vary by task as noted above.

RESOURCES PROVIDED:

WHCC provides meals and overnight housing to families enrolled in the FPM program. The church hosts these families for one week at a time, three to four times per year.

SUPPORT BOARD: Christian Service

CURRENT TEAM LEADERS: Marbo Hansen, marbo@hansenlink.com
Tricia Frank, pdfrank@comcast.net

LAST REVIEWED: March 2016

HABITAT FOR HUMANITY

PURPOSE:

To give our WHCC members and friends the opportunity to live out their faith by serving our neighbors in need. Habitat for Humanity helps lower income families construct and purchase their own homes and our congregation helps by sending work crews three times each year.

TEAM MEMBER DESCRIPTION:

Team members need to be at least 16 years old and be reasonably able bodied. The work that is done is physical, and participants need to be able to be on their feet, or hands and knees, for much of the day. Beyond that no actual construction knowledge is necessary.

COMMITMENT OF TIME:

Team leader schedules three Habitat trips per year; sends out email invitations to all team members; and also publicizes the workdays in the church newsletter and Orders of Worship. Team leader also sends logistics instructions to the group participating in a particular workday. Team members volunteer as desired for workdays and devote six to eight hours on that day to Habitat. There is no set yearly commitment for team members.

RESOURCES PROVIDED:

Merrimack Valley Habitat for Humanity provides all tools and supplies required for the work that needs to be done on any particular workday. They also provide instruction and supervision for the tasks. Team leader provides logistical information to the group participating that day.

SUPPORT BOARD: Christian Service

CURRENT TEAM LEADER: Elaine Vildzius, vildzius@gmail.com

LAST REVIEWED: March 2016

HONDURAS HOPE

PURPOSE:

Honduras Hope (HH) is a non-profit 501(c)(3) that has been supported by the WHCC for many years through financial commitments, donations of needed items and service trips. Working primarily with women and children, HH focuses on five key areas: health and wellness, education, infrastructure development, economic development, and community engagement.

TEAM MEMBER DESCRIPTION:

A desire to serve, a willingness to be stretched and challenged, and an open mind and heart.

SERVICE TRIPS:

HH organizes service trips to Honduras a minimum of four times a year. While in Honduras travelers participate fully in the work of HH. Any interested person is invited to join one of these trips, or a WHCC specific trip can be organized. Adults and children (age 12 and older accompanied by a parent) are welcome. Trip participants cover their own travel and in-country expenses.

STATESIDE SUPPORT:

- Donations of Needed Items: Periodically specific needs can be met via donations here in the US that are transported to Honduras with trip participants.
- Donations of Time and Services: HH always welcomes volunteers willing to help with or sponsor stateside fundraising activities.
- Financial Support

COMMITMENT OF TIME:

Service trips can be organized for any length of time, but a typical trip lasts 7-10 days. Prior to a trip, participants gather for a few sessions of orientation and group building. Help with fundraising activities can be as simple as attending an event. Those with more time and interest can help with planning and/or help staff an event (e.g. the Granite State Grind & Roll).

RESOURCES PROVIDED: The all-volunteer Honduras Hope Board of Directors is always willing to work with a congregation to organize a service trip or fundraiser.

SUPPORT BOARD: Christian Service

CURRENT TEAM LEADER: Sue Spencer, suespencer42@gmail.com

LAST REVIEWED: March 2016

PIE TEAM MINISTRY

PURPOSE:

To provide meals and nutrition to over 1600 critically ill and homebound people in Massachusetts, by selling pies donated by restaurants, bakers, and caterers, to Community Servings (parent organization). These pies are then sold by over 600 volunteers to raise funds to help with the feeding of critically ill people who are housebound and unable to prepare meals for themselves.

DESCRIPTION:

Selling the pies to our church community allows for one more means of involvement with our local community both in and outside the church - because of the size of Community Servings as an organization, it allows for a very broad community reach; in addition to raising money for the group as a whole.

COMMITMENT OF TIME:

At the moment, there are just two key individuals involved in this ministry, and they currently have full responsibility for publicity, selling the pies, collecting the money, and getting the funds back to Community Servings. At this time, there is no anticipation of "formal meetings" and it is, therefore, difficult to describe the time commitment involved. It is expected that the time devoted to this ministry will be at the discretion of the team members, with much of this time at Community Hour after worship services to raise awareness of the cause itself. If it is determined that additional people are needed for the betterment of the Ministry, the current ministry team leaders will invite and recruit them.

CURRENT TEAM LEADERS: Anne Leland, akoteen@gmail.com and Brad Leland, Bradley_leland@yahoo.com

SUPPORT BOARD: Christian Service

LAST REVIEWED: March 2016

PUMPKIN PATCH

PURPOSE:

The Pumpkin Patch has the dual purposes of raising funds and providing a beautiful, welcoming presence to the community.

METHOD:

The fundraising occurs through the sale of pumpkins based on a contractual agreement with the Mother Patch in New Mexico. Funds go to youth service trips and local charitable organizations. The beautiful and welcoming presence occurs in two ways:

1. The adornment of pumpkins across the front of the church lawn each fall, and
2. The distribution of worship invitations given to Pumpkin Patch visitors/shoppers.

VOLUNTEERS:

The Pumpkin Patch requires a large number of volunteers with a wide range of skills: Strong organizational skills to manage sales and the Patch itself; good communication skills to publicize the event and enlist volunteers; physical strength to set up the tents and unload the pumpkins; availability during the week and on weekends to sell pumpkins (and distribute invitations); financial expertise to keep track of the proceeds.

TIME COMMITMENT:

The bulk of the time commitment will be late September through the end of October.

RESOURCES PROVIDED:

Past leaders will serve as mentors to facilitate the process and help train new members.

SUPPORT BOARD:

Christian Service

CURRENT TEAM LEADERS: Erin & David Thornton, erintchapman@yahoo.com and dthornton023@gmail.com

LAST REVIEWED: March 2016

FAITH FORMATION SUPPORT BOARD

PURPOSE:

The Faith Formation Support Board serves and supports the educational and faith formation ministries of the Hills Church for children, youth, and adults. At this time, the Faith Formation Support Board formally oversees four ministry teams:

- Adult Education Ministry
- Children's Ministry
- Teaching Parish Ministry
- Youth Ministry

TEAM MEMBER DESCRIPTION:

Faith Formation Support Board members should have a desire to improve and uplift faith formation opportunities at the Hills Church. They have the ability to see the "big picture" of faith and Christian formation, and have big dreams of how faith formation in the Hills Church could grow and thrive. Each ministry team that works with the Faith Formation Support Board has a representative on the Faith Formation Support Board.

COMMITMENT OF TIME:

Four times a year or as needed.

RESOURCES PROVIDED: The Faith Formation Board is a resource to its ministry teams in the following ways:

- Approves budget requests submitted by the ministry teams.
- Authorizes new ministry teams that fall within the purview of Faith Formation, as they arise.
- Reviews the overall scope of faith formation in this church to provide support and structure when needed, and suggests new opportunities for growth within ministry teams and the wider church.
- Supports the members of the ministry teams with gestures of appreciation.

SUPPORT BOARD:

Church Council

CURRENT LEADERS: Carol Roede, carolroede@gmail.com
Alex McAdam, alexander.mcadam@childrens.harvard.edu

LAST REVIEWED: March 2016

ADULT EDUCATION

PURPOSE:

Support the members of the congregation on their lifelong journey of discovery of our world and our faith.

TEAM MEMBER DESCRIPTION:

Because there are many needs, there are roles for those with many perspectives. Core attributes include an inquiring mind, a positive attitude, and the belief that everyone in the congregation has an interest in continuing exploration - we just haven't yet found programs to reach all of them yet! In addition, this team needs at least one person with an interest in drafting brochure copy.

COMMITMENT OF TIME:

Widely variable based on the interests of team members and their available time. Ranges from attending a team meeting three or four times a year and task support for one or two programs, up to a commitment of significant time to select, recruit, and organize three or more programs during the year as well as attendance at six or more team meetings.

RESOURCES PROVIDED:

Budget for speakers, brochure production, food and other expenses provided. Clergy provide counsel as well as typically leading as many as four of the annual programs.

SUPPORT BOARD:

Faith Formation

CURRENT TEAM LEADER: Jack Morgan, morganbiotech@comcast.net

LAST REVIEWED: March 2016

CHILDREN'S MINISTRY

PURPOSE:

Supervise religious education, faith formation, and community-building events for the children of the Church and for the Church School.

TEAM MEMBER DESCRIPTION:

- Demonstrate a love for children and families and a passion for ministry to children and families, along with a desire to grow programs and invest in relationships with Hills Church families.
- Have strong organizational skills.
- Be able, within reason, to meet the time commitments of the team.

COMMITMENT OF TIME:

Members to serve two years, with no term limit. Member commitments include: attending monthly meetings; serving and participating in the weekly, monthly, and yearly children's ministry programs, including Sunday School, elementary school youth group, and annual events, as needed.

RESOURCES PROVIDED:

Team leaders coordinate CMT meetings, delegate tasks associated with CMT programs and events, maintain records, and lead recruitment efforts. Budgeted funds cover programs including: church school curriculum and materials; church-wide annual events; publications; confirmation class; guest speakers; staff education and cultivation; etc.

Staff support provided by the Children's Ministry Coordinator and the Director of Family Ministry.

SUPPORT BOARD:

Faith Formation

CURRENT TEAM LEADER: Erin Johnson, emmetcalf@gmail.com

LAST REVIEWED: March 2016

TEACHING PARISH

PURPOSE:

Support student ministers who are doing their field education at the Hills Church. Highlight the importance of training new ministers and learning from their new insights.

TEAM MEMBER DESCRIPTION:

Thoughtful members of the congregation who appreciate the confidential nature of the committee's work.

COMMITMENT OF TIME:

Monthly one to two hour meetings, plus a once yearly training day at Andover Newton Theological School, attendance at student's sermons and presentations at the Hills Church, as one's schedule allows.

RESOURCES PROVIDED:

Very experienced long term committee members and clergy liaison.

SUPPORT BOARD:

Faith Formation

CURRENT TEAM LEADER:

Bev St. Clair, stclair@massmed.org

LAST REVIEWED:

March 2016

YOUTH MINISTRY

PURPOSE:

The Youth Ministry Team (YMT) strives to provide opportunities for church and community youth to develop and strengthen their relationships with God and one another. The YMT facilitates mentoring, volunteering, and fellowship opportunities for youth, seeking to help them transition into adulthood with love and grace within the church and the world.

TEAM MEMBER DESCRIPTION:

Ideal YMT members are people, parents of youth or otherwise, who find joy supporting others, and who seek to be role models for the youth of our community. YMT members believe that supporting the youth from behind the scenes allows them a safe place to explore their faith and to grow their independence.

COMMITMENT OF TIME:

YMT meetings will be held quarterly or as needed. The team has an annual list of tasks. At each meeting people can sign up to participate in certain tasks or even to recruit others to fulfill the tasks. Thus, YMT members can help support the Hills Church youth in a way that works with their own schedules.

RESOURCES PROVIDED:

The YMT provides "behind the scenes" and "front of house" support for Hills Church youth activities. This includes activities such as setting up for youth group dinners, recruiting chaperones for service days and weeks, promoting intergenerational youth events, etc.

SUPPORT BOARD:

Faith Formation

CURRENT LEADER:

Katie Tierney, Katie.tierney@verizon.net

LAST REVIEWED:

March 2016

STEWARDS SUPPORT BOARD

PURPOSE:

The Stewards Support Board oversees the financial and physical assets of the church.

TEAM MEMBER DESCRIPTION:

We welcome members of the congregation who share the desire to ensure the longevity of this institution, through thoughtful management of all financial, legal, and property maintenance matters. A willingness to contribute to a constructive dialogue is the only requirement; financial or legal backgrounds are not necessary.

COMMITMENT OF TIME:

The Board will meet quarterly, and may conduct ad hoc meetings during the annual budgeting period or at any other time that deliberations are required before the next scheduled meeting.

RESOURCES PROVIDED:

The Board provides oversight of the financial and physical property of the church and its business matters, subject to the direction of the Church and the provisions of its bylaws. Examples include preparing the annual budget, and managing the maintenance of all Church properties. Staff support is provided by the church's controller and the church administrator.

SUPPORT BOARD: Church Council

CURRENT LEADER: Jeff McGrew, jeffmcgrew@comcast.net

LAST REVIEWED: March 2016

COMMUNICATIONS

PURPOSE:

The Communications Ministry ensures that the Church communicates with its visitors, prospective new members and current members in a manner that is both effective and consistent with our Visioning Hallmarks. This Ministry also leads the Church's strategic efforts to leverage the internet in support of communications to its constituencies.

TEAM MEMBER DESCRIPTION:

Team members should have an interest in providing creative and constructive methods for communicating with church members, prospective new members and visitors. An understanding of new methods of communicating via social media, internet and print material is helpful, but not necessary.

COMMITMENT OF TIME:

Communications meets monthly. At these meetings, we review and recommend changes to the church website, and discuss ideas or concerns from members of the congregation or staff regarding new proposals for communicating.

RESOURCES PROVIDED:

The work of this ministry benefits from ongoing and invaluable support from Noreen Young, a church member with significant and directly relevant marketing and technical expertise.

SUPPORT BOARD: Stewards

CURRENT TEAM LEADER: Paul Baudisch, baudisch@comcast.net

LAST REVIEWED: March 2016

DELEGATES

PURPOSE:

To represent the Wellesley Hills Congregational Church at the annual conference of the Massachusetts United Church of Christ, held in June of each year, in central Massachusetts.

TEAM MEMBER DESCRIPTION:

Members who are interested in issues of governance, mission and policy of the church and who are willing to attend the annual conference. They will consider carefully the materials presented and vote in accordance with what is perceived as the wishes of our congregation. These members will enjoy the fellowship of other UCC members and the inspiration of speakers and informative workshops.

COMMITMENT OF TIME:

A Friday afternoon, Friday evening, and Saturday in June. Many will stay overnight in a hotel or dormitory. Delegates will incur an expense for food and hotel/dorm room, reimbursable by the church.

RESOURCES PROVIDED:

The conference will supply needed informational materials and instructions for menu selection and reservation of a room.

SUPPORT BOARD:

Stewards

CURRENT LEADER:

Elizabeth Robertson, eliza.rob@verizon.net

LAST REVIEWED:

March 2016

PROPERTY MAINTENANCE

PURPOSE:

Maintain church property - buildings and land; oversee regular maintenance and operations, as well as capital improvements.

TEAM MEMBER DESCRIPTION:

Willingness to participate in the practical aspects of church life; basic understanding of the importance of timely maintenance and the need for periodic operating improvements and capital projects. We don't do the work ourselves but need to understand enough to make sense of needs, proposals, plans, etc.; time and ability to make contact and follow through with vendors on particular projects; background in building maintenance, operations, construction, architecture a definite plus - even just as an involved homeowner.

COMMITMENT OF TIME:

At this point we meet approximately every other month. Between meetings, we communicate by e-mail regarding issues so we need to be responsive to various issues and questions raised, primarily involving repair needs; need to be able to help by taking the lead for particular projects or needs, e.g., contacting and following through with the roofing contractor to fix a leak in the north narthex.

RESOURCES PROVIDED:

We each supply areas of expertise for different projects. Staff support is provided by the Church Administrator.

SUPPORT BOARD:

Stewards

CURRENT TEAM LEADER:

Tia Pinney, pingrop@comcast.net

LAST REVIEWED:

TECHNOLOGY

PURPOSE:

The Technology Ministry ensures that all church operations benefit from appropriate technological support and from access to the hardware and software needed to allow the church to take advantage of the electronic age resources currently available, e.g., database management systems, web-based communications, laptops, printers, and other IT equipment.

TEAM MEMBER DESCRIPTION:

Team members should have an interest in technology, particularly administrative and communications technology, including social media and internet technology, and technical expertise is helpful, but not necessary.

COMMITMENT OF TIME:

Technology meets monthly. At these meetings, the team discusses the church's ongoing hardware and software needs – and assesses the extent to which it would be helpful to take further advantage of additional electronic age resources.

RESOURCES PROVIDED:

The work of this ministry benefits from ongoing technical support from ACS, the church's database management system provider – as well as from two outside consulting firms, one of which monitors the performance of the church's network server and internet service. The other assists with weekly updates to the church's website and Facebook page.

SUPPORT BOARD: Stewards

CURRENT TEAM LEADER: Paul Baudisch, baudisch@comcast.net

LAST REVIEWED: March 2016

TREASURY

PURPOSE:

The Treasury Ministry Team receives, counts and records the plate collections, which assists the Controller and the Financial Coordinator in depositing and recording the monies in accordance with the donors' wishes and assists in safeguarding the assets of the Church.

TEAM MEMBER DESCRIPTION:

The Treasurer, Assistant Treasurer, and Chair of the Stewards Support Board invite members to join the team. Members should be confident in their counting and math skills, should be detail-oriented, and willing to follow directions. The Assistant Treasurer serves as the chair.

COMMITMENT OF TIME:

At least two members of the Treasury Ministry Team need to be present each Sunday to count and record the collection, as well as on Christmas Eve, on Easter Sunday, and following all other special services. After initial training, there are no other meetings. The number of times a member needs to serve will depend on the number of Treasury Ministry Team members.

RESOURCES PROVIDED:

The Treasury Ministry Team provides an important service to the church by counting and recording the weekly offering, and serving as an independent check on the roles of the Church Controller and Financial Coordinator.

SUPPORT BOARD: Stewards

CURRENT TEAM LEADER: Nana Poku, powya@hotmail.com

LAST REVIEWED: March 2016

deacons/spiritual care support board

PURPOSE:

The Deacons are called to support the spiritual needs of the congregation by:

- Assisting our Ministers in the spiritual leadership of the church,
- Providing for and serving Communion,
- Supporting spiritual care ministry teams,
- Pastoral care and relationships with church members,
- Ensuring appropriate leadership during interim periods of ministry
- Leading special meetings, and
- Overseeing special church collections and outreach.

TEAM MEMBER DESCRIPTION:

Hospitality, friendliness, a deep commitment to the church and its spiritual needs; a willingness to serve through thoughtful consideration of those needs; as well as a willingness to do the hands on work of the church. An in-depth understanding of our church, and an openness to new ideas.

COMMITMENT OF TIME:

Monthly meetings September through June, usually on the first Monday of the month. Deacons serve communion monthly, are responsible for Community Hour two or three times a month, host Community Hour, and deliver flowers. Deacons share these responsibilities so that each deacon performs each task about four times a year. In addition, deacons host memorial teas and have the opportunity to read scripture at special religious services such as Maundy Thursday and Christmas Eve. They are currently the support board for the Ushering, Seniors, Chancel, Membership, Greeters and Music Ministry Teams. Some responsibilities may become ministries with active deacon support as we live into the realignment process. Deacons serve three year terms.

RESOURCES PROVIDED:

Board designated funds cover expenses for community hour, flowers, etc. Deacons are led by co-Senior Deacons who work with our clergy to set the agendas for our monthly meetings. A handbook is provided with detailed instructions for various deacon responsibilities, and experienced deacons mentor new deacons as needed.

SUPPORT BOARD: Church Council

Co-Chairs: Janeen Hansen, hans1234@comcast.net
Laurie Otten, laurieotten50@gmail.com

LAST REVIEWED: March 2016

Care Team Ministry

PURPOSE:

To provide messages of empathy and support to members of the church community at difficult and otherwise special times in their lives. To weep with those who weep and to rejoice with those who rejoice.

TEAM MEMBER DESCRIPTION:

Anyone with an empathetic heart who can write cards and make phone calls. We also welcome people who are able to make visits to the sick and to shut-ins. Also needed occasionally are those who can make and deliver casseroles, soup or other meals.

COMMITMENT OF TIME:

Members of a Care Team share their own gifts and talents with those in need on a rotating schedule. There are no monthly meetings. There are four care teams so each team serves approximately once every four weeks. During their week, Care Team members receive an email with the names of those who are facing health, bereavement or other challenges and are asked to volunteer as they feel able to send cards, make calls, make visits or deliver food. Volunteers are asked to serve a term of one year but may sign up or resign at any time. Most of the needs are for cards and notes. For example, a typical member will send three or four cards every fourth week.

RESOURCES PROVIDED:

The ministers email that week's Care Team leader a list of those needing care or celebration. The team leader then shares these needs with the remaining team members. Team leaders, team members, the CTM coordinator and ministers are all able to provide ideas for a given week. Cards are also available from the church office or by contacting Luree Jaquith. Team leaders meet periodically to discuss concerns/issues which are shared with team members.

SUPPORT BOARD: Deacons/Spiritual Care

CURRENT MINISTRY TEAM LEADERS: Luree Jaquith, fluryj@comcast.net
Judy Swahnberg, judy@hillschurch.org

LAST REVIEWED: March 2016

CHANCEL

PURPOSE:

The committee is responsible for the ordering of flowers and greens and decorating the church at Easter, Thanksgiving and Christmas. The committee is particularly active during Advent. Responsibilities include decorating the outside of the church with wreaths and garlands and handling the Christmas tree, greens and poinsettias in the sanctuary. A special harvest-themed arrangement is provided at Thanksgiving, and at Easter, the committee decorates the church with Easter lilies and other spring flowers.

TEAM MEMBER DESCRIPTION:

Availability during Easter but particularly necessary during the Advent season. Interest in flowers helpful. Need at least one person to manage the schedule, order greens and flowers and coordinate tasks and communication.

COMMITMENT OF TIME:

Chancel meets on one Saturday in late October to plan Advent tasks. Then the team meets on six consecutive Saturday mornings during Advent and after Christmas – initially, to decorate the church for Christmas, and then to take the decorations down again after the first of the new year. The committee also meets the Saturday before Easter to decorate the chancel area in the Sanctuary with Easter lilies and other spring flowers. Other discrete tasks require occasional, minimal time during the week.

RESOURCES PROVIDED:

Team leader mentors and provides direction and suggestions with floral arrangements. Previous communication and instructions available to new leader. Budget covers costs for Thanksgiving, Christmas and Easter floral and greens orders.

SUPPORT BOARD: Deacons/Spiritual Care

CURRENT TEAM

LEADER: Betsy Cunningham, betsypcunningham@comcast.net

LAST REVIEWED: March 2016

FRIDAY AFTER OURS*

PURPOSE:

To enjoy each other and to have fun, and to learn from each other as we navigate our lives. By gathering, we add depth to our friendships, and we also laugh and learn from each other. We encourage each other to live lives of spirit.

COMMITMENT OF TIME:

We gather informally on Friday evenings, typically from 7:30 p.m. to around 10:00 p.m., approximately monthly, September through June, with volunteers hosting the group in their homes. We share food and beverages with an array of potluck offerings, with no worries if life intrudes. (And serving as a hostess is optional, as some homes are more conducive to gatherings.)

Women of all ages are welcome to attend these gatherings.

Our topics of discussion range in subject matter and scope. We are always open to sharing wisdom, joys and sorrows, perspective gained from our lived experiences, and we keep our conversations in confidence. We also delve into book and film recommendations, interesting course work, and our December gathering always includes a Yankee Swap featuring a “re-gifted” item from the household.

RESOURCES PROVIDED: Rev. Judy Swahnberg, judy@hillschurch.org, serves as the staff liaison for this ministry.

SUPPORT BOARD: Deacons/Spiritual Care

LAST REVIEWED: March 2016

**We are also in the midst of rethinking our name. Stay tuned!*

GREETERS MINISTRY

PURPOSE:

Greeters set a welcoming tone as members and visitors arrive for worship.

MEMBERS OF GREETER MINISTRY:

This Ministry has two co-chairs, a Deacon liaison, four team leaders and many team members. Friendliness, a gift of hospitality, a desire to be welcoming and to share a smile are needed. The role of greeter is open to any member but it is especially good for children, youth, those who love to serve but have very limited time; and persons new to the church.

COMMITMENT OF TIME

Co-chair responsibilities: About one hour per week is needed to recruit initially and to provide support and send names to the Church Administrator for inclusion in the Order of Worship. Team Leaders: One hour per week for initial recruiting, which can be done during Community Hour or by e-mail, and then one to two hours per month for follow-up; and monitoring sign-ups and coverage gaps. Greeters: Twenty minutes before worship on two or more Sundays per year, as desired. No ministry team meetings; informal check-ins/chats during Community Hour as needed.

GREETER MINISTRY TEAM DATES: March 1, 2016 through March 1, 2017
(Note: Excludes the last two Sundays in June, all five Sundays in July, one in August and the Sunday after Christmas.

FIRST SUNDAY GROUP: Ten Sundays (20 slots)

SECOND SUNDAY GROUP: Ten Sundays (20 slots)

THIRD SUNDAY GROUP: Nine Sundays (18 slots)

FOURTH SUNDAY GROUP: Nine Sundays but ten worship services (because of the 9am and 11am Easter services). (20 slots)

FIFTH SUNDAY GROUP: Three Sundays plus three Christmas Eve Services (14 slots); co-chairs

HOW MANY MEMBERS ON EACH TEAM?

Flexible number. Some might want to greet only once Spring and Fall. Others may want to greet multiple times. The goal is to reach out widely and invite lots of different people to share the joy of welcoming.

SUPPORT BOARD: Deacons/Spiritual Care

CURRENT TEAM LEADERS: Becky Williams, Williams.becky.m@gmail.com, and Jeff Thomas, mr_jpt@hotmail.com

LAST REVIEWED: March 2016

HANDBELL MINISTRY

PURPOSE:

To be a group of people who enjoy making music together.

ACTIVITIES:

- We play once a month in church.
- A small group plays for the lay-led services.
- We play for special services: Palm Sunday, Easter, Christmas.
- We play alone, with the choir, and with solo instruments.
- We play at several events throughout the year.
- We offer workshops each year, when possible, and encourage participation in Handbell Area I events.

TEAM MEMBER DESCRIPTION:

There are team members of all ages. Members are flexible, tolerant, supportive, kind, and caring. They need to be able to read music, but do not need handbell experience or be a member of the church. Must commit to regular rehearsals.

COMMITMENT OF TIME:

Rehearsals are two hours a week from September to June. Once a month we play in church which requires a short rehearsal from 8:30 until 9:00 a.m., a 45 minute coffee hour and then the service at 10:00 a.m. Everyone must pitch in to keep the program organized and moving forward. Regular dinners together include both handbell ministry team participants and their family members.

RESOURCES PROVIDED:

The church provides bells, chimes, and support. The church's Director of Music supports us with an allocation of funds from the music budget and with his skill as a church musician.

FUTURE GOALS:

Forming a beginner group which would meet on a weekday morning. Beginners would require less musical training, and be taught handbell skills through exercises and repertoire which would allow ringers to improve their skills. Forming a children's choir weekdays after school.

SUPPORT BOARD: Deacons/Spiritual Care

CURRENT TEAM LEADER: Martha Stowell, cpbranwell@gmail.com

LAST REVIEWED: March 2016

MEMBERSHIP

PURPOSE

To invite neighbors to visit the church - and visitors to join as members. The membership team provides welcome and hospitality through personal contact and offers additional opportunities to learn more about the Church through Inquirers' Gatherings, quarterly Membership Classes and Joining Sundays.

TEAM MEMBER DESCRIPTION

Friendliness. Hospitality. A desire to share the gifts of the church with others. At least one person with organizational strengths to review contacts and manage records.

COMMITMENT OF TIME

Membership meets one evening per month to review and plan. Visitors and joining members are hosted on Sunday mornings sixteen times during the year, including at Inquirers' Gatherings, Membership Classes, and Joining Sundays, usually before worship. Occasional communications and initiatives need to be taken care of between meetings. Team members commit for one-year terms.

RESOURCES PROVIDED

Team leaders mentor new team members and provide examples of previous communications with neighbors and visitors. Clergy and program staff members speak at Inquirers' Gatherings and Membership Classes and seek opportunities to interact with visitors. Budgeted funds cover hospitality expenses for refreshments and child care.

SUPPORT BOARD: Deacons/Spiritual Care

CURRENT LEADERS: Becky Epstein, BAE12345@aol.com
Cindy Worrall, bakonc@aol.com

LAST REVIEWED: March 2016

MUSIC

PURPOSE:

The Music Ministry Team exists to promote the love of Christ through the celebration of music by supporting and strengthening the Music Ministry of the church which includes the Director of Music, the Chancel Choir, the Children's and Youth Choir, the Early Childhood Music Program, the Hills Bells and the directors of each.

TEAM MEMBER DESCRIPTION:

The Music Ministry Team is comprised of members who represent the various music programs within the church but is not limited to this. Our members also include those who are enthusiastic about their love for music but are not directly associated with any of the music programs of the church.

COMMITMENT OF TIME:

From September through May, the team will meet seven to eight times on an evening that is most convenient for all members.

RESOURCES PROVIDED:

The Music Ministry Team is in place to meet the needs of the music programs of the church and the Director of Music. Sometimes we support special recitals and other special music events in addition to music outreach programs. The team is also responsible for organizing the Easter Brunch which supports those who are involved in both Easter Sunday worship services. Budgeted funds cover hospitality expenses and the purchase of miscellaneous items needed throughout the year that are requested by the music programs.

SUPPORT BOARD: Deacons/Spiritual Care

CURRENT TEAM LEADER: Myralee Wilson, myralee.wilson@gmail.com

LAST REVIEWED: March 2016

PARISH LIFE

PURPOSE:

To provide opportunities for church members and their families to build relationships through sharing a meal together. Parish Life hosts the following: Community Hour the first Sunday of each month, the Rally Day Ice Cream Social, a Pot Luck Dinner in the fall or winter, a Progressive Dinner in the spring, and the Church Picnic each June.

TEAM MEMBER DESCRIPTION:

Those who love our church and truly believe we are a family. Those who are willing to organize, set up, serve, and clean up following some major events. We want to “wash the feet” of those we love.

COMMITMENT OF TIME:

We pride ourselves in having the shortest monthly meetings. At the same time, we believe meeting each month is important so that we can share our personal joys and troubles while we plan activities to honor our church family.

RESOURCES PROVIDED:

We are a resource for other ministries that want to provide opportunities for fellowship which include a meal. We know that offering to pour a cup of coffee for someone – member or visitor – exemplifies the hospitality and openness we so deeply believe in.

SUPPORT BOARD: Deacons/Spiritual Care

CURRENT TEAM LEADER: Mimi D'Angelo, mimi8386@hotmail.com

LAST REVIEWED: March 2016

PASTOR PARISH RELATIONS

PURPOSE:

The purpose of Pastor Parish Relations is to support an open relationship between the clergy and the church by fostering communications, discussing strengths and weaknesses, and providing a framework in which issues can be dealt with constructively and confidentially.

TEAM MEMBER DESCRIPTION:

PPR members are appointed for a four year term by the chair of the Board of Deacons, in consultation with the clergy and current members of the committee. As a general rule, new PPR members are selected from current or past deacons and/or recommended by the senior deacon(s) and/or the clergy. This is not an open committee; however, past leadership in the church is valued as well as a commitment to confidentiality.

COMMITMENT OF TIME:

PPR meets with one of the ministers and the Director of Music each month, in rotation. This meeting is devoted to listening to the clergy and providing ongoing support for ideas, hopes, expectations and concerns. In addition, each minister has a “Buddy” who meets with him/her in an additional monthly meeting or more frequently, depending on the circumstances.

RESOURCES PROVIDED:

PPR provides a confidential sounding board for the ministers and congregation. Sometimes, with the permission of the clergy, PPR recommends an action be taken by the church in response to a concern.

SUPPORT BOARD: Deacons/Spiritual Care

CURRENT LEADER: Kelly Ford, tjkertos@rcn.com

LAST REVIEWED: March 2016

SENIORS MINISTRY

PURPOSE:

To attend to the needs of all senior members of the Hills Church, providing opportunities for spiritual growth and for fellowship. Guided by the clergy, we respond to individual needs, and in general, work to build community among our seniors and between our seniors and others in the church.

TEAM MEMBER DESCRIPTION:

Caring, respectful, considerate, friendly, sensitive to others, patient. One or two people attend to administrative matters such as scheduling and writing announcements for the church newsletter and Orders of Worship.

COMMITMENT OF TIME:

Responsibilities are simple and rewarding. We take turns (approximately once every 4-6 weeks) offering coffee service in the north narthex and visiting there with North Hill residents and others; we host a monthly "Tea with a Minister" at the church, and some members attend the monthly tea at North Hill. For the church teas, team members attend and provide refreshments as their schedules permit. We sponsor an annual Christmas concert, by Laurie Stewart Otten and John Finney, followed by a festive luncheon, which we serve, and we keep in touch with senior church members with cards and phone calls and arrange for transportation to church events as requested. All of us find our lives enriched by knowing and serving our wonderful and diverse group of seniors. We conduct much of our business by email and meet about every two months, including occasional dinner gatherings at a local restaurant.

RESOURCES PROVIDED:

Continuing team members will share their experiences about how to reach out effectively to individual seniors and build community in general and will guide any new members in the (simple) details of our responsibilities. Minister Judy Swahnberg alerts us to particular pastoral needs among our seniors and offers guidance on broader issues relevant to this community. Our budget covers the Christmas luncheon and any other expenses.

SUPPORT BOARD: Deacons/Spiritual Care

CURRENT TEAM LEADERS: Betsey Fitzgerald, fitzgeraldbb@gmail.com
Susan Walton, susanswalton@comcast.net

LAST REVIEWED: March 2016

USHERING

PURPOSE:

To serve and support the congregation before, during, and after each Sunday worship service. We also can be called upon to usher at special services for the congregation.

TEAM MEMBER DESCRIPTION:

Church members willing to support Sunday morning worship services by:

- Distributing Orders of Worship and helping members and guests find seats in the Sanctuary,
- Providing microphones for announcements,
- Recording attendance,
- Collecting completed forms from the fellowship pads in each pew,
- Collecting the offerings,
- Parking cars for those who need assistance, and
- Picking up and straightening the pews after the service.

COMMITMENT OF TIME:

Ushers are needed every Sunday for services during the program year. During August, there is usually only one Sunday when ushers are required, and since the minister for that service is from another church, it is nice to have seasoned ushers. Holiday times there are double services so extra ushers are needed.

The Sunday times are a half hour before the service to hand out Orders of Worship, and another half hour after the service to restore order in the sanctuary.

RESOURCES PROVIDED:

A head usher provides the daily line up of the ushering positions/tasks. The church office provides the Orders of Worship. An on-line sign up site is used by the Team Leader for the purpose of staffing the ushering positions.

SUPPORT BOARD: Deacons/Spiritual Care

CURRENT TEAM LEADER: Cindy Jaczko, cindy@jaczko.com

LAST REVIEWED: March 2016

WOMEN'S MINISTRY

PURPOSE:

Women's Ministry provides opportunities for fellowship and service primarily for, but not limited to, women of the church, through sponsorship of activities such as the Women's Retreat, the annual Bake Sale Plus, and the Rummage Sale.

TEAM MEMBER DESCRIPTION:

Creative, friendly, desire to serve God and our neighbors while deepening our bonds with each other.

COMMITMENT OF TIME:

Meetings are held as needed, to plan for events or to decide on disbursement of funds raised. Communication through e-mails is also used to accomplish necessary tasks. Members serve "at will".

RESOURCES PROVIDED:

WM provides resources and support for knitting projects (baptismal shawls, graduation scarves, baby and chemo caps) and the Hills Church Quilters, as needed. This ministry team also supports the Rummage Sale, organizes and administers the Bake Sale, and provides financial aid through grants to organizations that help women and children, and to the church's annual Women's Retreat. WM does not receive any board designated funding.

SUPPORT BOARD: Deacons/Spiritual Care

CURRENT TEAM LEADER: Laurie Otten, laurieotten50@gmail.com

LAST REVIEWED: March 2016

STANDING COMMITTEES

AUDIT

PURPOSE:

To support the Stewardship Ministry, the Church staff and the congregation by providing reviews of the Church's internal control systems and acting as a liaison with the independent accountants/ auditors; including, but not limited to, hiring the independent accountants, reviewing the engagement letter, reviewing the draft financial statements, the results of the review/audit, the management letter and responses if applicable.

TEAM MEMBER DESCRIPTION:

A church member who is a CPA or possesses significant financial expertise or has experience either serving on an audit committee or interacting with an audit committee as well as simply a willingness to serve.

COMMITMENT OF TIME:

2-4 hours per quarter

RESOURCES PROVIDED:

The Controller handles the majority of the interactions including preparation of the GAAP financial statements and acting as liaison with the independent accountants on what is currently, a review. The Controller also has various publications explaining various ways in which the audit committee can serve and monitor the church's system of internal controls.

SUPPORT BOARD: Church Council

CURRENT LEADER: Andy Wilson, andy.wilson@perkinelmer.com

LAST REVIEWED: March 2016

NOMINATING

PURPOSE:

Recruitment of Church members to serve as elected members of the Church's Support Boards and Leadership Board, as called for in the by-laws of the Hills Church.

TEAM MEMBER DESCRIPTION:

Deep knowledge of the membership of the Hills Church and their gifts and interests. Ability to encourage others to deepen their commitment to service by serving on a Support Board or Leadership Board. Some record-keeping.

COMMITMENT OF TIME:

Work (meeting as a team and meeting with/calling potential Board members) takes place primarily between September and January at members' and candidates' agreed upon convenience. As many as 10-12 hours a month during peak nominating season.

SUPPORT BOARD: Church Council

CURRENT LEADERS: Katie Tierney, katietierney@verizon.net

Anne Marie Andrews, amandrewsx@gmail.com

LAST REVIEWED: March 2016

PERSONNEL

PURPOSE:

Establishing and maintaining fair and equitable employment and compensation policies for the church's staff and clergy. This team is also responsible for ensuring that the church complies with applicable state and federal employment laws.

TEAM MEMBER DESCRIPTION:

Fair and equitable employment and compensation policies are at the heart of making the church a rewarding and fulfilling place to work for our staff and clergy. We seek church members who are committed to the church's mission and to creating and maintaining a supportive work environment for our staff and clergy. Professional personnel management experience is warmly welcomed but not a requirement for serving.

COMMITMENT OF TIME:

Meet a minimum of two to three times each year to review policies and set compensation guidelines. These meetings are typically held early in the morning or after church on Sunday. We expect that additional meetings, if necessary, will be conducted via conference call, if possible, to minimize the time commitment required.

RESOURCES PROVIDED:

Provides a central resource to the church's Support Boards and Ministry Teams and is responsible for approving all job postings and compensation decisions for church staff and clergy. Also establishes and maintains the church's employment, compensation, and benefits policies and practices for all staff and clergy employed by the church.

SUPPORT BOARD: Church Council

CURRENT LEADER: Drew Knowland, dknowland@105albion.com

LAST REVIEWED: March 2016

CHURCH COUNCIL

PURPOSE:

In accordance with Article IV of the Church's By-laws, Church Council represents the membership of the congregation between congregational meetings. Church Council is the principal governing body of the Church, supporting the spiritual life of the congregation and enhancing the spiritual development of each member, through the practice of prudent decision making and planning. Church Council is responsible for all governing decisions which are beyond the scope of other governing bodies within the Church.

With concern for the mission of the church in its entirety, Church Council has the authority of the Church between congregational meetings, in consultation with the Support Boards and Special Ministry Teams, to:

- Establish and implement the overall policies of the Church,
- Coordinate the activities and operations of the Church and its Support Boards and Ministry Teams,
- Engage in long-range planning,
- Approve the Church budget for presentation to the Church membership,
- Appoint members of the Support Boards and specified Ministry Teams in the event of a vacancy,
- Initiate such studies and inquiries and create such special Ministry Teams as it deems appropriate,
- Call meetings of the Church, and
- Perform such functions as the Church may from time to time assign to it.

Church Council also directs the work of the Personnel, Nominating and Audit Ministry Teams as described in Article IV, Section 3 (C) of the By-laws.

Church Council may not, without the express authorization of the Church, sell or acquire real estate, call or terminate a member of the Clergy, make a determination of a member's status, or amend the By-laws.

TEAM MEMBER DESCRIPTION:

Members of Church Council are elected by the congregation at the Annual Meeting. It is expected that Church Council members have a demonstrated knowledge of church life and prior experience serving on Ministry Teams or Support Boards, preferably in a leadership role.

Church Council is comprised of five Church Officers including three from the Office of the Moderator (Moderator, Moderator Emeritus, Rising Moderator), Treasurer and Secretary. In addition to the officers, there are four at-large members of Church Council, each of whom also serves as a liaison to one of the four Support Boards (Spiritual Care, Christian Service, Faith Formation and Stewards). The Senior Minister serves as an ex-officio member of Church Council.

COMMITMENT OF TIME:

Church Council meets as a group approximately eight times a year and also coordinates and attends meetings with members of the Clergy, Ministry Team Leaders and Support Board leadership as dictated by the needs of the Church. Church Council members are encouraged to attend as many church functions as possible during the year to support the diverse activities of the Church's Ministry Teams.

RESOURCES PROVIDED:

The Church holds an annual Leadership Retreat which helps inform and prepare Church Council members to fulfill their duties to the congregation. Further, the Senior Minister and other members of the clergy and staff are helpful in advising members of Church Council on an as-needed basis.

SUPPORT BOARD: Not applicable

CURRENT MODERATOR: Linda Thomas, linda@lhthomas.com

LAST REVIEWED: March 2016



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