

## ONE CHURCH BOARD

The premise upon which the ONE CHURCH BOARD is based is a biblical concept that being a deacon is an honorable position. We are all deacons according to the scriptures, even Jesus is referred to as the “deacon of God”. The basic concept is that of a central board; we are all deacons serving in different areas of responsibility.

The Church Board would be made up of Ministry Teams, each performing specific functions. The Board of Ministries would include:

- 1) Chairman/Moderator (ex officio, except in case of tie vote)
- 2) Pastor (ex officio)
- 3) Church Treasurer
- 4) Church Clerk
- 5) Spiritual Development and Watchcare of Members Team
- 6) Worship and Music Team
- 7) Property and Grounds Team
- 8) Christian Education/Leadership Development Team
- 9) Stewardship and Budget Team
- 10) Community Outreach/Missions/ABW Team
- 11) Fellowship Team

The congregation will always make decisions concerning:

- election of officers
- the budget
- membership of the church
- anything which is considered a major issue

The Board of Ministries will be given Board status, and be the only ‘Board’. It will wish to report occasionally to the congregation on what is going on. However, it must have the capability to deal with issues which may arise, and make decisions which could be final.

### **GENERAL GUIDELINES**

- 1) Team members are elected for two (2) year terms in rotating classes. Two two-year terms is the maximum they can serve without a one-year absence from the Board.
- 2) The Board of Ministries shall meet monthly.
- 3) Only elected board members may vote on issues brought before the board.
- 4) Each ministry team will make a report to the monthly meetings of the Board of Ministries and to each quarterly congregational meeting.
- 5) Members of the Board of Ministries who are absent for three (3) consecutive meetings within a year, are subject to replacement for the remainder of their term.
- 6) Those overseeing a ministry emphasis must be able and willing to solicit assistance from the congregation in order to fulfill the tasks assigned.

## **DUTIES OF THE BOARD OF MINISTRIES**

- 1) Provide a means of communication between team leaders and ministry teams.
- 2) Coordinate the church calendar, including the schedule of worship, special events, and activities.
- 3) Assist the pastor in the performance of his duties.
- 4) Function as a long range planning committee.
- 5) Oversee the various ministries of the church.
- 6) Supervise the implementation of the policies and decisions of the congregation.
- 7) Annually review the church mission statement.
- 8) Appoint a nominating committee for annual elections.
- 9) Make recommendations to, and to act on behalf of the congregation concerning:
  - a. Budget and other financial matters
  - b. Filling of interim office or board vacancies
  - c. Nominations for a Search Committee
  - d. Policies of the congregation.
  - e. By-law changes as needed, reviewing every three years.
  - f. Execution of all notes, mortgages and legal instruments related to the purchase and/or sale of all church property, including real estate, vehicles, buildings, furnishings and equipment.
  - g. Interpretation of the constitution and by-laws
  - h. Usage of memorials and bequests given to the church in memory of loved ones.
  - i. Detailed job descriptions for all church staff and clergy.
  - j. Recommendation for election of official delegates when required.

## **CHAIRMAN/MODERATOR**

- 1) Preside over meetings of the Board of Ministries.
- 2) Preside over quarterly and annual church business meetings.
- 3) Other duties as agreed upon by the Board of Ministries.

## **CHURCH TREASURER**

- 1) Monitor church income and pay all church bills.
- 2) Communicate with state and federal authorities regarding tax matters.
- 3) Invest church funds with advice of board.
- 4) Make sure church operates within adopted budget.
- 5) Make reports to board and church body.
- 6) Other duties as agreed upon by the Board of Ministries.

## CHURCH CLERK

- 1) Take minutes of Board of Ministries meetings and enter them in a permanent record book.
- 2) Publish and distribute/post the minutes of the monthly board meetings.
- 3) Take minutes of the quarterly and annual church business meetings and enter them in a permanent record book.
- 4) Maintain church membership roles and file an annual report to the regional office.
- 5) Receive all correspondence and present it at the quarterly/annual business meetings.
- 6) Other duties as agreed upon by the Board of Ministries.

## SPIRITUAL DEVELOPMENT AND WATCHCARE OF MEMBERS

This team leader shall keep the issues of spiritual development and watchcare of members before the Board of Ministries. This person shall work closely with the pastor to insure that each member of the congregation receives spiritual development and watchcare. This leader shall strive to identify those with compassion who are gifted in spiritual development and/or nurturing and watchcare, and enlist them in this ministry. This person shall be responsible for organizing ministry teams according to the following guidelines and suggestions:

- 1) Provide ministry to the sick and shut-in.
- 2) Provide ministry to those persons experiencing crisis.
- 3) Coordinate prayer chains.
- 4) Follow-up on absentees.
- 5) Develop support groups as needed.
- 6) Follow-up with visitors.
- 7) Provide support and recognition to those newly baptized or joining the church family.
- 8) Staff, organize and promote the use of the church library.
- 9) Other ministries as agreed upon by the Board of Ministries.

## WORSHIP AND MUSIC

This team leader shall keep the issues relating to worship before the Board of Ministries. This leader shall work closely with the pastor to provide dynamic corporate worship. This team leader shall be responsible for organizing ministry teams according to the following guidelines and suggestions:

1. Work with the pastor in preparing and conducting regular worship services, special worship services, and seasonal worship services.
2. Work with the pastor in securing, greeting, and ministering to guest speakers for worship.
3. Work with the pastor in securing the worship leader.
4. Secure, train and schedule ushers and greeters and arrange welcoming and courtesy teams as needed.

5. Coordinate the scheduling of choirs, musical groups, special music, and drama for all worship services.
6. Oversee maintenance and use of all music, robes, musical, and drama equipment.
7. Oversee the care and display of decorations for the sanctuary, including floral arrangements, banners, seasonal decorations, and candles.
8. Provide for the serving of communion.
9. Provide for Baptism.
10. Provide church bulletins for morning worship and other services as deemed necessary.
11. Assist in any way possible to make worship a highlight in the life of the church family.
12. Other areas of worship as agreed upon by the Board of Ministries.

## **PROPERTY AND GROUNDS**

This team leader shall bring the issues relating to all the church property and grounds before the Board of Ministries. This leader shall work closely with every area to insure utilization and care of all church facilities and shall bring before the Board of Ministries any requests that may require special action. This person shall be authorized to make or have minor repair made up to the amount of \$200, and in cases of emergency, up to \$500. This leader shall be responsible for organizing ministry teams according to the following guidelines and suggestions.

- 1) Provide care for all church buildings and parsonage, both inside and out.
- 2) Provide care for all church grounds (mowing, snow removal, leaves, etc.)
- 3) Supervise all janitorial staff and advise on items needing custodial action.
- 4) Consider alterations of the current facility.
- 5) Respond quickly to emergency situations (water leak, furnace, etc.)
- 6) Other areas and issues relating to the facilities as agreed upon by the Board of Ministries.

## **CHRISTIAN EDUCATION/LEADERSHIP DEVELOPMENT**

This team leader shall bring issues relating to the Sunday School, children and youth ministries, and leadership development before the Board of Ministries.

- 1) Ensure that each class has a Sunday School teacher every Sunday, coordinating spiritual with individual teachers.
- 2) Organize and coordinate Sunday School curriculum and supplies and distribute these to the classes.
- 3) Secure devotional material and materials for youth as needed.
- 4) Indicate the end of each Sunday School session.
- 5) Collect the Sunday School offering each Sunday, turning the money over to the Financial Secretary.
- 6) Take and record Sunday School attendance.
- 7) Provide programming, staff, direction, and publicity for adult, youth, and children's programs, including ABY, Junior Church, Nursery, VBS, and summer camp.

- 8) Secure two MCCA representatives each year.
- 9) Other areas of Sunday School, Youth and Children's ministries, and leadership development as agreed upon by the Board of Ministries.

### **STEWARDSHIP AND BUDGET**

This team leader shall keep the issues relating to finances before the Board of Ministries. This leader shall organize ministry teams according to the following guidelines and suggestions.

- 1) Consider needs of the church and present a budget for board recommendation to annual business meeting for adoption.
- 2) Keep check on budget spending.
- 3) Make recommendation concerning church's insurance.
- 4) Make recommendations for using memorials.
- 5) Arrange for audit of treasurer's books if deemed necessary.
- 6) Other areas of financial concern as agreed by the Board of Ministries.

### **COMMUNITY OUTREACH/MISSIONS/ABW**

This team leader shall keep issues relating to needs of community, both local and around the world, before the Board of Ministries. This person shall work closely with the pastor to insure that ministry opportunities are planned and presented to the congregation. This team leader shall be responsible for organizing ministry teams according to the following guidelines and suggestions.

1. Develop mission education events for the entire congregation
2. Keep the church informed of the need and the work of local, denominational, and world missions.
3. Promote financial support/special offerings as appropriate for local, denominational, and world missions, as well as other special projects approved by the board/church.
4. Arrange the collection of supplies/needed items for mission projects.
5. Assess needs of community and possible responses from the congregation.
6. In cooperation with worship team, arrange for special missions speakers/programs.
7. Arrange trips as appropriate for missions related functions.
8. Promote any special projects for ministry.
9. Provide ministry and worship services to local residential care facilities.
10. Responsible for all media, including news releases, church advertising, and bulletin boards.
11. Responsible for card ministry.
12. Other ministries as agreed upon by the Board of Ministries.

## FELLOWSHIP

This Team Leader shall keep issues relating to the ministry of fellowship before the Board of Ministries. This leader shall work closely with all areas to insure that fellowship opportunities be administered and implemented. This person shall be responsible for organizing ministry teams according to the following guidelines and suggestions.

- 1) Provide social activities for the mutual benefit of the entire church.
- 2) Plan, serve, and clean up meals such as potlucks, funeral dinners, receptions, banquets, and seasonal special events.
- 3) Plan and implement special outings, such as sport trips, dramas, and all church events.
- 4) Organize special sports participation events.
- 5) Provide refreshments/lunches for ministry events as needed.
- 6) Oversee the organization and scheduling of a fellowship hour.
- 7) Other areas of fellowship as agreed by the Board of Ministries.

