

# **JOB DESCRIPTIONS FOR GEHMAN MENNONITE CHURCH**

May 2016

## **Article I**

### Purpose

To record the specific duties, responsibilities and terms of all elected and appointed offices and committees of Gehman Mennonite Church.

## **Article II**

### Elected Offices

All terms begin on September 1st and expire August 31st of the following year.

#### Section 1. Auditor

1. Audit all of the financial records of the church prior to the member's meeting.
2. The senior auditor will serve as head auditor.
3. There will be two auditors.
  - Related Responsibilities: None
  - Term: 4 years - May not be elected to successive terms

#### Section 2. Hospitality Coordinator

1. Arrange for someone to create a new bulletin board each month, and/or for special occasions, such as Bible school, baby dedications, baptisms, deaths and weddings.
2. Update and prepare a weekly greeter schedule for 12 months, beginning with September.
3. Update and prepare a weekly host and hostess schedule for 12 months, beginning with September.
4. Send flowers and/or cards to members and leadership for births, illness, and funerals.
5. Organize the preparation of scrapbooks for the ill and/or homebound members.
6. Organize sunshine boxes for the ill and/or homebound members.
  - Related Responsibilities: None
  - Term: 1 year - May be elected to successive terms

#### Section 3. Bulletin Editor

1. Gather and organize information and announcements for weekly bulletin.
2. Type and copy bulletins weekly.
3. Order bulletins.
4. Order paper and toner for the typewriter and copier.

5. Notify the trustees of any mechanical problems with either the typewriter or copier.
  - Related Responsibilities: None
  - Term: 1 year - May be elected to successive terms

#### Section 4. Calendar Coordinator

1. Gather a list of all member birthdays and anniversaries.
2. Gather a list of church events for the coming year.
3. Distribute copies to each family.
  - Related Responsibilities: None
  - Term: 2 years - May be elected to successive terms

#### Section 5. Church Secretary

1. Keep an accurate record of the proceedings and decisions made at all member's meetings and distribute a copy to all members.
2. Prepare and distribute a nomination form to each member four weeks prior to the spring business meeting.
3. Maintain and distribute a list of appointed and elected officers, leadership, and board of elders and committee members.
4. Give a monthly list to the board of elders' chairperson of special events that need to be planned and offices that need to be re-appointed.
5. Maintain and distribute a directory of regular attendees.
6. Provide other secretarial support as requested.
  - Related Responsibilities: None
  - Term: 3 years - May be elected to successive terms

#### Section 6. Church Cleaning Coordinator

1. Update and prepare a weekly cleaning schedule for a 12-month period, beginning with September.
2. Remind people of their cleaning responsibility one week in advance.
3. Check the cleaning supplies and equipment and notify the trustees when supplies are needed.
4. Arrange cleaning for special occasions, weddings, funerals, etc.
5. Check to make sure facilities have been cleaned after special events and rentals.
6. Work with the trustees to arrange annual church cleaning.
  - Related Responsibilities: None
  - Term: 1 year - May be elected to successive terms

#### Section 7. Kitchen Committee Member

1. Schedule, plan and serve each fellowship meal and clean up afterwards.
2. Provide meals for funeral/memorial services.
3. Provide snacks following evening services when appropriate.
4. Coordinate meals for new mothers.
5. Coordinate meals for families who have someone hospitalized, when needed.
6. Maintain kitchen supplies.

- Related Responsibilities: None
- Term: 3 years - May not be elected to successive terms

#### Section 8. Librarian

1. Maintain the library by repairing books, keeping books in order, and cataloging new books added to the library.
2. Purchase new books, audiotapes, and videotapes, keeping within the allotted budget (\$350 approved in April, 2010).
3. Inform the congregation of new books through the church bulletin and other reports.
4. Purchase a Student Study Bible, N.I.V. translation, when a child turns twelve and notify pastor so he can present it to them near their birthday.
5. Seek the aid of members of the congregation to review additions to the library.
  - Related Responsibilities: None
  - Term: 1 year - May be elected to successive terms

#### Section 9. Nursery Coordinator

1. Update and prepare a weekly schedule for a 12-month period for nursery care during the Sunday school hour.
2. Update and prepare a weekly schedule for a 12-month period for nursery care during the church service.
  - Related Responsibilities: None
  - Term: 1 year - May be elected to successive terms

#### Section 10. Sunday School Superintendent

1. Give direction and leadership to the entire Sunday school program.
2. Implement suggestions from members in regards to teachers, subjects and class groupings.
3. Discern gifts and facilitate the cultivation of them by appointing teachers for each class.
4. Moderate the Sunday school period and end Sunday school at the correct time.
5. Plan and organize annual Sunday school fellowship.
6. Attend meetings held by Lancaster Mennonite Conference for Sunday school superintendents.
7. Order and handout oranges and candy canes on Christmas Sunday.
8. Appoint Sunday school teachers.
  - Related Responsibilities: Board of elders member
  - Term: 2 years - May not be elected to successive terms
  - Succeeded by the asst. S.S. superintendent

#### Section 11. Asst. Sunday School Superintendent

1. Assists the Sunday school superintendent in all his responsibilities.
  - Related Responsibilities: None
  - Term: 2 years
  - Succeeds superintendent

#### Section 12. Sunday School Secretary

1. Order Sunday school books and supplies and distribute to classrooms.
2. Order offering envelopes and Sunday school record book.
3. Order papers to be placed in mailboxes, Conference materials, "Purpose", etc.
4. Maintain, add or delete mailboxes as necessary.
  - Related Responsibilities: None
  - Term: 1 year - May be elected to successive terms

#### Section 13. Sunday School Treasurer

1. Count the weekly offering with the help of one usher.
2. Keep a record of weekly offerings.
3. Submit with the counted offering money a receipt of the cash amount signed by the treasurer. These receipts are to be kept for the annual audit.
4. Take an attendance count after Sunday school.
5. Update attendance and offering board.
6. Keep records of the offerings for the people using envelopes and distribute year-end receipts.
  - Related Responsibilities: None
  - Term: 1 year - May be elected to successive terms

#### Section 14. Song Leader Coordinator

1. Schedule song leaders for Sunday morning church and Sunday school.
2. Schedule persons to play offertories on Sunday mornings.
3. Arrange periodic training for all current and perspective song leaders.
4. Encourage new song leaders.
5. Fill in as song leader when needed.
  - Related Responsibilities: Worship team member
  - Term: 2 years - May not be elected to successive terms

#### Section 15. Trustee

1. Maintain building and make minor repairs as needed, keeping the building in good repair and attractive for worship.
2. Give suggestions to the congregation of needed improvements and repairs.
3. Oversee improvement projects when approved by the congregation.
4. Be responsible for general upkeep, such as lights, heating oil, lawn cutting, weeding, cemetery care, mulching, snow removal, purchase of cleaning supplies, etc.
5. Be responsible for the public address system and see that this position is manned whenever services are held.
6. Oversee the annual cleaning of the building.
7. Appoint janitor and contact person for church facilities.
  - a. The three trustee positions will now include two Associate Trustees and one Head Trustee.
  - b. The Associate Trustees

- i. Term: 2 year renewable term
  - ii. One elected each year
  - iii. Can be nominated for head trustee and if elected a replacement would be elected for the remainder of his term
- c. The Head Trustee
  - i. Term: 2 year nonrenewable term
  - ii. Related Responsibilities: Is a member of the Board of Elders
- d. The transition period will go as follows
  - i. Through 8/13 Carl Eberly will act as the head trustee with Doug Mussleman and Nelson Gehman as Associate Trustees. The election in May, 2013 will be for an Associate Trustee for a 2 year term
  - ii. From 9/13-8/14 Doug will act as the Head Trustee with Nelson Gehman and the 5/13 elected person acting as the Associate Trustee. The election in May, 2014 will be for an Associate Trustee for a 2 year term.
  - iii. From 9/14-8/15 Nelson Gehman will act as the Head Trustee with the elected people from 5/13 and 5/14 acting as the Associate Trustees. The election in May, 2015 will be for both an Associate Trustee and a Head trustee with 2 year terms.

#### Section 16. Usher

1. Seat and assist visitors.
2. Lift offerings.
3. Provide a cup of water for the preacher.
4. Set up chairs for large services and assist with the parking of cars.
5. There shall be four ushers with the senior usher serving as head usher.
6. Head usher will make sure that at least one usher is present at all services.
7. Head usher will assist the S.S. treasurer with counting the offering.
8. Head usher will be available to walk the cordless microphone to members during prayer and share time.
  - Related Responsibilities: None
  - Term: 4 years - May not be elected to successive terms

#### Section 17. Worship Leader

1. Coordinate and moderate the worship period during the Sunday morning church service. This could include, but not be limited to, devotions, offerings and singing.
2. Discern leadership potential and gifts of others that can be used in worship. Select individuals to serve on worship team.
3. Promote a variety of music and worship styles.
  - Related Responsibilities: Chairman of worship team, Board of elders member
  - Term: 2 years - May be elected to successive terms

### Section 18. Finance Committee Member at Large

1. Assist in budget planning, planning offering schedules, administering the ministerial fund, assisting the deacon on brotherhood matters, and oversee and give general insight to all financial activities of the church.
2. Promote a sense of stewardship within the congregation.
  - Related Responsibilities: None
  - Term: 3 years - May be elected to successive terms

## **Article III**

### Appointed Offices

All terms begin on September 1st and expire August 31st.

### Section 1. Youth Leader

1. Lead youth Bible studies.
2. Plan and coordinate youth activities.
3. Plan and coordinate youth service projects.
4. Encourage and strengthen the youth in their Christian walk.
5. Appoint assistant youth leaders if needed.
  - Appointed by: Ministry team
  - Related Responsibilities: Board of elders member
  - Term: 2 years

### Section 2. Mennonite Disaster Service Representative

1. Inform the congregation of MDS needs and seek volunteers as the need arises.
2. Attend district, state and national meetings as needed.
3. May be asked to serve as the district representative.
  - Appointed by: Board of elders
  - Related Responsibilities: None
  - Term: 4 years

### Section 3. Bible School Representative

1. Attend planning meetings for Bible school.
2. Help to arrange classes and enlist volunteers to serve as teachers, publicity, and helpers.
3. Inform the congregation of topics and dates of Bible school, encourage attendance.
  - Appointed by: Ministry team
  - Related Responsibilities: None
  - Term: 1 year

### Section 4. Bookkeeper

1. Maintain and balance the church checking account and make all bank deposits.
2. Issue all checks for checking account.
3. Deposit all rents collected from anyone using the church for special events.

4. Maintain a detailed listing and trial balance of all sub-accounts.
5. Submit a copy of each sub-account to the appropriate treasurer on a quarterly basis.
6. Prepare records for annual audit.
7. Prepare the annual financial statement prior to the Spring members meeting.
6. Place announcement in the bulletin for annual renewal of "The Mennonite".
7. Post a sign up sheet for those interested in subscribing.
8. Collect subscription money and give to the bookkeeper. The publisher will bill the church.
9. Submit list of names and addresses to the publisher.
  - Appointed by: Board of elders
  - Related Responsibilities: None
  - Term: 3 years

#### Section 5. Sunday School Teachers

1. Lead, guide and direct the teaching of all members of the congregation.
2. Encourage the memorization of scriptures.
3. Encourage daily devotions.
4. Attend meetings held by Lancaster Mennonite Conference for Sunday school teachers that apply to your class.
  - Appointed by: Sunday school superintendent
  - Related Responsibilities: None
  - Term: Open

#### Section 6. Missions Advocate

1. Inform the congregation regularly of mission news, opportunities, and needs.
2. Call the congregation to frequent prayer for evangelistic and mission workers at home and beyond.
3. Help discover and encourage those members of the congregation with special gifts and calling for mission service.
4. Interact with the board and staff of EMM in giving and receiving vision, information, prayer, and counsel.
5. Meet periodically with other district and conference mission advocates for fellowship, inspiration, equipping, and prayer.
6. Plan with the leadership committee for periodic missionary and mission staff visits to the congregation.
  - Appointed by: Board of elders
  - Related Responsibilities: Member of the Board of Elders, Chair or appoint a chairperson for the Outreach Committee
  - Term: 3 years

#### Section 7. Key Person

1. Develop and promote deep interest and loyal support of the local retirement homes.

2. Attend the annual meeting of the Auxiliary to the Mennonite Homes the first Monday evening of November.
3. Make personal contacts with men and women within the congregation for memberships.
4. Complete the membership drives and keep accurate records of memberships and activities.
5. Recruit volunteers when needed.
6. Keep the congregation informed of activities and projects at the various homes.
  - Appointed by: Board of elders
  - Related Responsibilities: None
  - Term: 3 years

#### Section 8. Freedom Gate Board Member

1. Represent Gehmans on the board of Freedom Gate Ministries.
2. Keep the congregation informed on the activities and needs of Freedom Gate.
3. Arrange for individuals or Sunday school classes to lead weekly Bible studies at Freedom Gate during the month of July.
4. Arrange for an individual to purchase groceries during the month of July.
  - Appointed by: Ministry team
  - Related Responsibilities: None
  - Term: 4 years

#### Section 9. Church Janitor

1. Unlock and lock all church doors for scheduled services.
2. Set temperature for heating and cooling early enough prior to services, to allow for congregation comfort.
3. Regulate ventilation during all services.
  - Appointed by: Trustees
  - Related Responsibilities: None
  - Term: Open

#### Section 10. Stewardship Secretary

1. Encourage and promote good stewardship practices in congregational and personal life.
2. Attend meetings and report on the needs of the various agencies.
3. Highlight mission and conference offerings.
4. Inform and oversee additional offerings.
  - Appointed by: Ministry team
  - Related Responsibilities: Board of elders, Finance committee
  - Term: 2 years

#### Section 11. Historian

1. Keep current and accurate records of all services and a copy of all special programs.
2. Keep current and accurate records of all alterations in the church building.

3. Keep current and accurate records of all baptisms and deaths of members.
4. Keep current and accurate records of all births and marriages.
5. Submit copies of the church bulletin to the Lancaster Conference Historical Society on a regular basis.
6. Coordinate the non-financial sections of the annual report.
7. Distribute copies of the "Mirror" to all members.
8. Prepare quarterly "letter" including all noteworthy happenings at Gehman Mennonite Church.
  - Appointed by: Board of elders
  - Related Responsibilities: None
  - Term: 3 years

#### Section 12. Contact Person for Church Facilities

1. Take reservations for special events being held at the church.
2. Send "Rental Fees" and "Rules and Regulations" forms to all interested parties prior to the event.
3. Unlock and lock up before and after each event.
4. Set heating and cooling prior to each event.
  - Appointed by: Trustees
  - Related Responsibilities: None
  - Term: Open

#### Section 13. SVPS Representative

1. Inform the congregation of news and announcements from Susquehanna Valley Pregnancy Services.
2. Organize a yearly drive for new and used baby items to be donated to SVPS.
  - Appointed by: Board of elders
  - Related Responsibilities: None
  - Term: 3 years

#### Section 14. Pastoral Care Committee Member

1. Serve as an intermediary between any member of the ministry team (current lead pastor, associate pastor and deacon) and the finance committee in regards to financial support.
2. Support the ministry team through prayer.
3. React to a ministry team member's needs when he is responding to somebody else's crisis situation.
4. Provide social interaction unrelated to church activities.
5. Any ministry team member may use the group as a sounding board on planned activities and sermon topics, ask them to help in planning short notice events and use the group as a confidential place to express fears, doubts, concerns, joys, goals and accomplishments.
6. Monitoring the Covenant between Congregation and the Lead Pastor.
  - Appointed by: Board of elders
  - Related Responsibilities: None

- Term: 3 years

## **Article IV**

### Committees

#### Board of Elders

1. The board of elders shall consist of the pastor(s), associates pastor(s), deacon, youth leader, stewardship secretary, worship leader, Sunday school superintendent, missions advocate, and head trustee.
2. The board shall organize itself annually and shall have a chairman and secretary.
3. The board shall plan for and make recommendations on the ongoing life of the church and seek to unify the activities of the church, electing program committees, and electing or making appointments to offices where necessary. All major decisions shall have the approval of the congregation.
4. The board shall meet at 7:00 p.m. on the fourth Monday of each month at the church.
5. The minutes of all meetings shall be permanently kept in the church library for public viewing.
6. Women are not eligible to serve on the board of elders.
7. Appoint committees to plan special services.

#### Finance Committee

1. The finance committee shall consist of the deacon as chairman, the stewardship secretary and one member at large, elected by the congregation for a 3-year term.
2. The finance committee shall be responsible for budget planning, planning offering schedules, administering the ministerial fund, assisting the deacon on brotherhood matters, and oversee and give general insight to all financial activities of the church.
3. It is the goal of this committee to promote within the congregation a sense of stewardship in all of life.

#### Kitchen Committee

1. The kitchen committee shall consist of three members with the senior member serving as the head of the committee.
2. The kitchen committee is responsible for the meals served at church events and coordinate meals for families when needed.

#### Pastoral Care Committee

1. The pastoral care committee shall consist of three persons with one member of the group serving as coordinator, staying in close contact with the pastors.
2. Facts to consider when choosing members:
  - The ministry team's interests, ages, personalities, occupations and composition of their families.

- The mix of ages and gender within the support group.
  - Personalities within the group. (i.e. good listener and coordinator)
  - Members of the finance committee are not eligible.
3. The goal of this committee is to insure the overall welfare of the ministry team by staying tuned to the personal needs of the ministry team and their families.
  4. This group does not serve in a supervisory role, but strives to support them by being proactive on their behalf.

#### Program Committee

1. The Program committee consists of three persons or couples with someone on rotation from the ministry team acting as chairman.
2. Plan and moderate the Sunday evening church services.
3. Arrange for a song leader and or nursery care if needed.
4. Organize activities and fellowship meal for Spruce Lake weekend.
5. Organize Christmas caroling.
6. Plan Easter and Christmas programs.

#### Worship Team

1. The worship team consists of musically inclined members of the congregation selected by the worship leader, the song leader coordinator, and the worship leader as chairman.
2. Schedule and direct the Sunday morning worship period.

#### Outreach Committee

1. Will be chaired by the Mission Advocate or by his appointee and consist of at least 4 volunteer members or members appointed by the Mission Advocate with 2 year renewable terms.
2. Will plan activities to increase community and church interaction.
3. Will be sensitive to the needs of the community and facilitate ways in which the church can help to meet those needs.
4. Will provide opportunities for the congregation to focus on outreach to their neighborhoods.
5. Will look for ways to increase visibility and awareness of Gehman Mennonite Church in the surrounding communities.

## **Article V**

### Amendments

This document may be amended by a two-thirds vote of the church membership present at a previously announced member's meeting or by a two-thirds vote of the Board of Elders.