

# **JOB DESCRIPTIONS FOR GEHMAN MENNONITE CHURCH**

(Updated by BOE 9/13/21 to 1/9/2023)

## **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 year nonrenewable

#### Section 2. Hospitality Coordinator

1. Update and prepare a weekly greeter schedule for 12 months.
2. Send flowers, and/or cards, etc. to members and leadership for births, illness, and funerals.
  - Related Responsibilities: None
  - Term: 1 year renewable

#### Section 3. Bulletin Editor

1. Gather and organize information and announcements for the weekly bulletin.
2. Type and copy bulletins weekly.
3. Order bulletins.
4. Order paper, toner, etc. for the copier/office equipment.
5. Notify the trustees of any mechanical problems with copier/office equipment.
  - Related Responsibilities: None
  - Term: 1 year renewable

#### Section 4. Calendar Coordinator

1. Gather a list of birthdays and anniversaries.
2. Gather a list of church events for the coming month(s).
3. Distribute copies to each family.
  - Related Responsibilities: None
  - Term: 2 year renewable

#### 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. Maintain and distribute a directory of regular attendees.
5. Provide other secretarial support as requested.
  - Related Responsibilities: None
  - Term: 3 year renewable

#### Section 6. 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 year nonrenewable

#### Section 7. Librarian

1. Maintain the library by repairing books, keeping books in order, and cataloging new books added to the library.
2. Purchase new books, materials and resources within the allotted budget.
3. Inform the congregation of new books through the church bulletin and other reports.
4. Invite reviews from the congregation of current or potential library items.
  - Related Responsibilities: None
  - Term: 1 year renewable

#### Section 8. 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 renewable

#### Section 9. 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. Order and handout oranges and candy canes (or other special items) on Christmas Sunday.
6. Assist the S.S. treasurer with counting the offering (as needed).
  - Related Responsibilities: Board of elders member
  - Term: 2 year nonrenewable
  - Succeeded by the asst. S.S. superintendent

#### Section 10. Asst. Sunday School Superintendent

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

#### Section 11. Sunday School Secretary

1. Order Sunday school books and supplies and distribute to classrooms.
2. Maintain, add or delete mailboxes as necessary.
  - Related Responsibilities: None
  - Term: 1 year renewable

#### Section 12. Sunday School Treasurer

1. Oversee the counting of offerings, and accompanying records and receipts.
2. Take an attendance count after Sunday school.
3. Update attendance and offering board.
4. Coordinate with Bookkeeper on keeping records of the offerings for those using envelopes and the distribution of year-end receipts.
  - Related Responsibilities: None
  - Term: 1 year renewable

#### Section 13. Song Leader Coordinator

1. Schedule song leaders for worship services.
2. Schedule persons to play offertories on Sunday mornings.
3. Encourage new song leaders.
4. Fill in as song leader when needed.
  - Related Responsibilities: Worship team member
  - Term: 2 year renewable

#### Section 14. Trustee

1. Maintain building and make minor repairs as needed, keeping the building in good repair and attractive for worship services.
2. Give suggestions to the congregation of needed improvements and repairs.
3. Oversee improvement projects.

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. Oversee the annual cleaning of the building.
6. Appoint janitor and contact person for church facilities.
  - a. The three trustee positions include two Associate Trustees and one Head Trustee.
  - b. The Associate Trustees
    - i. Term: 2 year renewable
    - 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
    - ii. Related Responsibilities: Board of elders member

#### Section 15. Head Usher

1. Oversee ushering needs at all services.
2. Seat and assist visitors.
3. Lift offerings.
4. Set up chairs for large services and assist with the parking of cars.
5. Make sure that at least one usher is present at all services.
6. Assist the S.S. treasurer with counting the offering (as needed).
7. Be available (or designate another) to walk the cordless microphone to members during prayer and share time.
  - Related Responsibilities: None
  - Term: 2 year renewable

#### Section 16. Usher

1. 3 ushers
2. Seat and assist visitors.
3. Lift offerings.
4. Set up chairs for large services and assist with the parking of cars.
5. Assist Head usher as needed with any related duties.
  - Related Responsibilities: None
  - Term: 1 year renewable

#### Section 17. Worship Leader

1. Coordinate and moderate the worship period during the Sunday morning church service.
2. Discern leadership potential and gifts of others that can be used in worship. Select individuals to serve on the 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 local, regional, and all regions 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. Community Bible School Representative(s)

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. Prepare records for annual audit.
5. Prepare the annual financial statement prior to the Spring members meeting.
6. Order offering envelopes.
7. Coordinate with Sunday School Treasurer on keeping records of the offerings for those using envelopes and the distribution of year-end receipts.
  - 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.
  - 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. 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. 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 8. Stewardship Secretary

1. Encourage and promote good stewardship practices in congregational and personal life.
2. Inform and oversee additional offerings.
  - Appointed by: Ministry team
  - Related Responsibilities: Board of elders, Finance committee
  - Term: 2 years

### Section 9. 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. (? Checking with Ed Martin if this is still needed.?) 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.
  - Appointed by: Board of elders
  - Related Responsibilities: None
  - Term: 3 years

### Section 10. 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. Coordinate unlocking/locking before and after each rental.
4. Set or coordinate heating and cooling prior to each rental.
  - Appointed by: Trustees
  - Related Responsibilities: None
  - Term: Open

### Section 11. 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), associate pastor(s), deacon, youth leader, stewardship secretary, worship leader, Sunday school superintendent, missions advocate, and head trustee.
2. The board shall meet regularly and 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 minutes of all meetings shall be permanently kept in the church library for public viewing.
5. Women are not eligible to serve on the board of elders.

#### 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. (see also responsibilities of Kitchen Committee Member)

#### 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 any Sunday evening church services.
3. Arrange for a song leader and or nursery care if needed.
4. Organize or delegate organization of activities and fellowship meal for Spruce Lake Church Camping weekend.
5. Organize or delegate organization of 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.
2. The worship leader will serve as chairman.
3. 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 volunteer members or members appointed by the Mission Advocate.
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.