

## **Committee Descriptions and Responsibilities**

Each committee shall be composed of at least four members of the congregation appointed by the Congregational Council. Members shall serve for two-year terms and are eligible for successive terms.

All committees are to submit an annual report to the Congregation Council and the congregation and shall perform other duties as assigned.

### **1. Christian Education**

- a. To create, conduct and coordinate educational programs for adults, youth and children of the congregation.
- b. To evaluate and introduce new forms of information and technology for use in teaching, spreading and understanding the Word of God.
- c. To coordinate and communicate with other committees to provide opportunities for lifelong learning and growth in faith.

### **2. Facilities and Maintenance**

- a. To oversee the safekeeping, protection, maintenance and repair of church facilities, furnishing and attached equipment such as heating, cooling, lighting and storage.
- b. To make sure that all furnishings and equipment are properly working.
- c. To make recommendations on replacement of worn items or equipment.
- d. To make recommendations to the Finance Committee as to necessary funds to provide for the annual maintenance of all facilities, furnishings and grounds.
- e. To take actions in emergency situations regarding church facilities, furnishings and grounds.
- f. To serve as a resource team in facility safety, security and crime prevention issues.
- g. To make recommendations concerning maintenance and usage of church parking facilities and signage.
- h. To assist and support the church custodial personnel in matters related to the building and grounds.

### **3. Finance**

- a. To be responsible for the financial planning and preparation of the annual budget for recommendation to the Council.
- b. To make recommendation to the Council regarding expenditure and investment of funds of the church.
- c. To assist the Pastor in addressing cash flow needs of the church.
- d. To assist the Pastor with personnel matters when called upon to do so.

### **4. Stewardship**

- a. Together with the Pastor, plan educational opportunities throughout the year to emphasize the importance of stewardship.
- b. Order giving envelopes for use by the congregation.
- c. Develop a Time and Talent Inventory form and provide opportunities for congregational members to complete these forms annually.
- d. Work with other committees to provide information gathered on the Time and Talent Inventory.
- e. Together with the Pastor, plan a Commitment Sunday to gather giving information for use in preparation of annual budget.

### **5. Worship**

- a. To work with the Pastor and music staff in planning worship.
- b. To develop and support effective musical leadership in the church.
- c. To promote and foster regular individual and family spiritual formation.
- d. Other responsibilities may include:
  - i. Planning ministry and training of lay people as worship leaders including assisting ministers, ushers, acolytes, communion assistants, liturgists, lectors as well as choir and soloists.
  - ii. Caring for furnishings, paraments, and sacramental elements for congregational worship.
  - iii. Enabling the congregation to experience the worship style and contributions of various cultural, racial and ethnic groups.
- e. To effectively communicate with Council and congregation regarding any recommended worship changes.
- f. To explore diverse forms of worship.