

**First Parish  
Congregational Church**

**Committees of the Church and  
the Parish**

**Purposes & Responsibilities**

Updated by the Welcoming Committee in  
collaboration with Committee Chairs

Spring, 2011

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## First Parish Church

### Responsibilities of Committee Chairs

1. Always keep the “big picture” in mind. We are working for the Glory of God—to further Christ’s Mission. Please remember to keep in prayer all of the activities of your committee. One way to do this is to start with prayer and read First Parish’s Mission Statement at the beginning of every meeting. (The prayer could be as simple as, “God, please help us to remember that...

*The mission of our Church is to create a fellowship that reflects the presence of Christ. Through worship and spiritual growth we seek to equip ourselves to share God’s love in word and deed within our community and throughout the world.*

2. Record keeping. The Chair should maintain a file of work with detailed notes. This file is passed on to the next person who holds this position. Original documents (contracts, manuals, etc.) should be kept in the church office filing cabinet.

3. Committees must work together. It’s important to keep in mind times when other committees and groups need to be brought into committee deliberations.

4. The pastors are ex-officio members of all church committees and groups. They won’t be able to attend all meetings, but please keep them updated and “in the loop” in terms of what your committee is doing.

5. All events & meetings should be publicized. The chair should submit announcements and articles for the Sunday bulletin and newsletters in writing, preferably via email to [office@firstparishyork.org](mailto:office@firstparishyork.org).

6. Budget requests for the following year are due by December 1<sup>st</sup>. Please submit your request to the Parish/Church Treasurer. The Treasurer can give you updates on what your committee has spent throughout the year.

7. Please submit your typed annual report to the church office by January 15, preferably via email to [office@firstparishyork.org](mailto:office@firstparishyork.org).
8. Please keep your “Purpose and Responsibility” page updated, and email revisions to the church office.
9. Invite newly elected committee members to your first meeting of the new year, ideally in February.
10. Elect a new chair at your February/first meeting, and notify the church office who the chair will be.
11. After meetings in any of the buildings of the campus, remember to turn down the heat, turn off the lights, and lock the building.

### **A Guide to Good Meetings**

1. Check-Ins bring the group together. You might ask people to share; something they’re excited about or concerned about, one thing they’re planning on doing in the near future, a favorite memory of church as a child, something that made them laugh or cry this week, their favorite thing about this time of year, where they have seen God working in their life this past week.
2. Prayer (including the Mission Statement) invites God’s guidance.
3. Please email or hand out an agenda. This keeps the group focused on what they need to cover. Ask if there are any additions to the agenda.
4. Tackle big issues early in the meeting while people are fresh.
5. Three Rules for Good Groups

There are three basic rules for good, effective group meetings. These rules apply to committees, fellowships, Bible studies, and other various gatherings.

**No Hogging:** Some people talk more than others. Therefore, group leaders must sometimes thank a person for their thoughts and suggest hearing from others on the subject being discussed.

**No Boggging:** Sometimes we talk an issue to death. This wastes time and may frustrate group members. Listen for when no new information is being shared, and then say “I think we’re ready to move on or make a decision.”

**No Frogging:** Frogging is jumping from one subject to another and then to yet another! Finish one subject before leaping to the next!

6. Brainstorming is very effective in decision-making. List all possible solutions. Write solutions on newsprint or on an easel, before debating them. Review the list and look for the best solutions

7. Try to keep meetings from running too long. We suggest an hour and a half, tops.

8. Before ending the meeting, remind attendees of their assignments as well as the date of your next meeting.

**Committee: Altar Flowers**

**Purpose:** To oversee the obtaining and placement of memorial altar flowers, plants, and greens in the sanctuary throughout the year and to distribute flowers and plants to members who are unable to attend church services.

**Responsibilities:**

1. Oversees the weekly placement of altar flowers.
2. Decorates the church for holiday worship at Easter and Christmas. The committee coordinates parishioners purchasing lily and poinsettia plants, which are used to decorate the church and later picked up by the purchaser or donated for delivery to people who are house bound. This requires a great deal of record-keeping and financial bookkeeping in a short time frame and is a task for well organized individuals.
3. Coordinates information with the office for proper recognition in church bulletins, and other record-keeping requirements.
4. Obtains information about shut-ins and hospital and nursing home patients and distribute plants and flowers to them.
5. Prepares annual report on activities, expenditures and budget recommendations for review at the annual meeting.

**Membership:**

There is no fixed membership, either in numbers or in term of office. Members volunteer or are recruited by other members of the committee.

The committee meets as needed. Once a year they meet to plan and prepare the Altar Flower annual report to the church membership.

**Committee: Assessors**

**Purpose:** To establish the operating policies and procedures for the Church and Parish concerning property, personnel, finance, budget, insurance and legal matters. To oversee the Parish-related operations of the church's ministry.

**Responsibilities:**

1. In conjunction with other committees, develops Church and Parish policies and procedures pertaining to personnel and salaries, 'make or buy' decisions, purchasing of goods and services, budgeting, investing funds and other fund raising, including short and long-term considerations. Develops Parish policies and procedures for income and expenditures of Parish funds.
2. Reviews and develops action plans for resolving Parish issues that involve the potential to exceed established budgets.
3. Obtains legal and insurance services appropriate to minimizing risks to the organizations; negotiates terms of settlements. Acts for both Church and Parish in the purchase, sale, and leasing of real estate, subject to the approval of the membership.
4. Acts as a focus for resolving ad hoc problems or issues that may be outside the normal day-to-day operations of the Parish.
5. Oversees the timely preparation of the annual reports of all Parish committees for review by the congregation at the annual meeting.
6. Establishes employee salaries and benefits in conjunction with U.C.C. Conference recommendations, local market comparisons, and job performance.

**Membership:**

There are five members of this committee. For two years, two individuals are nominated by the Parish Nominating Committee and elected by the Parish membership at the annual meeting for a term of three years. In the third year, one member is nominated and elected. Members are not again eligible for nomination for one year. In the event of a resignation, the Assessors select a replacement until the next annual meeting of the Parish.

The Assessors meet once a month, at predetermined times. A quorum of three is required; meetings have a prepared agenda, and minutes are taken. Often, members of other committees attend either at their request or by invitation.

**Committee: Auditing-Church**

**Purpose:** To certify that accounts representing Church funds are accurate.

**Responsibilities:**

1. To know and understand the accounting systems used for Church accounts.
2. To review accounts as submitted by the various treasurers on an annual basis. These accounts include: Church Treasurer, Deacon Fund, Women's Fellowship, Senior High Youth Mission Trip, York Family Trust
3. To identify discrepancies and possible errors and ensure they are corrected.
4. To submit an annual audit report for presentation at the annual meeting.
5. To utilize the Church Audit Guide and make sure the treasurers of the various funds have a copy of the "Guidelines for Treasurers" material.

**Membership:**

The three members of this committee are known as Auditors of Accounts. They are nominated by the Church Nominating Committee for a term of three years, one each year, and are not eligible for reelection until after one year unless the Nominating Committee is unable to present a new candidate.

The actual work of Auditors of Accounts is done as individuals, at times of their own choosing, but usually in the church offices.

A single meeting of the full committee is held once a year, usually just prior to the February annual meeting.

**Committee: Auditing-Parish**

**Purpose:** To certify that accounts representing Parish funds are accurate.

**Responsibilities:**

1. To know and understand the accounting systems used for Parish accounts.
2. To review accounts as submitted by the Parish Treasurer and the Treasurer of the First Parish Cemetery on an annual basis.
3. To identify discrepancies and possible errors and ensure they are corrected.
4. To submit an annual audit report for presentation at the annual meeting.
5. To utilize the Church Audit Guide and make sure the treasurers of the various accounts have a copy of the “Guidelines for Treasurers” material

**Membership:**

The three members of this committee are known as Auditors of Accounts. They are nominated by the Parish Nominating Committee for a term of three years, one each year, and are not again eligible for reelection until after one year, unless the Nominating Committee is unable to present a new candidate for the office.

The actual work of Auditors of Accounts is done as individuals, at times of their own choosing, but usually in the church offices.

A single meeting of the full committee is held once a year, usually just prior to the February annual meeting.

**Committee: Cemetery Trustees**

**Purpose:** To manage operations of the First Parish Cemetery

**Responsibilities:**

1. In accordance with the Mission and Vision for Ministry of First Parish Church, and working in partnership with the Assessors, the Trustees for the non-profit First Parish Cemetery establish policies and procedures for the short and long-term operation of the Cemetery.
2. Hires Cemetery employees, including the Cemetery Manager; establishes and updates appropriate pay, benefits and working conditions on a regular basis.
3. Provides advice and counsel to the Cemetery Manager in the course of ongoing operations throughout the year to assure the cemetery meets all legal requirements of the state of Maine. Develops long term plans to assure the cemetery meets the future needs of the Parish and the town. Develops a yearly budget and authorizes expenditures beyond those normally delegated to the Cemetery Manager.
4. Authorizes the Parish and the Investment Committee to invest the capital funds of the cemetery. The cemetery organization is expected to operate within the income from these investments, from plot leases, and various fees for services provided.
5. Presents a written report to the annual meeting summarizing activities, income, and expenditures; along with recommendations regarding future capital expenditures.

**Membership:**

The five members of this committee are the Trustees of the First Parish Cemetery. Two years, two individuals are nominated by the Parish Nominating Committee and elected by the Parish membership at the annual meeting for a term of three years. In the third year, one member is nominated and elected. Members are not again eligible for nomination for one year. In the event of a resignation, the Assessors select a replacement until the next annual meeting of the Parish.

The full committee usually meets monthly throughout the year. Monthly treasurer's and secretary's reports are presented at each meeting.

**Committee: Christian Education**

**Purpose:** To educate young people toward a personal commitment to the Christian faith through classroom teaching, bible studies, and opportunities for fellowship and service for them and their families.

**Responsibilities:**

1. Works closely with Director of Christian Education and the pastors to ensure an ongoing, joyful and faith filled Church School program for the children and youth. Includes: recruiting teachers, approving curriculum and yearly schedule and classroom setup.
2. Oversees the nursery and nursery workers so parents may participate in worship.
3. Plans and oversees special events throughout the year such as: Vacation Bible School, Advent Workshop and Lenten Supper, etc.
4. Oversees K-Club, Jr. & Sr. High Youth Groups, as well as the Senior High Mission Trip.
5. Prepares annual report and budget requests for review at the annual meeting.
6. When necessary, hires paid staff, including the Director of Christian Education and Nursery workers.

**Membership:**

There are nine members of the Christian Education Committee, three are nominated each year by the Church Nominating Committee for a term of three years.

Meetings are held monthly; one of the pastors and the Director of Christian Education attend; meetings are open to others.

**Committee: Church House**

**Purpose:** To see to immediate repairs and maintenance of the church building and grounds, and to develop and execute longer-term plans for regular maintenance and improvements suited to the changing needs of the church membership.

**Responsibilities:**

1. Keeps church building clean and neat. Works with user groups, the pastors, and the Assessors to develop and maintain an ongoing list of minor and major repair and maintenance projects and improvements. Develops execution plans, budgets and timetables.
2. Works with the Personnel Committee and the Senior Pastor to define job(s) of, interview, hire, and supervise church building custodial employee(s); recommends to the Assessors appropriate pay, benefits and working conditions on a regular basis. Develops and maintains a list of acceptable contractors capable of handling repairs; shares this information with other house committees.
3. Makes 'make or buy' decisions regarding performing work with outside contractors or with volunteer labor; gets bids and contracts with vendors; organizes volunteers; plans, schedules, and supervises work in progress.
4. Sets fees, in consultation with the Assessors, for use of the church building.
5. Recommends annual budget to the Assessors, and prepares reports of expenditures for review and approval by the Assessors and at the Parish annual meeting

**Membership:**

There are seven members of this committee, nominated by the Parish Nominating Committee for a term of three years; members cannot again be nominated until after one year unless no one can be found to take the position.

The Committee meets at irregular intervals during the year; no quorum is required.

**Committee: Collections**

**Purpose:** To count, deposit and report all church service collections.

**Responsibilities:**

The Collection Committee consists of five members responsible for counting the weekly offering, making a weekly deposit, and submitting reports to the Parish Treasurer and the Financial Secretary.

Confidentiality is strictly upheld by the members of this committee. The handling of cash is done with two members present.

**Membership:**

Members are nominated each year by the Assessors for approval at the Annual Meeting.

**Committee: Diaconate**

**Purpose:** To assist in the administration of the Lord's Supper; to distribute the alms of the church to the poor, and to aid the pastor(s) generally in the spiritual guidance of the membership, visit the sick and needy, and show Christian fellowship to strangers attending our services. The Diaconate shall be empowered to act for the Church overseeing the committees of the Church in receiving new members, in dismissal of members or granting of letters of transfer to another church, overseeing the committees of the Church and in all ways contributing to the good of the Church.

**Responsibilities:**

1. Offers advice and counsel to the pastors and to other committees concerned with spiritual matters, including Christian Education, Missions, Memorials, Pastoral Relations, Care-giving, and others deemed appropriate by the church and the pastors.
2. Conducts lay portion of Sunday and special church services. Individual committee members are assigned duties specific to each service, including bell ringing, ushering, collecting, assisting with communion, baptisms, and other services as needed by the pastors.
3. Provides a lay ministry to the people of the church.
4. Oversees the church's policies regarding such matters as baptisms, holy communion, and receiving new members.
5. Reviews and acts upon requests for expenditures from the Deacon's Fund. Oversees the Deacon's Fund investment income; oversees Church budgets, makes reports at the Church annual meeting.

**Membership:** There are twenty members of this committee. Individuals are nominated by the Church Nominating Committee and elected by the church membership at the annual Church meeting for a term of three years. It is intended that half the members be women and half men; both are referred to as "Deacons."

The Diaconate meets once a month, at predetermined times, at the church. While there is no requirement that a quorum be present, meetings have a prepared agenda, and minutes are taken. Non-members attend by invitation. One of the members acts as secretary, another as treasurer of the Deacon's Fund. An annual summary report is made for publication to the church membership for review at the annual meeting of the Church.

**Committee: Fellowship Hall**

**Purpose:** To see to immediate repairs and maintenance of the Fellowship Hall and grounds, and to develop and execute long-term plans for regular maintenance and improvements suited to the changing needs of the church membership.

**Responsibilities:**

1. Develops and recommends to the Assessors appropriate policies and conditions for groups to use the Fellowship Hall facilities, including usage fees and procedures for repair of damages.
2. Keeps Fellowship Hall building clean and neat. Works with user groups (especially Christian Education) to develop and maintain an ongoing list of minor and major repair and maintenance projects and improvements for the Fellowship Hall. Develops execution plans and timetables.
3. Works with the Personnel Committee and the Senior Pastor to define job(s) of, hire, and supervise Fellowship Hall custodial/maintenance employee(s); recommends to the Assessors appropriate pay, benefits and working conditions on a regular basis.
4. Makes “make or buy” decisions regarding performing work with outside contractors or with volunteer labor; gets bids and lets contracts; organizes volunteers; plans, schedules, and supervises work in progress, sees that invoices are paid, keeps perpetual log of work performed.
5. Develops and maintains a list of acceptable contractors capable of handling plumbing, electrical, heating, alarms, chimneys and other emergency repairs; keeps lists of “eligible” outside contractors for all potential subcontracts; shares this information with the other house committees.
6. Recommends annual budget to the Assessors and prepares annual reports of expenditures for review and approval by the Assessors and at the Parish annual meeting.

**Membership:**

There are seven members of this committee, nominated by the Parish Nominating Committee for a term of three years and not re-electable until after one year. The committee usually meets monthly during the year; no quorum is required, minutes are usually taken.

**Committee: Investment**

**Purpose:** To oversee the investment of accumulated Church, Cemetery, and Diaconate funds exceeding annual operating requirements in order to provide an endowment to meet future needs.

**Responsibilities:**

1. Defines investment objectives, such as- risk, return, and asset diversification. Sets permitted limits of investment instruments and maintains an investment policy document.
2. Selects outside financial counsel to invest funds and manage the portfolios, according to policies and limits established by the committee.
3. Prepares annual report for review by the Assessors and presentation at annual meeting of membership.

**Membership:**

There can be up to five committee members, nominated by the Assessors for approval at the annual meeting.

The committee meets with the investment manager at least twice during the year, and holds interim meetings as deemed necessary by the chairperson.

**Committee: Memorial Gifts**

**Purpose:** To oversee memorial gifts given to the Church or Parish. This includes suggestions for gifts, record-keeping, and appropriate recognition.

**Responsibilities:**

1. Sends thank-you notes to the giver and notifies the family of the gifts which have been made.
2. Keeps the memorial book up to date.
3. If people are interested in giving a memorial for a family member, the committee discusses this with the Senior Pastor and the appropriate committees.
4. If the family designates what the memorial gift should be used for, and there is money enough for it, the committee sees that it is purchased.

**Membership:**

There are five members, nominated by the Church Nominating Committee for three-year terms. Meetings are held as needed.

**Committee: Mission**

**Purpose:** To review the needs for and usage of the Benevolence Funds of First Parish Church. Requests and proposals for assistance to charities, missions, religious educational institutions and youth groups are received and studied and recommendations made to the Diaconate.

**Responsibilities:**

1. Proposes annual Mission budget, including "Our Church's Wider Mission," pledge to UCC, and the benevolent budget for endowment income.
2. Seeks out and identifies mission projects.
3. Promotes awareness of mission activities throughout the congregation.
4. Oversees utilization of the tithe of the non-pledged offering income. This money is used for mission projects chosen by the committee.

**Membership:**

There are six members of the Mission Committee; two each year nominated by the Church Nominating Committee, and elected for three-year terms at the Church annual meeting.

Meetings are held monthly.

**Committee: Music**

**Purpose:** To establish policies and procedures for the role of music in the activities of the church and oversee the efforts of the Director of Music Ministries, Music Associate and Children & Youth Choir Director.

**Responsibilities:**

1. Hires, along with the Assessors, and oversees, along with the Senior Pastor, work of the Organist/Choir Director. Working with the Personnel Committee, establishes terms of employment, including pay recommendations, benefits, hours of work, and the like.
2. Establishes conditions governing "outside" performers or musicians.
3. Establishes guidelines for the purchase, use, maintenance, and replacement of choir robes, folders, sheet music, and other materials needed.
4. Serves as communications link between the music staff and members of the church.
5. Prepares annual budget and report for review at the annual meeting.

**Membership:**

There are six members of the Music Committee; usually some members from the choir, and some 'at large'; nominated by the Parish Nominating Committee for three year terms. The chair is elected by the other members for a one year term. Interim replacements are usually found by asking for volunteers in conjunction with the Assessors, who approve interim appointments.

**Committee: Nominating-Church**

**Purpose:** Keeping in mind the Mission and Vision of the Church, to identify qualified interested candidates from within the active membership and nominate them for election at the annual meeting to occupy vacant positions on each of the various committees for which it is responsible.

**Responsibilities:**

1. Knows and understands the work of each of the various committees of the Church organization.
2. Develops lists of potential candidates through direct solicitations using the church bulletins, contacts with committee chairs, personal knowledge of members of the Church and Parish, and direct referrals from members and pastors.
3. Obtains advance agreement of candidates for nomination; once nominated, individuals are expected to serve out terms of office, barring major changes in personal circumstances.
4. Major amount of committee effort is in anticipation of the annual meeting held in February, with nominees identified and agreed-to in time for names to be included in annual report submitted for review at that meeting.
5. Works in close conjunction with and holds final meetings with the Parish Nominating Committee, so that potential duplications are avoided.
6. Within the reasonable limits of the membership itself, attempts to achieve balance on committees among age, membership seniority, sex, applicable experience, likely prospect of being able to attend meetings, and the like.

**Membership:**

There are three members of the Nominating Committee. One is nominated and elected each year for a term of three years.

The committee meets irregularly; the bulk of the meeting time occurs in October, November and early December in anticipation of the annual meeting.

**Committee: Nominating-Parish**

**Purpose:** Keeping in mind the Mission and Vision of the Church, to identify qualified interested candidates from within the active membership and nominate them for election at the annual meeting to occupy vacant positions on each of the various committees for which it is responsible.

**Responsibilities:**

1. Knows and understands the work of each of the various committees of the Parish organization.
2. Develops lists of potential candidates through direct solicitations using the Church bulletins, contacts with committee chairs, personal knowledge of members of the Church and Parish, and direct referrals from members and pastors.
3. Obtains advance agreement of candidates for nomination; once nominated, individuals are expected to serve out terms of office, barring major changes in personal circumstances.
4. Major amount of committee effort is in anticipation of the annual meeting held in February, with nominees identified and agreed-to in time for names to be included in annual report submitted for review at that meeting.
5. Works in close conjunction with and holds final meetings with the Church Nominating Committee, so that potential duplications are avoided.
6. Within the reasonable limits of the membership itself, attempts to achieve balance on committees among age, membership seniority, sex, applicable experience, likely prospect of being able to attend meetings, and the like.

**Membership:**

There are three members of the Nominating Committee. One is nominated and elected each year for a term of three years.

The committee meets irregularly; the bulk of the meeting time occurs in October, November and early December in anticipation of the annual meeting.

**Committee: Parish House**

**Purpose:** To see to immediate repairs and maintenance of the Parish House and to develop and execute longer-term plans for regular maintenance and improvements suited to the changing needs of the church membership.

**Responsibilities:**

1. Keeps Parish House building clean and neat. Develops and maintains an ongoing list of minor and major repair and maintenance projects and improvements for the Parish House. Develops execution plans and timetables.
2. Makes 'make or buy' decisions regarding performing work with outside contractors or with volunteer labor; gets bids and lets contracts; organizes volunteers; plans, schedules, and supervises work in progress, sees that invoices are paid, keeps perpetual log of work performed.
3. Develops and maintains a list of acceptable contractors capable of handling plumbing, electrical, heating, alarms, chimneys and other emergency repairs; keeps lists of "eligible" outside contractors for all potential subcontracts; shares this information with other house committees.
4. Recommends annual budget to the Assessors, and prepares annual reports of expenditures for review and approval by the Assessors and at the Parish annual meeting.

**Membership**

There are five members of this committee. They are nominated by the Parish Nominating Committee for three year terms.

The committee meets throughout the year as needs arise.

**Committee: Parsonage**

**Purpose:** To minimize the time the resident pastor needs to spend on housing-related concerns through prompt attention to minor and emergency repairs; and to develop and execute long-term plans for regular maintenance and improvements that keep the parsonage and grounds in good condition.

**Responsibilities:**

1. At predetermined intervals, meets with the resident pastor to develop and maintain an ongoing list of minor and major repair and maintenance projects for the parsonage; develops execution plans and timetables. Develops policies and procedures as to which repairs and maintenance are to be paid for by the committee and which by the pastor.
2. Makes 'make or buy' decisions regarding performing work with outside contractors or with volunteer labor; gets bids and lets contracts; organizes volunteers; plans, schedules, and supervises work in progress.
3. Develops and maintains a list of acceptable contractors capable of handling plumbing, electrical, heating, alarms, chimneys and other emergency repairs; keeps lists of "eligible" outside contractors for all potential subcontracts; shares this information with other house committees.
4. Sees that work is properly completed and contractor invoices are properly paid. Keeps perpetual log of all work performed.
5. Recommends annual budget to the Assessors, and prepares annual reports of expenditures for review and approval at the Parish annual meeting

**Membership:**

There are five members of this committee, nominated by the Parish Nominating Committee for a term of three years.

The committee meets at irregular intervals during the year; no quorum is required.

**Committee: Pastoral Relations**

**Purpose:** To play an active role in keeping lines of communication open between members of the congregation and the pastors, and to assist both the pastors and the members in resolving issues where actions or behavior differ from expectations. This committee is to provide support, feedback, and guidance to the pastors.

**Responsibilities:**

1. To know and understand the pastors' position and actions on the major issues facing the church and congregation, and advise the pastors on matters of potential conflict with individual members or groups within the congregation; acts as a sounding board for members' probable attitudes towards new ideas and changes.
2. Meet as needed with pastors to identify particular problems or issues perceived by the pastors relating to individual church members or groups.
3. Provide a confidential resource to both church members and to the pastors in communicating differences and helping in their resolution.
4. Strict confidentiality is maintained.

**Membership:**

The committee consists of five members, nominated by the Parish Nominating Committee. The term of office is three years. Terms may be for less than three years, as recommended by the Nominating Committee, in order that at least one new member is elected each year. A member may serve for two consecutive terms.

This committee meets as needed, upon request of the pastors or by an individual member of the congregation.

**Committee: Personnel**

Purpose: Responsible for the personnel management for First Parish Church: to give leadership for the congregation on human resource matters; to work with the Leadership Teams in pastor and staff searches; to oversee pastoral and staff contracts, job descriptions, supervision, sabbatical requests, performance evaluations, and terminations.

**Responsibilities:**

1. Recommend duties and responsibilities of the senior pastor and other pastor(s).
2. Evaluate positions and recommend additions/deletions of positions putting these recommendations before the church for their approval.
3. Review, update and develop job descriptions for all positions needed and approved by the church.
4. Work with the Assessors to determine possible compensation for positions approved by the church.
5. Receive resumes from people seeking positions with the church, with the exception of the office of pastor or any other ministerial staff positions that the church has charged specific committees with the responsibility for filling the position.
6. Work closely with the Pastor Search Committee and the Assessors to develop a package for prospective pastoral candidates and other staff positions.
7. Act as a support group to all staff.
8. Recommend personnel policies and procedures.
9. Report to the Assessors and present a written report at the Church/Parish Annual Meeting.

**Membership:**

There are five members of the Personnel Committee with each having a three-year term, nominated by the Parish Nominating Committee. Terms may be for less than three years, as recommended by the Nominating Committee, so that at least one new member is elected each year. A member may serve for two consecutive terms.

**Committee: Stewardship**

**Purpose:** To motivate all members of the church to make and keep pledges for financial support in the amounts needed to support the needs of the Church and Parish.

**Responsibilities:**

1. Creates and communicates understanding of the details of the work and financial requirements of the various Church and Parish organizations to all members of the church. While there is an ongoing component to these efforts, much of the committee's activities focus on preparing for presentations and direct solicitations each year during the annual pledge drive.
2. Organizes efforts to directly ask members of the church for pledges and contributions.
3. Oversees the work of the Financial Secretary maintaining individual giving records and reporting back to individual contributors their contribution totals, usually three times each year (a midyear report in July, a November/December update, and a year-end report in January).
4. Works closely with the Assessors and keeps them updated on results of the pledge drive.
5. Prepares an annual report to the Assessors and the membership for approval at the annual meeting.

**Membership:**

There are five members of the Stewardship Committee, nominated for three year terms by the Parish Nominating committee, one each year, or as required because of resignations.

Meetings are held as needed, becoming more frequent as required for planning for the ensuing year.

In 2006, John Koenig and Rev. Rich Knight assembled a pamphlet to define the purposes and responsibilities of each of the elected committees of the Church and the Parish. This valuable document enabled committee members and potential members to understand the tasks, skills, and time involved in serving on each committee.

Now, five years later, the church has added two elected committees, Personnel and Pastoral Relations. In March 2011, after the Annual Meetings of the Church and Parish and the election of new committee members, the Welcoming Committee reached out to each committee for updated information to incorporate into this updated booklet. Our hope is that this information will be useful to active members currently serving on committees, members seeking information about future volunteer opportunities, and others wanting to learn more about our church.

Elected committees, as defined in the by-laws of the Church and Parish, are included in this booklet.\*

We encourage each committee to provide the office with any revisions made in their committee's purposes and responsibilities, to insure the booklet's accuracy.

\*The church is fortunate to have ad hoc committees, some continuous and some serving a one-time purpose, that are not included in this booklet. Examples are the Caregiving Ministry, Women's Fellowship, the Ad Hoc Council, the Pastoral Search Committee, and the Welcoming Committee.

Mission Statement of  
First Parish Congregational Church

The mission of our church is to create a fellowship that celebrates and reflects the presence of Christ. Through worship and spiritual growth we will equip ourselves and go forth to share God's love in word and deed within our community and throughout the world.