

North Goshen Mennonite Church “Handbook”

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Section I

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Section I Leadership Appointees

Congregation Chair:

Doug Steury

Coordinating Council:

Chair: Doug Steury

Secretary: Greg Sommers

Member At Large: Joel Daly

PCRC:

Chair: Randy Lehman

Secretary: Kerry Cripe

Member: LuAnn Steury

(Alternate)_____

***Lead Pastor (full time):** Mark Schloneger

***Pastor to Young Families (10%):**

***Pastor of Visitation (10%):** Jerry Wittrig

***Pastor of Outreach & Community Service (10%):** Izaete Nafziger

Elders:

Chair: Ruth Ann Wittrig

Secretary: Bob Steury

Member: Robert Morillo

(Alternate)_____

Nurture Commission:

Chair: Tim Nafziger

Secretary: Lois Chupp

Member: Erin Behan-Morillo

Christian Education: Joan Ulrich

(Alternate)_____

Gifts Discernment:

Chair: Becky Helmuth

Secretary: Jim Burkholder

Member: Barb Steury

(Alternate)_____

Worship Commission:

Chair: Lori Martin

Secretary: Jonathan Nussbaum

Member: Jeff Yoder

(Alternate)_____

Music Team: Jeff Yoder

Todd Helmuth/Beth Yoder

Fellowship Commission:

Chair: Deena Elizalde

Secretary: Cheryl Beachey

Member: Gail Yoder

(Alternate)_____

Evangelism Commission:

Chair: Michael Yeakey

Secretary: Sue Leatherman Sommers

Member: Ron Crow

(Alternate)_____

Stewardship Commission:

Chair: Lloyd Borntrager

Secretary: Kendel Martin

Member: Freeman Hershberger

(Alternate)_____

*Church Administrative Assistant: Cheryl Beachey

*Church Custodian (Full Time): Ken Thomas

Treasurer: Merv Helmuth

Assistant Treasurer: Harlan Stoltzfus

Commission Appointees

Coordinating Council:

Gifts Discernment (1 person each year)

PCRC:

No Appointments

Elders:

Everence Financial Advocate
Flowers for Hospital Patients and Newborns
Sharing Fund

Nurture Commission:

Sunday School Superintendents
Sunday School Teacher
Jr. Youth Sponsors
MYF Sponsors
Venture Club Coordinator (4yrs, Kind, Grades 1-2, 3-5)
Bible School Committee
Library Committee
Mentoring Coordinator
Christian Resource Coordinator
Bethany Representative
Children's Worship Coordinator
Safe Sanctuary Coordinator

Gifts Discernment Commission:

Appoint all Commission, Coordinating Council and Elder Personnel

Worship Commission:

Greeter Coordinator
Usher Coordinator
Bulletin Board Items
Visual Symbols
Adult Drama Coordinator
Children's Drama Coordinator
Audio Visual Coordinator

Fellowship Commission:

Hostess Committee
Mennonite Women – (used to be sewing)
Scrapbook & Photo Albums
Community Meals
Wedding & Baby Showers

Evangelism Commission:

Samaritan Fund Coordinator
Block Party Coordinator
Church Women United/CWV
(The Window Rep)
Nursing Home Service Coordinator
Peace & Justice Committee
(Mennonite Disabilities Representative)(*PENDING*)
Mennonite Disaster Services Representative (MDS)
MCC Relief Sale Representative
MCC Relief Sale Pie Booth Coordinators
MCC Meat Canning Representatives
MCC Great Lake & Missions Representatives
Center for Healing Hope Liaison

Stewardship Commission:

Treasurer
Assistant Treasurer
Custodians
Grounds Committee
Mail Box Custodian
Administrative Assistant (Church Secretary)
Greencroft Transportation Coordinator

Responsibility of Commission Chairs

1. Meet at scheduled time monthly.
2. Take minutes at every meeting.
3. E-mail minutes to church secretary (paperless) so he or she can keep electronic files on each committee.
4. Follow and achieve goals set at the beginning of term.
5. Attend ALL Coordinating Council meetings. (If you cannot attend you must have someone from your committee take your place.)
6. Take seriously the work you agreed to do for the Church according to your job description.

Commission & Appointee Job Descriptions

Guidelines for Commission Chairpersons

“Last Spring (2010), GDC was asked by Coordinating Council to provide some guidance for Commission Chairs on how to lead a commission meeting because we realize that some people come into a commission never having led a meeting before. Also, this year several of our commission chairs are completely new to the commission. So, we are attempting to provide you with some general, basic guidelines for leading your commission and leading the meetings your commission will have. If you have questions or comments, please feel free to contact a member of GDC.”

1. Familiarize yourself with the purpose of your Commission
 - There is a general description of the purpose of each commission in the congregational directory that may be helpful.
 - What are the yearly activities of your commission?
 - What are the responsibilities of your commission?
 - It may be helpful to talk with the past chairperson of your commission to get more information on your commission if you haven't been on this commission before.
2. Meetings
 - Most commissions meet once a month (unless your commission determines otherwise)
 - Set the agenda for your meeting. Prepare this ahead of time so that you can hand out a copy to each person at the meeting.
 - Open your meeting with prayer. Some commissions also have a short devotional. Either way, this responsibility can be spread among all members of the commission.
 - If this is the first meeting of the year, determine which person will be the secretary
 - Review minutes of previous meeting.
 - Encourage participation of all members during the meeting. You, as chair, may need to question members directly to get their input.
 - Assign tasks/responsibilities to all members and hold persons accountable for completing those tasks.
 - Secretary is responsible to type up all minutes, distribute them to members by hard copy or email, and send them to the Church Secretary by email.
3. Finally, each commission is assigned an Elder to be a resource person for you and your commission.

Coordinating Council

Job Description - **Coordinating Council**

Structure:

1. Three persons are chosen as the Executive Committee by the Gifts Discernment Commission and affirmed by the congregation: one to serve as chair (also chair all congregational meetings), one as secretary (also serves as secretary for all congregational meetings), and one as third member.
 1. One to be chosen each year.
 2. Each serves a three-year term

Responsibilities

1. To coordinate the mission, vision, work and program of the congregation.
2. To facilitate accountability among commissions and committees within the congregational structure.
3. To encourage responsibility in carrying out goals, tasks, and job descriptions of each commission.
4. To make administrative decisions on issues which are not within the responsibilities of any commission.
5. The CC chair prepares agenda for distribution to all members of the Coordinating Council and is responsible to keep minutes and to file them for all meetings.
6. To serve as the Board of Directors in matters dealing with the Articles of Incorporation.
7. To review persons submitted by the Gifts Discernment Commission for leadership positions.
8. The Executive Committee is free to make emergency decisions between Coordinating Council meetings and will report these decisions at the following CC meeting.
9. Oversees the Church Handbook to make sure all policies, procedures, and job descriptions are reviewed and updated, if necessary, by the start of the fiscal year (Sept. 1).
10. Table any issues with commission chair(s) and pastor(s) that affect the church as a body...decisions can be made by the CC if necessary.

Any member of the congregation may attend regular meetings of the Coordinating Council as a guest.

Pastor – Congregational Relationship Commission (PCRC)

Job Description -

Pastor – Congregational Relationship Commission (PCRC)

Structure:

1. Three members are chosen by the Gifts Discernment Commission and affirmed by the congregation: one to serve as chair, one as secretary, and one as third member.
 1. One to be chosen each year.
 2. Each chosen for 3-year term.
2. Pastors

Responsibilities

- To monitor, assess, review and empower the relationship between the pastor(s) and the congregation by being a conduit of active listening and mutual feedback of that relationship (and the working relationships among pastoral team members).
- To assist the pastor(s) in formulating a job description/memo of understanding and establishing and reviewing goals to accomplish the job description/memo of understanding.
- To help the pastor(s) in assessing ministry load, responsibilities, priorities, limits, and boundaries.
- To be aware of the personal and professional growth needs of the pastor(s) and to strategize for implementation accordingly.
- To be an advocate for the entire congregational system by:
 - Providing support, care and advocacy for the pastor(s) (and as needed or applicable, for spouse and family).
 - Communicating regularly and sensitively with the pastor(s) of the needs, concerns, and expectations of the congregation and congregational leadership.
- To formulate and negotiate with the pastor(s) (in consultation with the Stewardship Commission) a financial/benefits package in line with the recommendations of the Mennonite Board of Congregational Ministries.
- To initiate and facilitate reviews and evaluations of pastoral ministry and congregational life as deemed necessary and appropriate.
- To facilitate the pastoral search process when pastoral vacancies occur or additional pastoral services are needed.

Elders:

Job Description – **Elders**

Structure

1. Three persons are chosen by the Gifts Discernment Commission and affirmed by the Congregation.
 1. One Chosen each year
 2. Each chosen for a 3-year term
 3. They annually select their own convener

2. Pastors

Spiritual Responsibilities

- Spend time in prayer in God's Word daily
- Pray for North Goshen and Pastoral Team daily
- Continued growth in Christian walk and demonstrate the love of God to others
- Gather for pre-service prayer time on Sundays, half an hour before service
- Take turns leading devotions and prayer time at Elder Meetings

Physical Responsibilities

- Participate in Sunday morning services as requested by the Pastors
- Be visible to Congregation being involved in church life and activities
- Attend every monthly meeting, additional meetings as needed
- Administrate Sharing Fund
- Help with Communion
- Chairperson makes decision with Pastor and Janitor whether to cancel church due to bad weather. (Elder calls TV 16, TV 22, WFRN, and WKAM before 6:45)
- Decide Elder budget
- Do visitation per request of Pastor
- Divide and Oversee Commissions – Attend meeting twice a year (more if needed) keeping in contact with the Chairperson
- Attend annual Elder's Retreat
- Elder training
- Plan yearly Congregational renewal meeting

Elders:

Job Description –

Role of Everence Advocate:

The role of the Advocate is vital to connecting the needs of people at North Goshen Mennonite Church with resources that Everence can provide. The advocate also assists in the stewardship ministry of NGMC by connecting local needs with stewardship resources.

The responsibilities of the advocate are as follows:

1. Using Everence resources: books, videos, study guides, workshops, and other resources to help church attendees integrate their finances with their faith. The advocate reviews the Stewardship Education Catalog with Church leadership (pastors, Sunday school teachers, small group leaders).
2. Staying informed through Everence's resourcing and training activities.
3. Accessing Sharing Fund Grants for NGMC. These matching grants partner Everence with NGMC to help meet financial needs in our church or the community. This involves how to: get an application, gather the necessary information, complete the application, and send it to Everence.
4. Being aware of the life events (birth, marriages, retirements, etc.) people at NGMC are experiencing; suggest they meet with an Everence representative for help during life transitions.
5. Completing quarterly reports; filling out reports is the main way of sharing with Everence the types of activities the advocate is doing. Through the reports Everence:
 - Recognizes the advocates efforts, offering a 2 or 3 star status
 - Determines the level of Sharing Fund grant money that NGMC is eligible to request.
 - Gathers information that must be reported to maintain non-profit status as a fraternal benefit organization.

The qualified advocate must:

1. Have a caring attitude in helping meet the needs of the congregation
2. Have a working relationship with the Church Leadership and the Church Caring Network
3. Be supportive of Everence's Stewardship Ministry
4. Be willing to serve 2-3 years, committing 2-3 hours per month

Elders:

Job Description –

Flowers for hospital patients and newborns

Person Responsible for Flowers for Hospital Patients:

Flowers are to be delivered to any members or regular attendees who are hospitalized, preferably with a visit but could be delivered by florist occasionally. This does not include outpatient patients.

An account can be set up (at this time we an account with Wooden Wagon) so that they may be charged to the church. Patient's name and the flower person's name should be given, as this helpful to the Treasurer. Set up an agreement with the florist to send the same arrangement at a set price each time.

Flowers will be sent to funerals be discretion of Pastors and Elders only.

All newborn babies receive rosebud honorary on that altar the Sunday after birth.

Elders:

Job Description – **Sharing Fund**

1. The Sharing Fund of North Goshen Mennonite Church is established to provide financial aid to participating members and attendees as needs arise and is administered by the Pastor-Elder Team in accordance with the constitution and bi-laws of the congregation.
2. Non-members who are in the process of developing a relationship with the North Goshen Mennonite Church are eligible for one-term financial aid, not to exceed \$1000 when recommended by the Pastor-Elder Team.
3. The Chairperson of the Elders will report to the coordinating Council the number of persons given aid and the total expenditure.

(See Policies and Procedures)

Nurture Commission:

Job Description – **Nurture Commission**

Structure:

1. This commission shall consist of three elected persons, one serving as chairperson. The Christian Resource Coordinator, who is appointed by the commission, shall meet with the commission when pertinent.

Responsibilities:

1. The Chairperson of this commission shall:
 - Chair monthly meetings of the commission and be responsible for bringing the agenda to the meeting.
 - Attend monthly Coordinating Council meetings.
2. This commission shall:
 - Discuss and approve curriculum materials for all age levels.
 - Prepare a budget prior to the Fall Business Meeting and prepare an oral report highlighting agenda during the year.
 - Review all Nurture Commission job descriptions annually and make changes as needed.
 - Find staff for the creeper/toddler room during the worship services and make a yearly schedule that is in the beginning of September.
 - Give a copy of schedule to the Church Secretary to be put in the bulletin. Post copy of the schedule on the nursery door and then put reminders in mailboxes.
 - Plan childcare for other functions when requested.
 - Be aware of meeting and workshops related to nurture and plan for proper publicity of action.
 - Provide guidance and support to the Bible School Committee.
 - Promote children's involvement in congregational worship and activities, including children's Christmas program.
 - Recognize milestones of designated age groups. (See Milestones Guidelines)

Nurture Commission:

Job Description –

Sunday School Superintendents

The Nurture Commission shall appoint a committee of two or more persons, with one preferable have served on the committee previously. The purpose of the committee is to plan ways to help interpret God and His plan to children age two through grade 8, keeping in mind the needs and characteristics of the age groups.

Areas of responsibility are:

1. Plan for Sunday School Hour:

- Assemble class lists and assign classrooms. Review with Nurture Commission.
- Appoint teachers. This should be done by June for the next Sunday School year beginning in September.
- Work with teachers and Nurture Commission to plan ways of relating the total life of the church: sharing in worship services, reporting news to the newsletter.
- Ring bell (buzzer) 5 minutes prior to the end of the Sunday School hour and then again at the end of the Sunday School hour.
- Organize supplies and supply room, and encourage teachers to use supply room and materials.
- Order craft materials for supply room and Sunday School classes as needed.
- Distributing and collecting attendance slips for the adult and children's Sunday School classes.
- Sewing offering is the first Sunday of the month. All offering should be given to treasurer of sewing.
- Recording attendance in church record book each week.
- Keep in touch with teachers by personal conversations, visit to class, meetings or phone calls as needed and encouragement or attendance at workshops.

2. Children's Department

- Plan use of offerings.
- Create an inviting atmosphere for learning.
- Plan group opening with music and recognition of birthdays and any visitors.
- Recognize visitors with small gifts.

3. Encourage and inform teachers by:

- Orienting teachers, discussing expectations, goals and procedures.
- Sharing ideas, solving problems, and discussing activities.

Nurture Commission:

Job Description – **Sunday School Teachers**

The Sunday School Superintendent will appoint the Sunday School Teachers in June for the following year. (September through August)

Areas of responsibility are:

1. Choose curriculum materials in consultation with the Nurture Commission and Christian Education Director, Anabaptist material is preferred.
2. Responsible to prepare a lesson appropriate for age teaching each Sunday.
3. Each Teacher would have a sub to teach the class if gone due to sickness or vacation. You must get the material to the sub with directions on what lesson, also call or email the superintendent so they know who should be teaching.
4. Create an inviting atmosphere for learning.
5. Each Sunday attendance should be taken and posted outside the classroom.
6. Supplies are available in the Supply room located in the east side of the basement at the north end, if you can't find what you need get with the Sunday School Superintendent.
7. Any concerns or questions check with the Sunday School Superintendent or with anyone on the Nurture Commission.
8. Two bells will be rung each Sunday, 1st bell is 5 minutes warning before second bell and classes will not be dismissed until the 2nd bell.
9. Notify Nurture Commission if creating an additional class.

Children's Sunday School Teachers

1. Have your class participate when openings are planned, assist when needed.
2. Provide transportation when needed in going to nursing homes, or field trips. Make sure everyone in the vehicle is buckled up.
3. Provide snack when you think it is appropriate.
4. Check with whoever is planning programs with the children if your assistance is needed.
5. Follow curriculum materials adopted by committee under Nurture Commission.

Nurture Commission:

Job Description –

Jr. Youth Sponsors

The Nurture Commission shall appoint two or more sponsors each year.

Areas of responsibility:

1. Being available to youth in grades 6-8 for guidance in daily living. Get to know them.
2. Planning activities for fun, fellowship, and service, preferable twice a month, in coordination with Venture Club.
3. Plan fundraisers to help offset the cost of snow camp. Sponsors will decide if going to Camp Amigo or Camp Friedenswald.
4. Obtaining funds from the General Fund through Nurture Commission budget.
5. Working with Children's Sunday School Superintendents, Venture Club Coordinator, and Mentor Coordinator to coordinate special or seasonal activities.

Nurture Commission:

Job Description –

MYF Sponsors

The Nurture Commission shall appoint two or more sponsors each year to serve for two years, the first as assistant and the following year in leadership.

Areas of responsibility include:

1. Being available to youth in grades 9 through 12 for guidance in daily living. Get to know them.
2. Planning activities for fun, fellowship, Bible Study, and service, preferable at least once a month.
3. Obtaining funds from the General Fund through the Nurture Commission.
4. Coordinating plans for the youth to attend the biannual Youth Convention by raising funds, encouraging youth attendance, and personally attending convention.

Nurture Commission:

Job Description –

Venture Club Coordinator

The Nurture Commission shall appoint one person for one year.

Areas of responsibility include:

1. Arranging age groups and appointing leaders for children ages 4 through Grade 5.
2. Working with the leaders to choose appropriate lesson material.
3. Working with the leaders to organize and plan the Venture Club meetings and activities, approximately twice a month. (October through March)
4. Providing a congregational survey to organize and assign prayer partners for each child currently attending North Goshen. Current Gift Commitment Survey may also be a helpful source.
5. Working with Jr. Youth Sponsors to coordinate seasonal activities or end-of-year event.
6. Obtaining funds from the General Fund through the Nurture Commission.

Nurture Commission:

Job Description-

Bible School Committee

The Nurture Commission shall appoint a committee of two to four persons each year. Preferable two people would remain on the committee and then become Superintendents the following year.

The committee's responsibilities include:

1. Participate in workshops put on by publishers or other enrichment activities as available.
2. Choose curriculum, with approval of the Nurture Commission.
3. Order materials and supplies.
4. Set dates for Bible School well in advance.
5. Prepare and distribute commitment sheets to the congregation.
6. Appoint teachers and all other staff.
7. Be of assistance to the staff by:
 - a. Planning organized meeting.
 - b. Assigning rooms and preparing supplies.
 - c. Compiling preliminary class lists and schedules.
8. Organize the canvassing of students in the neighborhood, seeking assistance from Evangelism Commission.
9. Publicize the Bible School dates at the church, in the neighborhood, at Chamberlain School, in the local newspapers, and other appropriate locations.
10. Organize opening worship and monetary projects.
11. Plan the final events (programs, open house, refreshments).

Nurture Commission:

Job Description – **Library Committee**

The Nurture Commission shall appoint a librarian to serve a 3-year term. The librarian shall appoint assistants yearly.

Together their responsibilities include:

1. Planning the shared work of the library by meeting together quarterly.
2. Selecting and buying new books, evaluating donated books.
3. Mending books, removing outdated and damaged books.
4. Staffing the library on Sunday mornings.
5. Keeping a file of current sermon recordings.
6. Keeping a file of DVD's for checkout.
7. Attending church library workers' meetings as available.
8. Promoting reading in any way possible, including announcements for the church newsletter.

Nurture Commission:

Job Description – **Mentoring Coordinator**

The Nurture Commission shall appoint Mentoring Coordinators.

Areas of responsibility include:

1. Encouraging incoming 6th graders, in the fall, to choose an adult mentor by asking them and their parents for suggestions of names. The current Gifts Commitment Survey could be of assistance.
2. Contacting the possible mentors until an adult accepts the responsibility of mentoring relationship.
3. Arranging for recognition of new mentors/mentees during a Sunday morning service, under the leadership of the pastoral staff.
4. Coordinating meetings, possibly twice a year, for mentors and mentees to socialize and share ideas.
5. Encouraging mentors to keep active by notes, phone calls, and newsletters for sharing ideas.
6. Compiling a current up to date list of mentors and mentees, publishing it in the annual directory.
7. Attempting contacts as appropriate for youth who decline the mentoring relationship for the present time, encouraging them to be included and paired with a willing mentor when they are ready.

Nurture Commission:

Job Description –

Christian Resource Coordinator

The Nurture Commission shall appoint one person to serve as Christian Resource Coordinator for a 3-year term. The Christian Resource Coordinator, with support and guidance from the Nurture Commission, promotes Christian education with the congregation through coordinating and providing leadership. The congregation and the Nurture Commission establish the policies of Christian education.

Areas of responsibility include:

1. Choose and order curriculum materials in consultation with the Nurture Commission and Sunday School Superintendents. (Recommending books and workshops.)
2. Keeping an inventory of Sunday School and other educational materials in the materials closet.
3. Receiving mailings, catalogs, new materials, and maintaining a file of current materials in the materials closet.
4. Attending Nurture Commission meetings quarterly to report progress, concerns, or special programs.
5. Working with Nurture Commission in planning teacher training.
6. In February start preparing and distributing a literature survey for The Mennonite and collect payment prior to placing order.
7. Informing Nurture Commission when new material becomes available, new material must be approved by Nurture Commission before ordering.

Nurture Commission:

Job Description –

Bethany Representative

1. Serve as the Partnership Plan contact person. Mailings will be sent concerning itemized student tuition, etc.
2. Meet with families of students to clarify the parent's financial responsibilities and possible fund raising options.
3. Serve as a representative of BCHS to the congregation, communicating issues and concerns to BCHS. (Advocate)
4. Serve as church representative or appoint another individual for Fun Fest.

Nurture Commission:

Job Description –

Children's Worship Coordinator

Qualifications:

1. Knowledge of effective and appropriate educational practices for children.
2. Knowledge of child development.
3. Strong desire to work with children and to develop programs for them.

Responsibilities:

1. Correlate children's church materials with Sunday School materials.
2. Recruit adults from the congregation who enjoy working with children to assist in leadership.
3. Place schedule forms in boxes of participating teacher's monthly schedule a minimum of 3 leaders per Sunday.
4. Place new schedules and materials in boxes.
5. Meet periodically with those involved in leadership to assess effectiveness of curriculum and determine needs.

Gifts Discernment Commission

Job Description –

Gifts Discernment Commission

Structure

1. Three members are chosen by the Gifts Discernment Commission and affirmed by the congregation: one to serve as chair, one as secretary, and one as third member:
 - One chosen each year.
 - Each chosen for a 3-year term.
2. An elder is available as needed

Responsibilities

1. To identify and encourage the discernment, development and use of all gifts within the congregation and the wider church.
2. To prepare a list of names for all commission positions, elders, and safe sanctuary coordinator.
3. To submit the list of names being considered to the Coordinating Council for review.
4. To present the names to the congregation for affirmation.
5. To fill vacancies throughout the year of any commission or elder position.

Worship Commission

Job Description – **Worship Commission**

Structure

1. Three members are chosen by the Gifts Discernment Commission and affirmed by the congregation: one to serve as chair, one as secretary, and one as third member.
 - One to be chosen each year.
 - Each chosen for a 3-year term.
2. A pastor is available as resource.

Responsibilities

1. To plan relevant, creative, Biblical, and inclusive worship experiences, using a variety of styles and media.
2. To involve the wide range of gifts of adults, youth, and children in planning and implementing worship experiences.
3. To provide a climate where regular participants, newcomers, and visitors feel accepted and challenged as they gather in the presence of God and Christian brothers and sisters.

Worship Commission

Job Description

Greeter Coordinators

1. Be responsible for getting greeters and signing them up for specific Sundays, provide greeters with nametags.
2. On Sunday mornings, greeters will greet church members and guests, hand out bulletins, assist people as needed with directions to Sunday School classes and other areas of the church, and most importantly, make people feel welcome at North Goshen.

Ushers

1. Assist people with finding seating in the sanctuary.
2. Assist parents with finding childcare if it is needed during the service.
3. Take up the morning offering, count and record it, and give it to the Treasurer or assistant Treasurer
4. If there is foot washing or communion, there may be additional duties with water basins, towels, etc...

Bulletin Board Items

1. Keep the bulletin boards up to date with news clippings pertaining to our church community.
2. Post upcoming events that may be of interest to our church family.

Visual Symbols

1. Be responsible for visual impact in the front of the worship area by determining placement of various components.
2. Provide tasteful, pleasant arrangements on communion table as desired to complement worship themes.
3. Keep in mind the desire for color beside or behind the pulpit, which improves quality of videotaping.
4. Banners: place in sanctuary or other locations when appropriate. Make, design, and acquire new banners as needed.
5. Be aware of training/inspiration for using visual art in worship through books, articles, and workshops.
6. Work with anyone wanting to donate live plants and/or cut flowers.

Adult Drama Coordinator

1. Assist in selecting/adopting dramas for presentation as part of VBS and occasional Sunday morning worship.
2. Identify needed props and costumes and select individuals to prepare them.
3. Practice/direct dramas.

Children's Drama Coordinator

1. Work with the Children's Superintendent and the Children's Music Director to find and evaluate appropriate seasonal dramas.
2. Allocate parts in such dramas to each cast member.
3. Work with Music Director to schedule and direct practices.
4. Develop advertising and publicity to make the congregation and public aware of the drama.

Audio Visual Coordinator

The audiovisual coordinator is in charge of operating the sound system for Sunday morning and evening worship services. A P.A. operator should also be available for any special needs that may need the use of the sound system (i.e. funerals, weddings, play rehearsals, etc.)

A minimum of four P.A. operators should be trained and available to operate the church's sound system. A monthly schedule should be made out and given to the Worship Commission at least one month in advance of the scheduled month.

Any problems or needed repairs to any of the sound system equipment should be reported to the chairperson of the Stewardship Commission before any repairs are made.

Troubleshoot for pastors and church as needed.

Work with Worship and Stewardship Commission regarding technology upgrades.

The audiovisual coordinator is responsible for all audio and visual equipment in the church and to make sure it's secure and only used for church use.

Fellowship Commission:

Job Description –

Fellowship Commission

Structure

1. Three members are chosen by the Gifts Discernment Commission and affirmed by the congregation: one to serve as chair, one as secretary, and one as third member.
 - One to be chosen each year.
 - Each chosen for a 3-year term.
2. A pastor is available as resource.

Responsibilities

1. To provide opportunities for mutual caring, sharing, and becoming better acquainted.
2. To encourage unity within a congregation through a variety of activities.
3. To encourage hospitality among members, visitors, and newcomers.

Fellowship Commission:

Job Description – **Hostess Committee**

This committee will consist of four members, a chair will be appointed by Fellowship Commission for a 3-year term. The current Hostess Committee chair will select the three remaining committee members from the list provided by Gifts Discernment. At the end of each 3-year term, Fellowship Commission will question the existing Hostess Committee chair on their willingness to continue for another term.

Areas of Responsibility:

1. Provide for special meals, including funeral dinners, by utilizing budgeted funds and/or volunteer contributions.
2. Develop instructions for and train the congregation on equipment use.
3. Be responsible for kitchen climate control, operation and maintenance of equipment, and cleaning (including vinyl flooring in the Fellowship Hall).
4. Be responsible for inventory and replenishing supplies for kitchen.
5. Obtain funds from the General Fund through the Treasurer
6. Prepare two copies of the Annual Report – one for permanent record and one for Fellowship Commission.

Fellowship Commission:

Job Description –

Mennonite Women (Used to be Sewing)

President

1. The President shall be Chairperson of all business meetings pertaining to the functions and activities of Sewing.
2. Provide projects and work assignments for the ladies to do on Sewing days. The president will need to make sure all projects and materials are ready before Sewing and also that all things are put away accordingly.
3. Any finished items will be directed to the specific/designated organization such as quilts, health/school kit bags, comforters, etc.
4. Organize and keep closet space in the Fellowship Hall in order.
5. Report to the Sewing secretary minutes of all meetings; including all completed projects.

Treasurer

1. Collect Money from 4 sources:
 - Monthly sewing meeting
 - S.S. School classes offering for sewing
 - Any money designated through Sunday Offering
 - Yearly amount from church budget
2. Pay expenses of others who help purchase Kit items (especially during school sales).
3. Record report monthly finances on sewing day.
4. Suggest MCC or other needs where we can help financially or in other ways.

In the event that the President is absent, the Vice-President will fill in when needed. Responsible for taking care of any money issues – buying supplies when needed.

Secretary

- Is responsible for taking minutes at all Sewing business meetings.

All three positions above will work together in conjunction to any Sewing related items.

Currently Sewing meets every 2nd Thursday of every month.

Fellowship Commission:

Job Description –

Scrapbook and Photo Albums

1. Cut out anything found in the local newspapers of interest to the church that would pertain to any individual or group of people that are part of our congregation and post if on a church bulletin board for others to see, keeping things current and of interest. All items posted will then be placed in a church scrapbook to preserve the event. This scrapbook is displayed at the church for anyone to reference back to past postings.

Community Meals

1. Responsible for the monthly Community Meals held in our Fellowship Hall. Currently the meal is held on the 3rd Wednesday of every month at 6pm. If any conflicts arise with this time the person in charge will set an alternate date. Responsible for any set-up needed prior to the meals and clean up afterwards.

Wedding and Baby Showers

1. Fellowship Commission will be responsible for wedding and baby showers. The commission will seek those interested in helping organize the shower. Showers will be given to any member or regular attendee of North Goshen desiring one.

Evangelism Commission:

Job Description –
Evangelism Commission

Structure

1. Three members are chosen by the Gifts Discernment Commission and affirmed by the congregation: one to serve as chair, one as secretary, and one as third member.
 - One to be chosen each year.
 - Each chosen for a 3-year term.

Responsibilities

1. To create awareness that all dimensions of congregational life are opportunities for evangelism.
2. To encourage in each member a desire to share with people in our neighborhoods and workplaces the transforming love of Christ.
3. To provide ways for relating to people living in the North Goshen community in the name of Christ.
4. To facilitate discussion of and involvement in peace, social, and justice issues.
5. To provide information about the worldwide mission of the church and to encourage support for our denominational mission service programs.

Evangelism Commission:

Job Description –

Samaritan Fund Coordinator

1. Respond to requests for assistance that come to the church from persons outside the congregations, with priority given to those in the general vicinity of NGMC.
2. Allocate funds as available and in proportion to perceived relative need.
3. Coordinate assistance offered in consultation with other churches and agencies.
4. Inform the congregation as appropriate of needs and activity in the fund.

(See Policies and Procedures)

Block Party Coordinator

Responsible for spearheading the planning for the annual block party by putting together a committee and planning early in the spring so that a date may be set in a timely manner.

Persons on the committee may be assigned to various areas of responsibility, such as:

- Organizing food for the day
- Organizing games
- Door prizes
- School supplies for children
- Entertainment
- Publicity
- Inviting other organizations to set up informational booths

The Window Representative (Church Women United board Member)

1. Participate in monthly CWU board meetings.
2. Keep congregation informed of The Window and its services.
3. Pass on information about The Window to pastor, secretary, and other relevant groups (such as Evangelism Commission).
4. Promote fund-raising projects for The Window in the congregation through appropriate announcements, seeking donations, recruiting volunteers, selling tickets, and so on.
5. Recruit volunteers for various Window services and needs.
6. Promote congregational giving to The Window through church budgets, special offerings, and group projects.
7. Encourage capable individuals to donate funds to The Window.

8. Be alert to and encourage community groups that could be involved with or contribute to Window services.
9. Share information about unmet community needs with which The Window could help.
10. Request information or help from the president of CWU or The Window director when it would be helpful or necessary to carry out one's role in the congregation.
11. Participate in committee work for CWU or The Window when appointed.

Evangelism Commission:

Job Description –

Nursing Home Services Coordinator

1. Stay in touch with the Courtyard Healthcare Center regarding worship services on each fifth Sunday when it occurs.
2. Coordinate Sunday school classes or other groups to plan a service for the Sunday needed.

Peace and Justice Committee

The committee has the focus areas:

1. Advocating for peaceful relationships within the congregation.
 2. Keeping the congregation aware of local events or issues.
 3. Maintaining awareness of world issues in the congregation.
-

Mennonite Disabilities Representative (*PENDING*)

The Evangelism Commission will take responsibility for making sure that current Mennonite Disabilities needs are advertised in the congregation.

Mennonite Disaster Service (MDS) Representative

1. Is the contact person for North Goshen Mennonite Church in regards to disaster relief needs from various organizations and locations.
2. Communicates needs to congregation and organizes groups to participate in relief work.

MCC Relief Sale Representative

Goal: To be a contact person who can relay any Relief Sale information to the congregation. The Committee consists of two individuals or a husband-wife team.

1. Attend the Relief Sale kick-off information meeting in April or May.
2. Make announcement pertaining to the Sale.
3. Set up a display table the week before the Sale to show items that were made by our church family and which will be available at the Sale.
4. Put brochures and food lists in mailboxes at least one week before the Sale.
5. Take Sale items from the church to the fairgrounds, preferably on the Friday morning of the Sale. Record items taken to the Sale. Place an announcement in the “Plowshare” and bulletin about items taken to the Sale.

Evangelism Commission:

Job Description –

MCC Relief Sale Pie Booth Coordinators

1. At least two weeks before the Sale create a sign-up sheet with spaces for a cashier, pie cutter, ice cream server, and two pie servers for two shifts, from 5-7 and 7-9 on Friday and the same for Saturday with the addition of two whole pie servers. Saturday shifts are 6-8, 8-10, 10-12, and 12-close.
2. On Thursday the shelves for the pies need to be set up at the Fairgrounds.
3. Setup is completed on Friday afternoon. Count paper products and fill out tally sheets supplied by the Sale. Return all to the Sale personnel at the conclusion of the Sale.
4. Change may be picked up before 5:00 p.m. Sell beginning at 5 and end at 9. Pick up money before opening on Saturday morning and return at the end of the Sale on Saturday.

Note: Posters and a tub with some supplies are kept at church.

MCC Meat Canning Representative

1. Serve as contact person for the MCC Committee; they will send you information about the canning.
2. Inform the congregation of the canning dates in the area and when NGMC is scheduled to assist.
3. Encourage participation on canning day.
4. Bring a follow-up report to the congregation.

MCC Great Lakes and Missions Coordinator

1. For MCC: promote MCC within the congregation and encourage involvement on the part of congregational members. Examples might include hosting MCC speakers, keeping the congregation up-to-date on MCC appeals and programs, organizing material resource drives, or encouraging people to consider MCC service.
2. For MMN: Share information about MMN workers our congregation relates to. Currently, one such worker is Moriah Horst in Australia.
3. Keep the MMN bulletin board updated from time to time.
4. Other awareness activities as available and as time and resources allow.

Evangelism Commission:

Job Description –

Center for Healing and Hope – Ministry Partner Congregation liaison

As the Representative of NGMC to the Center of Healing and Hope (CFH) the liaison will:

- Keep the congregation aware of CFH ministries so that the organization may be lifted up in prayer.
- Have an annual meeting with a CFH representative in order to best determine how NGMC may be part of the ministry of CFH.
- Receive the CFH's regular reports on their programs and activities.

Taken from the Center for Healing and Hope

Memorandum of Understanding between Ministry Partners and the Center for Healing and Hope

1. **Purpose.** The purpose of this Memorandum of Understanding is to define the relationship between the Center for Healing and Hope and dedicated Ministry Partners.
2. **Duration of Agreement.** This Memorandum of Understanding will remain in place until either party submits a letter requesting to dissolve the agreement.
3. **Ministry Partner Definition.** Ministry Partners are congregations working together in an active and dynamic relationship to assist the uninsured in our community to be able to access the health care they need
 - Ministry Partner Congregations will regularly lift up in prayer the Center, its volunteers and the patients.
 - Ministry Partner provides a person to serve as a liaison between their congregation and the Center of Healing and Hope.
 - The Center for Healing and Hope will meet annually with each Ministry Partner to identify ways the partner can be supportive to the Center's activities and to hear ways that the Center can better serve the community.
 - Ministry Partners encourage its members to participate in the ministry of the Center for Healing and Hope, through volunteerism, financial support and/or prayer.
 - Ministry Partners will make a contribution equal to \$50 to \$200 per month to the Center of Healing Hope. Donation amount will depend on the ability of the partner and payments may be provided quarterly.
 - The Center of Healing and Hope will report regularly to Ministry Partners on programs and activities.

Stewardship Commission:

Job Description – **Stewardship Commission**

Structure

1. Three members are chosen by the Gifts Discernment Commission and affirmed by the congregation: one to serve as chair, one as secretary, and one as third member.
 - One to be chosen each year.
 - Each chosen for a 3-year term.
2. The Church Treasurer and Assistant Treasurer are chosen by the Gifts Discernment Commission and affirmed by the congregation. These persons are chosen for a 3-year term, but their terms will not expire simultaneously. They serve as resource persons to the commission.
3. The Trustee(s) of Building and Grounds is appointed by the Stewardship Commission and serves as a resource person(s) to the commission.
4. A pastor is available as a resource person.

Responsibilities

1. To develop programs that will assist congregational participants in their understanding and practices of stewardship and giving.
2. To propose a budget for congregational approval.
3. To manage the congregation's funds as directed by the congregation.
4. To oversee and manage the property, facilities, and equipment owned by the congregation.
5. To supervise the Trustee(s) of Buildings and Grounds
6. To hire custodial and secretarial services.

Responsibilities of the Treasurer and Assistant Treasurer

1. To record and disperse funds of the congregation according to the budget and/or commission/Coordinating Council directives.
2. To report regularly to the congregation.
3. To provide an audited report at the close of the fiscal year.
4. To keep legal documents current and provide proper documentation for employees and member tax purposes.
5. To receive and deposit offerings in the appropriate bank account.
6. To record contributions in numbered envelopes and issue annual receipts.

Responsibilities of the Trustee(s) of Building and Grounds

1. To maintain all church property not delegated to the care of the custodian.
2. To report regularly to the Stewardship Commission.

Stewardship Commission:

Job Description – **Treasurer**

The Treasurer records the offerings in the financial record and prepares periodic reports for printing in the bulletin.

The Treasurer pays all bills and prepares a complete financial report annually at the fall business meeting.

The Treasurer files property tax assessment with the township assessor after March 1st but before May 10th. (Forms for this report are received by mail.) The Auditor in the Court House determines Real Estate assessments.

The Treasurer files exemption from taxes before May 10th with the Auditor in the County Court House. A copy of the property tax assessment must be shown when filing for exemption. Due to a change in the tax laws in 1984 we need to file only every four years unless there has been a change in assessment within the past year.

The Treasurer prepares a Corporation Report for the Secretary of State of Indiana. Forms for this report will be received from the State.

The Treasurer prepares a Congregational Report for the Indiana Michigan Mennonite Conference. Forms for this report will be received from the Conference Secretary. Information for this report is taken from the latest financial report.

Offering Envelopes

The Treasurer orders the numbered offering envelopes.

The Secretary assigns the envelopes and distributes them through the mailboxes.

The Assistant Treasurer records the donations received and issues receipts at the end of the calendar year.

Stewardship Commission:

Job Description –

Assistant Treasurer

The Assistant Treasurer receives the various offerings taken at the church and deposits the money in the bank. The Assistant Treasurer notifies the Church Secretary of the amount of the offerings for publication in the weekly bulletin. The Assistant Treasurer sends a copy of the bank deposit slip and report of the offerings to the Church Treasurer.

The Assistant Treasurer records the donations received by offering envelopes and lists them by individual numbers (not names). Individual reports are issued at the end of the calendar year.

Stewardship Commission:

Job Description –

Church Custodian*

*Paid Position

The Church Custodian is hired and reports to the Stewardship Commission. Salary and employment understanding is between the Custodian and the Stewardship Commission.

Some of the duties of the Custodian include:

1. Cleaning and normal maintenance of the church building and grounds. The custodian is not responsible for the kitchen and sewing room
2. Unlock/lock doors, adjust heat, and turn lights on/off for Sunday morning and special meetings. All other church meetings or functions are in charge of whoever calls the meetings. Anyone calling such meetings must check doors and lights before leaving. If meeting is listed on the church calendar, the church custodian will make sure thermostats are set appropriately.
3. Set up Fellowship Hall for Sunday school classes, congregational business meetings and special congregational meetings.
4. Grounds maintenance – mowing, raking, and snow/ice removal on sidewalks.
5. Take care of all bookings for use of church facilities. The Church Custodian is in charge of approving and recording all items borrowed from the Church building (other than Kitchen items).
6. Take care of minor maintenance work that may need to be done – the Church Custodian will report any damages or needs for repair to the Stewardship Commission Chairperson.
7. Clean church before and after all weddings, funerals and other general uses of the Church building (\$50 stipend for weddings and uses other than funerals-see Church Building/Fellowship Hall policies)
8. Supervise and head-up spring and fall all church clean up.

Stewardship Commission:

Job Description –

Grounds Committee

The Grounds Committee is responsible for maintaining the flower and plant beds around the church building. Duties include weeding, laying down ground cover, planting new plants (as funds are available), planting flowers and other maintenance and improvements of the flower and plant beds.

The Grounds Committee will have four appointed members, with volunteer help always being desired and accepted.

Job Description –

Mailbox Custodian

The Mailbox Custodian is in charge of placing literature in the church mailboxes on a weekly basis. Some of the literature is received in packages once a month and must be separated for weekly distribution.

Duties of the Mailbox Custodian include:

1. Folding church bulletins each week and placing any inserts in the bulletins.
2. Distributing church literature.
7. Weekly – *Purpose, On the Line, Story Friends, Gospel Herald*, NGMC Newsletter, and Misc.
8. Monthly – *With, Voice, Gospel Evangel*, and Misc.
9. Quarterly – *Rejoice, Together*, and Misc.
3. Clean up literature located underneath the mailboxes.
4. Add or delete names on mailboxes as needed.

Stewardship Commission:

Job Description –

Administrative Assistant*

*Paid Position

Responsibilities

1. DVD/CD
 - Upload weekly DVD of service to website every Monday
 - Copy DVD and CD for those who use them at home
2. Mail
 - Get mail from Goshen Post Office
 - Distribute mail to appropriate mailboxes
 - Ask treasurer to purchase stamps as needed
 - Mail Bulletins & Plowshares to members upon request (Florida)
3. Bulletin
 - Call worship leader & song leader for information to include
 - Find Scripture readers for English and use Spanish readers from the list supplied
 - Type & print weekly bulletin
 - Email bulletins to email recipients and mail hardcopies to those that have requested it
4. Newsletter
 - Research/create items for newsletter
 - Type and print weekly newsletter
 - Email newsletter to email recipients and mail hardcopies to those that have requested it
5. Minutes
 - Type and/or distribute commission minutes (E-mail)
 - Take minutes of congregational meetings, type and distribute (E-mail)
 - Archive all commission and Church meeting minutes electronically on the Church computer.
6. Calendar
 - Create monthly calendar
7. Church Phone Directory
 - Gather information & corrections from all members and regular attendees
 - Gather information from all Commissions
 - Organize all information, changes and corrections
 - Type, print, fold, staple, and distribute to all mailboxes
8. Church Phone Tree
 - Distribute information, such as, prayer request, deaths, cancellations and other items that need to be communicated to the church body.
9. IN-MI Conference/MC USA
 - Fill out and mail all church information to conference

10. The Mennonite
 - Email all birth, death, and marriage announcements to The Mennonite
11. Power point
 - Generate weekly power point presentation
 - Work with music team, putting up words and pictures
 - Announcements
 - Scripture
12. Records
 - Maintain weekly records of attendance
 - Maintain weekly records of pastors biblical text used (if requested)
 - Maintain weekly records of songs used
 - Maintain weekly records of offering totals
13. Copier
 - Report any repairs needed
 - Maintain copier by replacing toner when needed and cleaning glass surface
 - Purchase all copier paper
14. Files
 - Maintain electronic files, obtaining minutes and other information from commission chairs, etc.
15. Fellowship Hall
 - Maintain an accurate calendar for Fellowship Hall usage
 - Take reservations and distribute payments for Fellowship Hall, table, and chair rentals
16. General Office Work
 - Typing and/or copying items for church members as needed
 - Answering phone
 - Checking incoming e-mail messages and distributing to appropriate persons
 - Cleaning offices as needed
 - Typing/copying wedding/funeral programs
17. Computer
 - Keep all files in Church computer backed up and stored offsite.

Mail	1-2 hours weekly
Sunday Attendance Form	1-1 ½ hours weekly
Bulletin	4 ½ hours weekly
Newsletter	4 ½ - 7 hours weekly
Minutes	3 hours quarterly
Calendar	3 ½ - 4 hours monthly
Church Phone Directory	35 - 40 hours annually
IN/MI Conference/MC USA	4 hours annually
Membership	4 hours annually
The Mennonite	2 hours annually
Seedlings for Newborns	1 hour annually
Copier	½ - 1 hour weekly
Fellowship Hall	½ - 2 hours weekly
Files	½ - 1 hour weekly
Annual Budget	4 ½ hours annually
Maundy Thursday Service	12 - 14 hours annually
General Office Work	4 - 6 hours weekly

Total Possible Secretary Hours: 933 - 1382 ½ per year (16 ½ - 25 per week)

Stewardship Commission:

Job Description –

Greencroft Transportation Coordinator

Bus Drivers must first meet with Kelly Schrock, Director of Community Bus Service at Community Center, Greencroft. Call for appointment 537-4058.

Responsibilities

1. All drivers must go through orientation on bus #59, with Phil Nussbaum at the Service Center (537-4114) prior to driving.
2. All drivers must register with the Volunteer Coordinator Mary Miller (537-4198) as a volunteer driver. Drivers will receive a name badge which will grant them access to the Service Center where the keys are kept.
3. All drivers must submit a copy of their current Public Passenger Drivers License, required by Greencroft, to Diane Swartzentruber at the Service Center.

There are five volunteers for driving: Lloyd Borntrager, Lester Mast, Kendel Martin, Chuck Yoder, and Ike Gingerich

3 Person Pastor Team

Job Description –

Pastor for young adults and families

1. Assist in organizing efforts to build a sense of community for young adults and new attendees. This could include:
 - After determining needs for transitional young adults; provide the organization framework for activities, discussion, care groups, luncheons, etc. that help them grow in faith and in a sense of belonging to NGMC.
 - Work with Pastor of Visitation of visitation needs for young adults/families
2. Connect as an understanding support (regular emails, phone or visits) for parents in the midst of child-rearing years.
3. Strengthen the emotional/spiritual resources available to family with children. (Existing SS classes, support groups, guest speakers, workshops, community building activities).

Pastor of Visitation

1. Visit new attendees
2. Help organize a “visitation team” responsible for making contact with new attendees and other at critical stages (i.e. new marriage, new child, leaving for college, empty nest).
3. Establish within the congregation more connecting opportunities with new and fringe attendees.

Pastor for Community Service and Outreach

1. Responsible for community service and outreach to the larger Goshen area.
2. Connect with the individual needs; both Anglo and Hispanic in the larger Goshen are through counseling, visits, direct assistance, etc.
3. Build bridges between the congregation and needy individuals in the neighborhood.
4. Organize and support activities that will extend NGMC into broader community involvements.

3 Person Pastor Team continued...

Expectations common to all Pastoral Team members:

- When invited, assist lead pastors with emergency visitation and grief counseling. This could include assisting with funerals, hospital visits, when the lead pastor needs assistance or is absent.
- One Sunday per quarter one member of the pastoral team will preach the Sunday morning sermon from the perspective of the individual's Pastoral role: i.e. Young adults, home & families, and community needs.
- All Pastoral Team members would be expected to work together with the lead pastor and keep in contact with PCR C.

Church Overseer

Steve Slagel

Job Description –

The Church Overseer (CO) is a pastor from the same region as NGMC and is appointed by IN/MI Conference to congregations that request one.

1. C.O. is a pastor to the pastor(s) of NGMC.
2. C.O. is in contact and meets with PCRC of NGMC
3. C.O. is a resource person to pastoral search committees
4. C.O. participates in pastoral installations and other special services at the request of NGMC
5. C.O. oversees the mission of NGMC and gives council as needed.

Missions

San Lucas, Mexico Church Plant:

North Goshen Contact – José Elizalde

Brad and Brenna Steury Graber in Paris:

North Goshen Contact – Joel Daly