

**CONGREGATIONAL
HANDBOOK**

ALEXANDERWOHL

MENNONITE CHURCH

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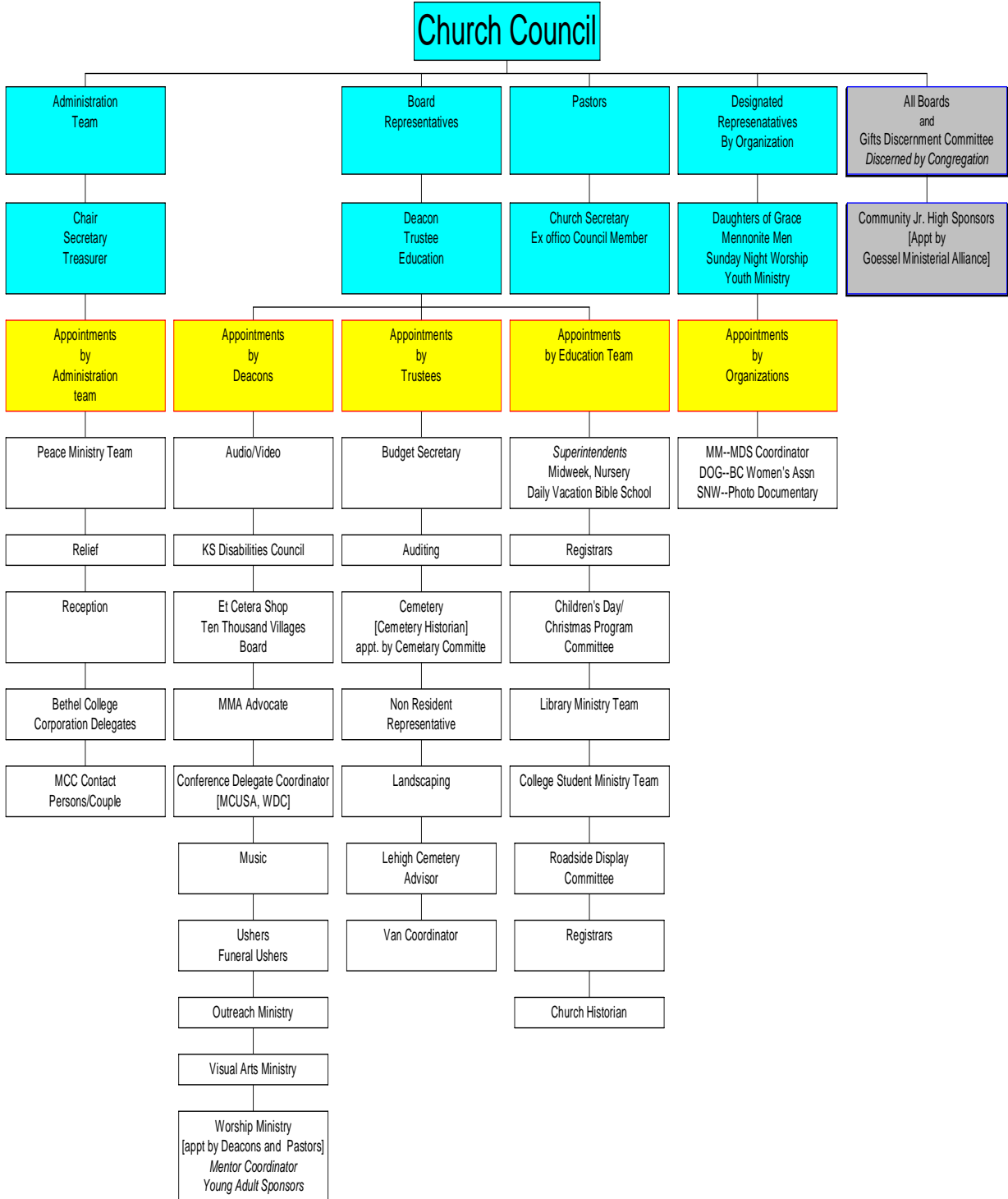
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INTRODUCTION

This Congregational Handbook is intended as a tool for the ongoing work of the Alexanderwohl congregation. These guidelines and responsibilities should reflect the policies and procedures of the current ministry teams.

They are written to help with orienting new members to their responsibilities, to be informative about what a particular position involves, to aid in work between ministry teams, and to give guidance and continuity. Ministry teams should continue to be led by the Holy Spirit in determining and carrying out their responsibilities. This handbook should be reviewed and updated annually, so that it continues to be useful for the people that follow in a particular position.

Congregation



CHURCH COUNCIL

Description: A leadership council that processes and coordinates congregation vision and ministries.

Membership:

Pastors

Officers—chair, secretary, treasurer

Board representatives—deacons, trustees, education (3 each)

Representative from Mennonite Men, Daughter's of Grace, Youth, Sunday Night
Worship

Office Secretary—ex officio position

Meeting schedule: The second Monday of each month. No meeting in the month of July.

Responsibilities:

1. To coordinate church matters by meeting monthly and reporting activities.
2. To process major motions from boards or committees before being presented at congregational meetings.
3. To appoint individuals to a task force committee or sub-committee to study a particular agenda item.
4. If needed, to make appointments to fill resignations for elected/discerned positions until the next general election/discernment process.

BOARD OF ADMINISTRATION

Membership: Congregational chair, secretary, and treasurer.

Responsibilities: See individual descriptions.

Appointments:

1. Peace Ministry Team – one each year, for a three-year term
2. Relief Committee – two positions each year, for a three-year term
3. Reception Committee – three positions (6 people) each year, for a three-year term
4. Alexanderwohl Delegate Coordinator – MCUSA (1 delegate per 100 members), Western District Conference (1 delegate per 30 members), and Bethel College Corporation Delegates (up to 10 delegates including the MCSMT members and the Lead Pastor).
5. MCC Contact Persons/Couples – one each year, for a three-year term

CONGREGATIONAL CHAIR

Description: A liaison for policy-making decisions between members of the congregation and the representatives of church governing boards and committees. Serves as the chair of the church council and congregational business meetings.

Membership: Is affirmed by the congregation for a three-year term, in rotation with the secretary and treasurer. Is a member of the church council.

Responsibilities for Church Council:

1. Set agenda for monthly meetings.
2. At the beginning of the year, set a schedule for meeting dates and times to be adopted by council.
3. Prepare a schedule for council members to share in the opening and closing of monthly council meetings.
4. Coordinate with office and custodial staff the physical location of meetings.
5. Contact appointments made by council unless otherwise designated.
6. Follow-up on action items passed by the council.

Responsibilities for congregational meetings:

1. Prepare agenda to be approved by the church council.
2. Secure a person for opening and close for each meeting.
3. Coordinate with office and custodial staff the physical location of meeting, sound system, and setting up chairs.
4. Appoint a teller's committee for motions requiring a ballot vote.
5. Coordinate with all persons who provide presentations at congregational meetings.
6. Appoint a parliamentarian for each meeting.
7. Present correspondence of a business nature to the congregation.

Miscellaneous responsibilities:

1. Serve as the representative of the church council in making special presentations on behalf of the congregation.
2. Represent the council on various ad hoc committees.
3. Update the *Congregational Handbook* annually for Congregational Chair, Church Council, and Board of Administration pages.

CONGREGATIONAL SECRETARY

Description: Serves as secretary for congregational and church council meetings.

Membership: Is affirmed by the congregation for a three-year term, in rotation with the chair and treasurer. Is a member of the church council.

Responsibilities for church council:

1. Record accurate minutes of reports and business items discussed at council meetings.
2. Record minutes, duplicate, attach handouts from meeting only for those not in attendance, three-hole punch, and distribute through church mailboxes to all council members and the church office no later than the Sunday before the next council meeting. May be given to the church office by the Friday before the next council meeting to include in council packets. Also give a copy of minutes to anyone in attendance but not a regular member of council, i.e. someone attending to make a presentation.
3. Review minutes at council meeting, highlighting any action taken or pending, and mark changes or corrections on the permanent file copy as needed.
4. File minutes and handouts in secretary's book for permanent keeping.
5. Submit a brief report for *NewsLine* each month. Check with church office for deadline.

Responsibilities for congregational meetings:

1. Record accurate minutes of reports and business items discussed at congregational meetings.
2. Minutes of congregational meetings are currently being printed in the *Alexanderwohl NewsLine* issue following the meeting. (Check with church office for deadline.) Minutes should be duplicated, three-hole punched, and distributed through church mailboxes to:
 - Church Office (for printing in the church newsletter)
 - Church Office (file copy)
 - Congregational Chair
 - Pastors
 - Anyone who made a presentation at the meeting
3. Review minutes at the next congregational meeting, and mark changes or corrections on the permanent file copy as needed.
4. Maintain permanent records in secretary's book.
5. Submit updates to the church office for the Congregational Secretary page of the *Congregational Handbook* annually.

CONGREGATIONAL TREASURER

Description: To be responsible for the church finances and provide financial reports to the congregation, council, and trustees.

Membership: Is affirmed by the congregation for a three-year term, in rotation with the chair and secretary. The congregational treasurer is a member of the church council, an ex officio member of the Board of Trustees.

Responsibilities with church finances:

1. Maintain the checking, savings, and investment accounts.
2. Invest excess funds in a responsible manner in accordance with the guidelines of the Board of Trustees.
3. Pay bills as necessary and provide the Board of Trustees with a monthly report of bills paid, money received, account balances, and investment balances.
4. Maintain payroll records including employee tax forms, government reports, tax deposits, etc.
5. Work together with the Board of Trustees in developing the annual budget and presenting it to the congregation.
6. Provide the Church Council, Board of Trustees, and Congregation with quarterly and annual reports of receipts and expenditures.
7. Submit updates to the church office for the Congregational Treasurer page of the *Congregational Handbook* annually.

Miscellaneous responsibilities:

1. Provide a petty cash fund for office use.
2. Collect rent from church property i.e. parsonage, land, shelter house, church building and facilities.

BUDGET SECRETARY

Membership: Is appointed by the Board of Trustees for a term of three years.

Responsibilities:

1. Each church member shall be asked to financially contribute each year to meet the operating budget of the church. The Board of Trustees shall communicate the suggested guidelines (based on ability to pay) to each member of the congregation.
2. The Budget Secretary shall collect and record throughout the year all donations toward budget support by the members. All money collected shall be forwarded to the church treasurer. At the end of the year, a member's individual record shall be returned to the member.
3. A report indicating the total amount collected shall be submitted to the church treasurer. Names of members unable or unwilling to donate any amount for the year shall be given to the board of deacons. Address changes should be given to the church office.
4. Budget support contributions may be given to the budget secretary, in a drop box, or in the church offering.

Non-resident secretary: The trustees and gifts discernment committee shall discern one person for the office of non-resident representative. Such a representative shall contact non-resident members about contributing toward the local church budget, collect contributions from them and provide them with receipts. An annual report shall be submitted to the congregation.

ASSESSMENT POLICY FOR THE LOCAL CHURCH BUDGET:

Resident members: To realize the budget adopted by the congregation, the resident members of the congregation are encouraged to support the budget as they are able. The Board of Trustees will provide a suggested worksheet to help each member determine their fair share of budget support.

1. Those who are members at the close of the fiscal year shall be assessed on their membership: \$200/member under age 70, \$100/member over age 70.
2. The valuation of a member's real estate and personal property shall be the valuation as it is listed on the tax statements of the current year. One half of a member's indebtedness may be subtracted from this valuation.
3. The valuation of a member's intangible property such as stocks, bonds, or other valuable papers shall also be assessed but at a reduced rate.
4. A member's earnings shall be the amount reported as adjusted gross income in the Federal Income Tax report.

Non-resident members: Members living beyond the community surrounding the Alexanderwohl Mennonite Church and who cannot attend here regularly shall be considered as non-resident members. They shall be asked to make an annual contribution of \$50 to the local budget and be encouraged to give some support to the benevolent causes of our Conferences through the local church.

Associate members:

1. When our members become associate members in other congregations, they shall be considered as non-resident members.
2. When individuals join our congregation as associate members, they shall be considered as members who pay the regular assessments.

Members in special service assignments:

1. Missionaries - Members classified as missionaries in active service shall be exempted from the church assessments.
2. Conscription -
 - A. Members in voluntary service shall be exempted from assessments while they are in service.
 - B. Members that are in earning positions shall be considered as non-resident members.

Students: Members that are students in high school or in college or comparable to a college course (such as trade schools, nursing, or institutes) shall be considered as resident members, assessed at the student rate of \$60/member. We look to the family to help these young people become full supporting members. When individuals go beyond the four-year college course, individual consideration shall be given.

BOARD OF DEACONS

Membership: The pastor(s) and six or more members. The deacons shall be affirmed by the congregation for a term of three years and may succeed themselves for one term. After the second term there must be a lapse of one year before being re-elected. At least two positions shall be filled each year.

Officers: Chair, secretary, and treasurer.

Meeting schedule: First Thursday of each month.

Responsibilities:

1. Assist the pastor(s) in leading and directing the spiritual welfare of the congregation under the Lordship of Christ.
2. Assist the pastor(s) as needed during baptism and the Lord's Supper, and in the absence of the pastor(s) make suitable arrangements for worship services.
3. Take a special interest in the needs and concerns of the congregation and the community.
4. Be responsible for all benevolent offerings and set up the offering schedule for the year.
5. Be concerned and take care of the spiritual welfare of the pastor.

Appointments:

1. Audio/tape - indefinite number for an indefinite term.
2. Kansas Mennonite Disabilities Council - one each year, for one-year term.
3. Et Cetera Shop/Ten Thousand Villages Board Representative - one person or couple for an indefinite term.
4. MMA Representative - one person/couple for an indefinite term.
5. Conference Delegate Coordinator - one person for three-year term.
6. Music Committee - one each year, for a three-year term.
7. Ushers - one-third each year, for a three-year term.
8. Mentor Coordinator - one person for a three-year term.
9. Outreach Ministry--five members for a three-year term. A sixth member is from the Pastoral staff.
10. Visual Arts Ministry--four members for a two-year term.
11. Worship Ministry (together with pastoral staff)--three persons of various ages and gender appointed for a two-year term.

Board of Deacons, cont'd.

Responsibilities of the chair:

1. Responsible to call or schedule meetings.
2. Preside at all deacon meetings.
3. Preside at council or congregational meetings in the absence of the church chair.
4. Review the agenda with the lead pastor prior to deacon meetings.
5. Make assignments within the board for specific duties as it becomes necessary.
6. Make schedules for letter writing, devotionals and hosting of meetings.
6. Attend seminars sponsored by the conference for officers when possible.
7. Submit updates to the church office for the Board of Deacon page of the *Congregational Handbook* annually.

Responsibilities of the secretary:

1. Record minutes at all regular deacon meetings.
2. Make available to each deacon and pastor the minutes of the previous meeting. (This should be in time that everyone can review them before coming to the meeting.)
3. Submit a written report to the congregation prior to the annual meeting the work done by the deacons during that year.
4. Attend seminars sponsored by the conference for officers when possible.
5. Post approved minutes for congregation's use.

Responsibilities of the treasurer:

1. The treasurer shall be the custodian of all benevolent offerings.
2. Meet with the pastor to set up the offering schedule. This shall be presented to the entire board for review prior to its adoption by the congregation.
3. Provide a report each month of the receipts and disbursements from the treasury to the deacon board.
4. Provide a report on benevolent giving to the council once each quarter.
5. Provide Deacon's Treasurer report for the Annual Report of the Church.
6. Attend seminars sponsored by the Conference for officers when possible.

PASTORAL LEAVE POLICY

Approved by Deacons on October 4, 1990
Approved by Church Council on October 8, 1990
Passed by the Congregation November 18, 1990

1. Upon approval of the church deacon board of a suitable leave proposal, a full-time pastor is eligible for a three month leave at full salary and benefits after completion of four years of service. Less than full time pastors are eligible for leave based on the amount of time they are employed.
2. The leave should be a specifically approved plan such as the pursuit of study, renewal, reading, in-service training, or the like, related to the pastor's work and from which the congregation and the programs of the church are likely to benefit.
3. The leave shall be arranged in such a manner as to assure for the smooth operation of the church program.
4. It is expected that the leave be taken in large blocks (preferably all at once), and not in small portions.
5. It would be expected that the pastor will serve the church for at least one year following the pastoral leave.

BOARD OF TRUSTEES

Membership: Five members, each serving three-year terms.

Congregational treasurer, ex-officio.

(Two members affirmed by the congregation annually, except in the year when congregational treasurer affirmed.)

Officers: Chair and secretary, elected at the December meeting.

Representative to Council: Chair and secretary, plus one other chosen by board.

Meeting Schedule: First Wednesday after the first Monday of each month.

Responsibilities of the committee:

1. Budget items. The annual budget will be presented at the fall quarterly meeting. Throughout the year, any agenda item the board decides needs congregational approval, should be brought as a recommendation to council. If the council agrees, it is brought to the next quarterly business meeting as new business.
2. Legal document signatures. The chair and the secretary of the trustee board and the congregational treasurer are the legal authorized signatures. When signatures are required, any two of the three persons are acceptable.
3. Paid staff positions. When an opening for secretary or custodian occurs, a public announcement in the bulletin should be published. A recommendation on a candidate and salary for pastoral positions will be brought to the trustee board by the pastoral search committee; likewise, the music committee will bring a recommendation for a candidate and salary to be paid for a choir director.
4. Buildings and grounds. Whenever possible, the trustee board will complete general yard and maintenance jobs not included in paid staff positions. Church volunteers are solicited for major tasks. If professional help is needed, the board shall use their judgment in securing paid help.
6. The trustees oversee the mowing and maintenance of the Lehigh Mennonite Cemetery.

Responsibilities of the Chair:

1. Call meetings and set agendas.
2. Report to council monthly trustee items.
3. Present trustee agenda items at congregational meetings.
4. Coordinate the work of volunteer labor.
5. Sign legal documents for the church in trustee matters.
6. Submit an annual report to the congregation.
7. Submit updates to the church office for the Board of Trustee page of the *Congregational Handbook* annually.

Board of Trustees, cont.

Responsibilities of the Secretary:

1. Keep minutes of trustee meetings.
2. Assume responsibility for written documents other than those kept by the church treasurer regarding finances.
3. Sign legal documents for the church in trustee matters.

Appointments:

1. Auditing committee - one each year, for a three-year term
2. Landscape committee - one each year, for a three-year term
3. Cemetery committee - four each year, for a two-year term
4. Non-resident representative - one for a five-year term
5. Church van maintenance and scheduler - open term
6. Lehigh Mennonite Cemetery advisor - open term

Trustee policies:

1. Congregation approval is needed on major expenditures or when money from the surplus fund is needed.
2. A rental contract for the parsonage is required.
3. A rental agreement on land owned by church with the renter is required.
4. The chair and the church office staff shall be empowered to grant permission for the use of the church building and equipment.

CHRISTIAN EDUCATION MINISTRY TEAM

Description: It shall direct all educational activities of Sunday School, summer Bible School, Midweek classes and other phases of education related to the congregation and use its Christian influence in the community. It shall study and anticipate the future educational needs of this church and community.

Membership: Shall consist of the superintendents of the Adult Sunday School, Elementary Sunday School, Nursery, Youth, Midweek, and Bible School (and their assistants as deemed necessary), and the secretary-treasurer. Each member shall serve a two-year term except for the adult superintendent who shall serve a third year as board chair. The adult, elementary, and youth superintendents and the secretary-treasurer are affirmed by the congregation, while the other positions are appointed by the board.

Meeting schedule: Monthly, the first Monday of each month.

Representatives to Council: Chair, Adult S.S. Superintendent, Elementary S.S. Superintendent.

Appointments:

1. Midweek Superintendent - one each year, for two-year term
2. Daily Vacation Bible School Superintendent - one each year, for two-year term
3. Children's Day/Christmas Program Committee - two each year, for three-year term
4. Registrars - two each year, for one year term
5. Roadside Display Committee - one each year, for two-year term
6. Church Historian and assistant - two for an indefinite term
7. Nursery Superintendent - one each year, for two-year term
8. Library Ministry Team - two each year, for two-year term
9. Mennonite College Student Ministry Team

CHRISTIAN EDUCATION MINISTRY TEAM CHAIR

Membership: The chair is a third year member of the Christian Education Ministry Team progressing to this position after serving as adult S.S. superintendent.

General responsibilities:

1. Develops the total program of Christian education, and is thoroughly acquainted with the goals, curriculum, teacher effectiveness, mechanics, structure, and the lines of communication between the education department and other agencies of the church.
2. Oversees the work of superintendents, committee members, and any sub-committees. May invite representatives from sub-committees to report to the Christian Education Ministry Team when necessary.

Specific Responsibilities:

1. Represents the Board on the church council.
2. Together with the congregational chair, deacon chair and pastor(s), decides if and when Sunday morning services will be cancelled via announcements on KJRG and KFH radio stations.
3. Chair the monthly meetings of the Board.
4. Prepares and distributes agenda in advance.
5. Develops and maintains a calendar of major events in the Sunday School year, and distributes to each board member.
6. Consults with Board members in planning the annual budget, and presents the budget to the Board.
7. Works with the Board in filling all appointed positions.
8. Initiates the planning (with Pastor(s) and other Superintendents) of Teacher Dedication Sunday.
9. Initiates planning for the annual Teacher Appreciation event for all teachers of Sunday School, Midweek, and Rainbow Church.
10. Initiates the purchase, preparation, and distribution of treats for pre-school through 8th grade SS students at Christmas.
11. Submits a written report of the education program to the annual meeting of the congregation.
12. Submit updates to the church office for the Christian Education Ministry Team & Chair pages of the Congregational Handbook annually.

EDUCATION MINISTRY TEAM SECRETARY

Membership: The secretary is affirmed by the congregation for a two-year term, and is a member of the Education Ministry Team.

General responsibilities:

1. Record minutes of the Education Ministry Team meetings and make them available to those who need them.
2. Handle Sunday School offering receipts and report deposits to the treasurer.

Specific responsibilities:

1. Attend monthly meetings of the Education Ministry Team and keep minutes of the same.
2. Prior to the monthly meeting, distribute copies of the previous meeting's minutes.
3. Re-count each Sunday's receipts, deposit them in the bank, and give a report to the treasurer.
5. Pay all bills and keep a systematic account of receipts and disbursements.
6. Control and administer the deposit and disbursement of all funds including:
 - a. DVBS and Camp scholarships.
 - b. Adult/Youth special class projects.
 - c. Junior department projects.
8. Inform chair of financial needs.
9. Submit updates to the church office for the EMT secretary page of the *Congregational Handbook* annually.

EDUCATION MINISTRY TEAM TREASURER

Membership: For a two year trail in 2005 and 2006, the finances of the Education Ministry Team are being handled by the church treasurer. (Previously, the treasurer position was combined with the secretary.)

General responsibilities:

1. Is responsible for all money received in offerings during the Sunday School hour in all departments and classes, special class project offerings, and congregational offerings.
2. Establish and keep adequate, accurate financial records and make them available to those who need them.

Specific responsibilities:

1. Prior to the monthly meeting, provide a financial report of the previous month's activity.
2. Control and administer the deposit and disbursement of all funds including:
 - a. Adult and Youth Sunday School offerings (deposited by EMT secretary)
 - b. Elementary Sunday School offering projects (deposited by EMT secretary)
 - c. Adult special class projects
 - d. Bible School income/expenses and offering projects
 - e. Camp scholarships
 - f. Sunday morning worship offerings (total rec'd from Benevolent Fund treasurer)
 - g. Other operating income and expenses
3. Pay all bills and keep a systematic account of receipts and disbursements.
4. Submit an annual written treasurer's report to the annual meeting of the congregation.
5. Submit updates to the church office for the EMT treasurer page of the *Congregational Handbook* annually.

**CHRISTIAN EDUCATION MINISTRY TEAM
S.S. SUPERINTENDENT AND ASST.**

Membership: The adult S.S. superintendent is affirmed by the congregation for a three-year term, and is a member of the Education Ministry Team. The first year is served as assistant, the second as superintendent, and the third as chair of the board.

General responsibilities:

1. Develops the total adult program of Christian education.
2. Leads in developing philosophy and policies for the adult educational work of the church.

Specific responsibilities:

1. Represents the adult education department on the church council.
2. Reports on adult department monthly to the education ministry team.
3. Assists education ministry team in budget preparation.
4. Is responsible for the ordering and distribution of:
 - a. Adult curriculum (including optional classes)
 - b. Devotional resources, etc.
 - c. Other resources for teachers/leaders
5. Plans for any additional or optional adult curriculum.
6. Supervises the elections of teachers in the adult classes and the appointment of teachers for optional classes.
7. Designates meeting places for Sunday School classes.
8. Organizes midweek adult classes and secures teachers.
9. Communicates with adult teachers, keeping them informed of resources, events, etc.
10. Initiates training events for adult teachers.
11. Submits an annual report to the congregation.
12. Submit updates to the church office for the EMT Adult SS Superintendent and Asst. page of the *Congregational Handbook* annually.

Responsibilities for planning:

1. Is involved in planning of, and participates in, the Teacher Dedication Sunday service.
2. Is involved in planning the annual Teacher Appreciation event for all teachers of Sunday School, Midweek and Rainbow Church.

**CHRISTIAN EDUCATION MINISTRY TEAM
YOUTH S.S. SUPERINTENDENT AND ASST.**

Description: Serve as a liaison between the youth, their S.S. teachers, and the youth sponsors.

Membership: The youth superintendent is affirmed by the congregation for a two-year term, and is a member of the Education Ministry Team. The first year is served as assistant and the second as superintendent.

Responsibilities:

1. Procure S.S. teachers for the Jr. High and High School age youth.
2. Order and distribute S.S. materials for the Jr. High and High School age youth.
3. Promote the summer camping program. Distribute camp brochures and camp scholarships.
4. Keep informed about Youth Group activities by interacting with the Youth Sponsors.
5. Attend monthly meetings of the Education Ministry Team.
6. Order the magazine "With" or other suitable materials for youth.
7. Submit an annual report to the congregation.
8. Work with the Youth Pastor and organize quarterly meetings for the Youth Ministries Team.
9. Submit updates to the church office for the EMT Youth SS Superintendent and Asst. page of the *Congregational Handbook* annually.

**CHRISTIAN EDUCATION MINISTRY TEAM
ELEMENTARY S.S. SUPERINTENDENT AND ASST.**

Membership: The elementary S.S. superintendent is affirmed by the congregation for a two-year term, and is a member of the Education Ministry Team. The first year is served as assistant and the second as superintendent.

General responsibilities:

1. Be responsible for making and carrying into effect the policies and program of the whole elementary education department.
2. Be familiar with the curriculum material, upcoming revisions, and other related materials.
3. Initiate the development of new educational programs and approaches for elementary children and teachers, in and outside of the regular Sunday School time.
4. The assistant assists the superintendent in whatever way is agreeable to both.

Specific responsibilities:

1. Represent the elementary education department on the church council.
2. Both superintendent and assistant attend monthly meetings of the Board of Christian Education.
3. Annually plan the elementary part of the budget with the board chair.
4. Is responsible for the timely ordering and distributing of materials:
 - a. Elementary curriculum
 - b. Story papers
 - c. Teacher enrichment materials, magazines, etc.
5. Appoint elementary teachers well in advance of the fall quarter which includes:
 - a. Call meeting of new and old teachers in August.
 - b. Assign classroom space for the teachers.
 - c. Provide each teacher with a list of resource materials, supplies and equipment.
 - d. Provide each teacher with a list of students, birthdates, parent's names, etc.
6. Support and encourage teachers:
 - a. Provide assistants or substitutes where needed.
 - b. Be present on Sunday morning to see that all classes are taken care of.
 - c. Provide the paper "Resource", and other enrichment materials for each teacher, as well as all other superintendents.
 - d. Encourage teachers to attend workshops and conferences.
 - e. Initiate and plan teachers meetings and training sessions as needed for the elementary teachers.
 - f. Write letters to elementary teachers keeping them informed of events, plans, etc.
 - g. Plan money projects with the teachers, and assist in their implementation.
 - h. Encourage and assist teachers in inviting community children not attending church elsewhere, and doing follow-up work on absentees.
7. Support the Children's Day/Christmas Program Committee and help co-ordinate where needed. (Purchase, prepare, and distribute treats for Christmas.)
8. Keep all records and files, etc. up to date. Superintendent should submit the annual report to the congregation.

Christian Education Ministry Team - Elementary S.S. Superintendent and Asst., cont.

9. Be responsible for the Education Office along with the Adult superintendent:
 - a. Organize elementary department materials such as paper, picture files, etc.
 - b. Dispose of obsolete materials.
 - c. Keep the supplies in order and replenish supplies as needed.
10. Be responsible for the elementary supply cabinet:
 - a. Organize curriculum materials, etc.
 - b. Keep the cabinet in order.
 - c. Buy materials and supplies as needed.
 - d. Buy additional materials requested by teachers.
11. Annually submit updates to the church office for the EMT Elementary Supt. and Asst. page of the *Congregational Handbook*.

**CHRISTIAN EDUCATION MINSITRY TEAM
MIDWEEK SUPERINTENDENT AND ASST.**

Membership: The midweek superintendent is appointed by the Board of Christian Education for a two-year term, and is a member of that board. The first year is served as assistant and the second as superintendent.

General responsibilities:

1. Is responsible for making and carrying into effect the policies and programs of the midweek elementary education sessions.
2. Is familiar with the curriculum materials, and also looks for new methods and ideas.
3. Works closely with the elementary superintendent, coordinating teachers, resources, curriculum goals, etc.

Specific responsibilities:

1. Attends monthly meeting of the Education Ministry Team.
2. Annually plans the midweek part of the budget with the board chair.
3. Is responsible for the timely ordering (10 weeks before October midweek classes begin) of materials such as:
 - a. Midweek elementary and Jr. High curriculum.
 - b. Teacher enrichment materials, etc.
4. Appoints midweek elementary and Jr. High teachers during the summer months and:
 - a. Meets with teachers for a Fall Planning meeting.
 - b. Assigns classroom space for the teachers.
 - c. Provides each teacher with a list of resource materials, supplies, equipment and names of students.
5. Supports and encourages teachers:
 - a. Provides assistants or substitutes where needed.
 - b. Is present on Wednesday evenings to see that all classes are taken care of.
6. Establishes the date when midweek will begin and end, (as well as certain dates or times when midweek will not be held) and publicizes the same.
7. Works closely with the elementary superintendent in appointing teachers, planning for teacher meetings, coordinating curriculum, program, etc.
8. Is involved in planning of, and participation in Teacher Dedication Sunday.
9. Works with other board members on annual appreciation event for all teachers of S.S. and Midweek.
10. Submit an annual report to the congregation.
11. Annually submit updates to the church office for the EMT Midweek Supt. and Asst. page of the *Congregational Handbook*.

**CHRISTIAN EDUCATION MINISTRY TEAM
VACATION BIBLE SCHOOL SUPERINTENDENT AND ASST.**

Membership: The VBS superintendent is appointed by the Education Ministry Team for a two-year term, and is a member of the EMT. The first year is served as assistant and second as superintendent.

General responsibilities:

1. Is responsible to plan and direct the annual Bible School program (up to sixth grade) in the Goessel community.
2. Work and plan together with the VBS superintendents for the Goessel church. Superintendents of the Alexanderwohl and Goessel churches alternate years of being in charge.
3. Plan curriculum, length of Bible School, and any new programs that may need to be developed, including that of the 6th graders.

Specific responsibilities:

1. Keep congregation informed about the Bible School program and its needs.
2. Submit a written report to the annual meeting of the congregation.
3. Attend monthly meetings of the EMT and report to this group as needed.
4. In January reserve dates for Bible School (usually the first full week of June) with church secretary.
5. Get a list of names of all elementary aged children from Grade School secretary.
6. In February call a meeting of all four VBS superintendents to begin planning for Bible School. The committee:
 - a. Sets the date.
 - b. Fills all teaching positions.
 - c. Contacts parents of community children.
 - d. Decides on Mission project.
 - e. Keeps craft supplies, etc. replenished.
 - f. Assists the superintendent in whatever way is agreeable to all.
8. In early April send home an enrollment letter with Goessel Grade School students, to be returned to the school secretary a week later.
9. When enrollments are in, order the curriculum.
10. In late April hold a meeting of teachers and helpers.
 - a. Teachers receive a tentative list of students, the curriculum, and materials.
 - b. Teachers receive a sheet of information regarding VBS dates, the time schedule, and the Mission project.
11. Purchase any supplies needed, and see to it that craft supplies, etc. are made available to teachers.
12. Early in May, post posters around the community about Bible School.

Education Ministry Team. - Vacation Bible School Superintendent and Asst., cont.

13. Post a list of supplies needed by students in the front hall of the Grade School.
14. Two weeks before Bible School, information is printed in the Alexanderwohl/Goessel bulletins and sent home with gr4ade cards at school in which is listed:
 - a. Teachers of each grade.
 - b. Supply list for students.
 - c. The Mission project.
15. During Bible School, be available to teachers.
16. The first day send home a letter of information to the parents of each child attending.
17. Keep record of Mission project money.
18. Keep record of finances and give the summary to the EMT treasurer, who in turn bills the other church for its share.
19. Annually submit updates to the church office for the EMT Vacation Bible School Supt. and Asst. page of the *Congregational Handbook*.

CHRISTIAN EDUCATION MINISTRY TEAM NURSERY SUPERINTENDENT

Description: Responsible for the nurture of the young children in the congregation.

Membership: Two members, each serving a two-year term. One is appointed annually by the Education Ministry Team. The first year is served as assistant and the second as superintendent.

Meeting schedule: as needed.

Responsibilities of the assistant superintendent:

1. Make the assignments for the yearly schedule for the toddler nursery.
2. Help with the upkeep of toys/books in the nursery.
3. Attend Education Ministry Team meetings monthly.
4. Periodically wash bedding in infant nursery.

Responsibilities of the superintendent:

1. Arrange for a rose, certificate, nursery poster welcome booty, welcoming letter, parenting book and introductory nursery newsletter on the Sunday morning when baby is born into the congregation.
2. Maintain the Cradle Roll (Poster in Nursery with Prayer Booties). Update Cradle Roll enrollment File Box in Sunday School office.
3. Send birthday cards and invitation to Sunday School to children prior to their second birthday.
4. Periodically rotate and clean toys/books in the nursery. Suggested schedule for disinfecting and cleaning of washable toys is monthly.
5. Purchase toys/books/supplies/hygiene items/snacks as needed for nursery and Rainbow Church.
6. Maintain Children's Photo Display in the Nursery. Update yearly.
7. Distribute Nursery Newsletters to Families for children ages 0-2 (2 year cycle).
8. Help pastor as needed with Parent/Child Dedication. Church secretary will make the certificates.
9. Choose curriculum for Rainbow Church.
10. Decorate Rainbow Church classroom (bulletin boards, door, etc.).
11. Develop quarterly schedule for teachers and helpers for Rainbow Church.
12. Send out appreciation gifts to nursery/Rainbow Church volunteers.
13. Attend monthly meetings of Education Ministry Team.
14. Submit an annual report to the congregation.
15. Annually submit updates to the church office for the EMT Nursery Supt. page of the *Congregational Handbook*.

CHILDREN'S DAY/CHRISTMAS PROGRAM COMMITTEE

Membership: Six members, each serving a three-year term. Two are appointed annually by the Education Ministry Team.

Officers: The two third year members co-chair the committee with one co-chair taking Children's Day and the other taking Christmas Eve.

General responsibilities:

Plan Children's Day program and Christmas Eve program.

Specific responsibilities:

1. Report to the Education Ministry Team in April and May for Children's Day and in November and December for Christmas Eve program. Report progress of program plans and make committee aware of financial needs.
2. Meet in February to begin planning for Children's Day. Plan program, noon meal, and afternoon recreation.
3. Carry out final plans in meetings until Children's Day.
4. Meet in September to begin planning for Christmas Eve program. Plan specific program content.
5. Make student assignments available to teachers of 2 year olds through 8th grade class.
6. Be responsible for practice December 23 in evening.
7. Choose someone to be responsible for sharing time at the Christmas Eve Program (could be the chair of the EMT).
8. Find small gifts for children who share during the program.
9. Annually submit updates to the church office for the Children's Day/Christmas Program Committee page of the *Congregational Handbook*.

AUDIO/TAPE COMMITTEE

Membership: Individuals appointed for an indefinite term by the Board of Deacons.

Officers: Chair

Meeting Schedule: As needed.

Responsibilities:

1. To operate the sound system for worship services, programs, weddings and funerals.
2. To produce an audio-taped copy of Sunday morning worship services, programs, weddings, and funerals for the church library/archives and individual copies as requested by members/community.
3. To recommend sound system maintenance, repair, and equipment needs to the Trustee Board.

Responsibilities of the Chair:

1. To develop the staffing schedule for Sunday morning and evening worship services and special events (persons serving for funerals/weddings will be scheduled as needed by the church office).
2. Annually submit updates to the church office for the Audio/Tape Committee page of the *Congregational Handbook*.

AUDITING COMMITTEE

Description: To audit all treasury accounts of the congregation.

Membership: Three members, each serving a three-year term. One is appointed annually by the Board of Trustees.

Responsibilities of the chair:

1. Initiates the election of officers and organization of this committee for the coming year.
2. Submit an annual report to the congregation.
3. Annually submit updates to the church office for the Auditing Committee page of the *Congregational Handbook*.

Responsibilities of the committee:

1. Be prepared to audit church financial records when the trustees call for audits. This is done in November, December and January of each fiscal year.
2. Handle any additional audits required during the year.

BETHEL COLLEGE CORPORATION DELEGATES

Membership: One vote for every ten members of the congregation or fraction thereof determined by the membership as of January 1, up to 10 delegates. The pastor or leading minister is automatically a delegate with one vote. The Mennonite College Student Ministry Team members are automatically delegates. Currently, two additional delegates are appointed annually by the Board of Administration, for a one year term.

Responsibilities:

1. Represent the congregation at the Corporation meeting (one delegate may cast more than one vote).

CEMETERY COMMITTEE

Membership: eight members, each serving a two-year term. Two appointed annually by the Board of Trustees.

Officers: Chair

Responsibilities:

1. After the chair of the cemetery committee gets a call from the mortician requesting burial, approval or disapproval is given according to cemetery policy.
2. Meet with the family if they desire and designate a plot for burial with the assistance of the cemetery historians. Consideration for placement of plots is determined by cemetery maintenance needs.
3. Maintain driveways with gravel and rock as needed.
4. Mow and trim cemetery as needed. It is often done before a burial. Thorough mowing and trimming is done before Memorial Day. Extra volunteer help is required at this time. Approximately four to six mowings per year are needed, depending on the amount of rainfall.
5. Chair gives approval and helps line up headstone placement with assistance of cemetery historians.
6. If repair to a headstone is necessary, a relative is asked to make the repairs if possible. If no relatives are available, committee must assume responsibility for repairs.
7. Appoint a cemetery historian. One person or couple for a five-year term.
8. Submit an annual report to the congregation.
9. Annually submit an update to the church office of any change to the Cemetery Committee page in the *Congregational Handbook*.

Policies:

1. All members and associate members and their minor children are given burial rights free of charge.
2. Requests for burial and reservations from outside the membership need to be approved, as this is not a public cemetery. Generally requests are honored from those with ties to Alexanderwohl. The cost for non-members is \$200 per plot paid to the church.
3. A concrete vault or better is required.
4. No flat surface vaults or individual mausoleums are allowed.
5. Grave sites should measure 59 inches apart (center to center).
6. Rows are marked with red brick. When a site is reserved the red brick is replaced with a white brick.

CEMETERY HISTORIAN

Membership: One person or couple, appointed by the cemetery committee for a five-year term.

Responsibilities:

1. Endeavor to become well informed about the cemetery, its layout, history, and current usage.
2. Meet with the family if they desire and the cemetery committee at the time of a death to determine burial site. Advise committee on appropriate and available sites as necessary. Advise on requests for burial privileges from outside our membership. Process transactions from outside our membership. The cemetery committee makes the final decision on the above items.
3. Keep cemetery records.
 - A. Have the church secretary update the reservation list in the computer yearly and give each committee member a copy.
 - B. Have the church secretary type names, dates and burial location in record books at the end of the year. Historian has one book and one book is kept in the church office. Policy changes and transactions should be added to the record books yearly.
 - C. Update the cemetery maps at least yearly. There are four maps available for committee members.
4. Assist members and visitors in finding graves.

CHURCH HISTORIANS

Description: Archivists and historians of church records and artifacts.

Membership: Historian and assistant historian appointed by the Christian Education Ministry Team for an indefinite length of time.

Responsibilities:

1. File materials of historical value as they become available.
2. Preserve and protect existing files, records and artifacts as they become available.
3. Assist in presenting our history to inquiring groups or individuals.
4. Provide genealogy data.
5. Be available for research on specific subjects.
4. Submit an annual report to the congregation.
5. Annually submit updates to the church office for the Church Historians page of the *Congregational Handbook*.

COMMUNITY JR. HIGH SPONSORS

Description: To provide fellowship, input, recreation, and service opportunities for the 7th and 8th graders in the Goessel community and those from other communities that attend one of the churches.

Membership: Representatives from each of the Goessel churches (Alexanderwohl, Tabor, and Goessel). Sponsors are appointed by the Goessel Ministerial Alliance or outgoing sponsors for an indefinite term.

Responsibilities of the committee:

1. Meet to plan the years activities.
2. Maintain a treasury.
3. Send out reminders/notices of each event.
4. Involve parents when extra help is needed (driving, food, etc.)
5. Plan and coordinate fundraisers to defer costs for Camp WaShunGa..
6. Be involved and get acquainted with the students to be a positive contact with the church.
7. Each member will be responsible for arrangements when activities are held at their church.
8. Report to the Goessel Ministerial Alliance.
9. Submit an annual report to the congregation.
10. Annually submit updates to the church office for the Community Jr. High Sponsors page of the *Congregational Handbook*.

CONFERENCE DELEGATE COORDINATOR

Description: A liaison between members of the congregation and the Western District Office, and coordinator of conference delegates.

Membership: One individual or couple appointed by the Board of Administration for a three-year term.

Responsibilities:

1. Attend the annual WDC, serve as a delegate, and serve as chair of the Alexanderwohl delegates.
2. Inform various church committees about WDC and relay information back to WDC offices.
3. The WDC Stewardship committee will conduct at least one session with WDC Representative and pastor each year to discuss ways to promote the extended mission of the church.
4. Serve as conference delegate coordinator for the Mennonite Church USA (MCUSA) Conference and the Western District Conference, being responsible for delegate registration and delegate votes. The church pays the registration fee for both the WDC and the MCUSA. Find out from the delegates if they wish to have the registration fee reimbursed (some do not) and report the findings to the church treasurer.
5. Check with pastor to assign delegates to report to the church after conferences.
6. Annually submit updates to the church office for the Conference Delegate Coordinator and accompanying pages of the *Congregational Handbook*.

DELEGATES - MENNONITE CHURCH USA

Membership: One delegate for every 100 members or fraction thereof determined by the membership as of January 1. No one person may cast more than one vote. This takes place every three years (2005, 2007, etc.) and delegates are appointed by the Board of Administration.

Officers: The Conference Delegate Coordinator is asked to be the chair or convener of the delegate group.

Responsibilities:

1. Everyone attending any daytime sessions, whether full-time or part-time, needs to register. Registration forms will be available in the church office.
2. Delegates need to personally register for the conference, lodging, meals, and any extras (transportation, tours, other events) they will be needing. The Church will reimburse the registration fee.
3. Delegates need to familiarize themselves as much as possible with the issues that will be dealt with.
4. The delegates will be asked to report to the congregation, generally the Sunday following the Conference, on the various sessions they participated in.

DELEGATES - WESTERN DISTRICT CONFERENCE

Membership: One delegate for every 30 members or fraction thereof determined by the membership as of January 1. These are to be appointed by the Board of Administration.

Officers: The Conference Delegate Coordinator is asked to be the chair or convener of the delegate group.

Responsibilities:

1. Delegates need to personally register for the conference, lodging, and meals they will be needing. The Church will reimburse the registration fee. Registration forms will be available in the church office.
2. Delegates are asked to attend an area meeting where resolutions and budget are available to familiarize themselves as much as possible with the issues that will be dealt with.
3. Delegates should prepare themselves before the Conference sessions by studying the Conference Report Book, which is distributed before the conference.
4. The delegates will be asked to report to the congregation, generally the Sunday following the Conference, on the various sessions they participated in.

DISABILITIES CHURCH COORDINATOR

Membership: One person, appointed for an indefinite term by the Board of Deacons.

Responsibilities:

1. Make congregation aware of possible accommodations for the disabled when they are making decisions about the facility or transportation.
2. Make personal contact with individuals or families who are experiencing a new disabling condition to let them know of our concern and connections with possible resources if they are needed.
3. When people have interest in particular resources, do research and gather information about conditions, assistive devices or funding to share with the family.
4. Be aware of individuals struggling with a disability in the congregation and make sure they are aware of the accommodations that we are able to offer.
5. Stay connected to Mennonite Church USA Disabilities Publications and share those with individuals or families when appropriate.

Et Cetera Shop/Ten Thousand Villages Board Member

Newton, Kansas

The Board of Directors upholds and promotes the mission of each store. The board secures and protects The Et Cetera Shop and the Ten Thousand Villages stores by monitoring the financial viability of each store and sets strategic direction for the future health of each retail business.

Membership: The board is composed of thirteen members--one from each of the supporting churches. The Board of Deacons appoints a member to represent the Alexanderwohl Mennonite Church.

Officers: Chair and secretary

Meeting schedule: The Board of Directors meets the second Tuesday of each month.

Description:

The Et Cetera Shop is a retail store established for the purpose of generating income to be contributed to MCC for the purpose of supporting relief and development work programs and is committed to the US Thrift Shops Principles of Operation. We commit ourselves to Christian Faith in action by:

- Offering a friendly, caring presence in the community
- Volunteering our time and talents
- Receiving and reselling donated items
- Informing the churches and community of the Mennonite Central Committee mission
- Supporting the mission of Mennonite Central Committee by generating income

Ten Thousand Villages is a job creation program set in a gift retail environment. The Newton Ten Thousand Villages store is committed to its mission by providing vital, fair income to Third World people by marketing their handicrafts and telling their stories in North America.

Volunteer Opportunities:

- Serve as a board member
- Serve a clerk
- Serve as an accountant
- Public speaking
- On call volunteer
- Serve in back room: receiving, sorting, pricing
- Volunteer coordinator for Ten Thousand Villages
- Offsite sales for Ten Thousand Villages
- Janitorial, repairs and miscellaneous.
- Visual merchandising and display.

FUNERAL USHERS

Membership: Varying number of members for an indefinite term. Currently have seven members. The chair appoints new members.

Officer: Chair

Responsibilities:

1. Three ushers serve at a funeral. The chair contacts those available to help as needed.
2. Greet and seat attendees.
3. Facilitate seating for the meal in the fellowship hall, reserving places for the family.

GIFTS DISCERNMENT COMMITTEE

Membership:

1. Committee shall consist of six members, with two selected annually by the congregation, through the gift discernment process, for a three-year term.
2. Committee members shall choose their own chair annually. They shall only make decisions at meetings with no less than four of the six members in attendance.
3. Members are not eligible to serve for more than two consecutive terms.

Responsibilities:

1. To lead and coordinate the Gifts Discernment process that will discern the spiritual gifts, abilities and talents of the Alexanderwohl congregation.
2. Actively work with boards/committees to seek and encourage individuals from the congregation to use their gifts in the various ministries of the Church.
3. Maintain current confidential informational data on the spiritual gifts, abilities, interests, and talents of the congregation.
4. Work with the Pastors/Boards/Committees:
5. to arrange for preaching on spiritual gifts periodically.
6. to suggest materials to be used in studying spiritual gifts.
7. in facilitating the discernment process .
8. Prepare the affirmation slate for positions on Boards and Gift Discernment Committee.
9. Affirm and encourage individuals to use their spiritual gifts, abilities and talents for the church.
10. Annually submit updates to the church office for the Gifts Discernment page of the *Congregational Handbook*.
11. Recommended meeting as needed. See attached time line.

GIFT DISCERNMENT PROCESS
Timeline of Process
Annual Discernment Cycle

December and January

- Encourage congregation to explore emphasis on Holy Spirit or spiritual gifts.
- May be an emphasis with special speakers or Sunday School class studies.
- Gather information on the gifts of individuals in the congregation and compile information.

By end of February

- Meet with Boards and determine vacancies for this year.

March and April

- Congregation discerns persons for Board vacancies.

May

- Committee contacts called individuals for their willingness to serve on boards.

June

- If discernment not clear, then meet with Boards for their discernment of vacancies.

July

- Committee compiles slate of called people willing to serve on Boards.

August

- Congregation affirms called individuals to Board positions.

July through December

- Committee assists Boards with appointments, by sharing data with them, about the positions needing committee members.

January 1

- All newly affirmed members take offices.

LANDSCAPE COMMITTEE

Description: The committee is responsible for the beautification of the church grounds.

Membership: Three members, each serving a three-year term. One is appointed annually by the Board of Trustees.

Officers: Chair, usually the third-year member.

Meetings: As needed.

Responsibilities:

1. Maintain the tree, shrubs, and plantings with trimming, spraying, fertilizing, and watering as needed.
2. Use the "master plan of the church yard plantings" as a guide when new plantings are donated or purchased.
3. The committee is no longer responsible for driveway maintenance and snow removal, which is taken care of by the trustees. The trustees also contract for the lawn mowing.
4. Annually submit updates to the church office for the Landscape Committee page of the *Congregational Handbook*.

LIBRARY MINISTRY TEAM

Membership: Four members each serving a three-year term with two appointed each year by the Christian Education Ministry Team, plus a Head Librarian serving a six-year term, also appointed by the CEMT. The Librarian position will be reviewed after year four of his/her term by the CEMT to determine if the librarian will be continuing after his/her term of service is finished. If not, a new librarian will be found and will train with the current librarian for one year to smooth the transition of office.

Purpose: The purpose of the Library Ministry Team is to select and maintain materials in the church library that support the educational programs of the church. They will inspire members to study God's word, stimulate Christian growth, entertain from a Christian perspective, and encourage members to fulfill our church purpose--to love and encourage one another, to invite new people, teach scripture, and serve others.

Meeting schedule: as needed, at least two times a year to select books.

Responsibilities of Head Librarian:

1. Make Sunday morning duty schedule.
2. Order supplies as needed and give bills to church treasurer.
3. Call meetings of LMT as needed for organization, selection of materials and work times.
4. Assist in selection of books for library and processing of books and materials and weeding as needed.
5. Liaison to CEMT, attending meetings at least twice a year, receiving suggestions from superintendents concerning possible books to purchase to support the current SS curriculum and communicating to the CEMT the needs and concerns of the LMT.
6. Prepare annual report.
7. Annually submit updates to the church office for the Library Ministry Team page of the *Congregational Handbook*.

Responsibilities of the Library Ministry Team:

1. Be available in library as scheduled to:
 - assist church members as needed..
 - process cards and returned books/materials
 - straighten books and shelves.
2. Assist in selection of books and materials for library
3. Assist in processing of materials into library
4. One team member each to process worship video and cassette tapes for storage and check out and maintain the respective check out sheets.
5. Maintain magazine shelves, keep current and dispose of outdated material.
6. Assist with weeding of library when required.
7. Communicate needs, requests and suggestion to Head Librarian.

LIBRARY POLICIES

Book Selection:

The Library Ministry Team will purchase resources to support the Christian Education programs of the church as allowed by budget and space. The Library is not an archive for outdated materials, leftover bulletins and Sunday School material.

Book and material selection by the Library Ministry should be based on the following:

1. Supports the ongoing ministries on the congregation
2. Has contemporary or permanent value
3. Quality of writing, design illustrations
4. Reputation of publisher or producer or significance of author
5. Relevance to interests and needs of congregation
6. Potential or known demand for the material
7. Balance--fills a gap in the collection, compliments existing resources
8. Availability of material elsewhere
9. Suitability of subject, style and reading level for intended audience
10. Recommendations of pastoral staff and church leadership
11. Space Limitations and cost

Criteria for works of fiction, poetry and drama:

1. Supports Christian values
2. Represents a significant trend, genre or culture
3. Vitality and originality
4. Artistic merit and literary value
5. Authenticity of historical or social setting
6. Effective characterization

Gifts:

If gifts of books or other materials are made, the LMT reserves the right to accept or reject materials based on our selection criteria. Donors are asked to indicate how they wish their donation handled if it is not accepted into the church library and to include their name for contact if there are questions. If the donor wishes to remain anonymous, this is acceptable, but they should let the team know whom to contact with questions.

Books or money for books, to be designated as memorials, are gratefully accepted. Donors may suggest titles or the LMT will make suggestions, with final approval given by the donors.

Weeding:

A careful evaluation and weeding of the library will take place every six years. Materials which are inaccurate, physically unattractive, outdated, or have not been checked out in six years will be withdrawn from the collection. If donated items, the LMT will try to contact the donors, or their family members, as to their wishes on the disposal of such items. Items removed from the library will be offered to members of the congregation in a book sale for a limited time, after which they will be disposed of at the LMT's discretion. Direction may be requested of other ministries of the church or the pastors in the removal/disposal of materials. Some items may be excepted from the above removal criteria at the discretion of the LMT.

MCC RELIEF SALE CONTACT PERSONS

Membership: Three positions (usually couples). One couple appointed each year by the Board of Administration for a term of three years. The newly appointed couple should be notified by the first week in September, and reported to the MCC Secretary, who will send the information and dates of meetings by the middle of October.

Responsibilities:

1. The incumbent couples need to inform the MCC Sale Secretary who the newly elected members are and their address so all information regarding the sale will be mailed to them.
2. Couples should attend all meetings, which are held at various churches in the Mid-Kansas MCC Sale area. The first meeting is usually held in November.
3. Contact persons are responsible for keeping the church informed as to the needs of the Sale and various jobs that have to be filled.
4. The contact people take all items made by our church for the sale to Hutchinson on the day before the sale and take the baked goods on the day of the sale.
5. There is one offering for the sale, usually in December. At the first few area meetings bids are taken from contact persons to cover various expense items. Sunday schools or individuals can also contribute to the sale budget.
6. Submit an annual report to the congregation.
7. Annually submit updates to the church office for the MCC Relief Sale Contact Persons page of the *Congregational Handbook*.

MENNONITE COLLEGE STUDENT MINISTRY TEAM

Membership: Six members, each serving three years. Two are appointed annually by the Christian Education Ministry Team.

Officers: Chair, secretary and/or treasurer.

Meeting schedule: Quarterly, or as needed. Two of the meetings should be held shortly before the beginning of the spring and fall semesters.

Responsibilities:

1. Promote the interest of Christian education as it pertains to Mennonite Colleges and sponsor the publicity and financial campaigns of Mennonite Colleges.
2. Work with the pastor in planning of Bethel/Hesston College Sunday.
3. Maintain a relationship with students who attend Mennonite Colleges.
4. Offer financial assistance to those students attending Mennonite Colleges. Money for the scholarship fund is collected from Sunday morning offerings, special fund-raising events, and interest from the endowment fund (see below).
5. Serve as Delegates to Bethel College Corporation meeting.

Responsibilities of the chair:

1. Call meetings and set agendas.
2. Serve as, or appoint a, liaison with Bethel/Hesston College as need arises, if applicable.
3. Write annual report for the Church annual report booklet.
4. Annually submit an update to the church office of any change to the MCSMT page in the *Congregational Handbook*.

Responsibilities of the secretary and/or treasurer:

1. Gather offering and fund-raising monies.
2. Disburse scholarship monies.
3. Handle transactions of the endowment fund.
4. Keep minutes of meetings and write necessary letters.
5. Submit treasurer's report for annual meeting.

POLICIES

Scholarship policy (partially directed by congregational action):

A student scholarship grant program has been enacted by the Alexanderwohl Mennonite Church for students attending Mennonite colleges. Funds are made available to member students of our congregation from an official church body in the form of an offering or special contributions.

Scholarships will be awarded to members of the congregation who are full-time students. Academic standing or availability of other grants, scholarships, etc. is not to affect the availability of this grant. This is a year to year grant and is to be given, as funds are available. The disbursement of the funds is at the discretion of the MCSMT. The offering and contribution funds shall be divided equally among the students. Students who desire scholarships must apply to the committee at the beginning of the school year to be eligible. Changes in student's status should be reported to the committee.

In recognition of the fact that private church-related colleges have higher tuition than state institutions, we ask for a broad base congregational support of the scholarship fund, realizing that church leaders come from our church schools.

Endowment fund:

It was approved by the committee in 1992 to establish an endowment fund so that the interest from the fund could go to supplement the student scholarships. Such an endowment would be able to help present and future students. The offerings may be divided in a 90%/10% manner into checking and endowment, respectfully.

Money collected from special fund-raising projects could go either directly to the student scholarships or to the endowment, decided on a project by project basis.

MENNONITE MUTUAL AID ADVOCATE

Description: To help people who relate to Alexanderwohl Mennonite Church connect to the programs and services of Mennonite Mutual Aid Association.

Membership: One person appointed to an indefinite term by the Deacon Board.

Responsibilities:

1. To know about financial hardships and needs in the congregation and how MMA's programs and services can help meet these needs.
2. To share information with the congregation about MMA products, financial services, Sharing Fund grants, educational materials and other programs. Facilitate using these products and programs to help people in the congregation.
3. To refer people who are interested in MMA products to mutual aid counselors or the Goshen office.

Qualifications:

1. A personal commitment to mutual aid and sharing within the community of faith in times of need.
2. Supportive of MMA's mission and committed to becoming knowledgeable about programs and products.
3. Willingness to volunteer several hours a month.
4. Active church involvement that includes church membership, the respect of the congregation and integrity in communication.
3. Submit an annual report to the congregation.
4. Annually submit updates to the church office for the MMA Advocate page of the *Congregational Handbook*.

MENTOR COORDINATOR

Description: To work with the adult mentors and youth mentee's. Provide support for both groups of people.

Membership: One individual appointed by the Deacon Board for a three-year term.

Responsibilities:

1. To find an adult mentor for an individual youth. When the youth is ready to enter the program, they contact the coordinator. The youth gives several names of adults that he/she would like to be paired with.
2. The coordinator then contacts the adults.
3. When an adult agrees to be a mentor, the coordinator contacts the youth to inform them a match has been made.
4. The coordinator provides support to the mentor pairs.
5. Provides helpful information to the participants through readings, discussions, and workshops.
6. Organizes "whole group get-togethers" approximately every four months, or as schedules allow.
7. Works with youth pastor and youth ministry team on youth-related issues.

MUSIC COMMITTEE

Membership: Three members, each serving three years. One is appointed annually by the Board of Deacons. The elected music committee is joined by its advisor members as needed. The advisory members include:

1. Choir directors
2. Chair of organists

Officers: Chair and Worship Ministry Team representative.

Responsibilities of elected committee and the advisory members:

1. Meet twice a year in a joint session to set up choir schedules for music to be given at the Sunday morning worship services.
 - Winter-spring: February through May
 - Fall-winter: September through January
2. This larger group also is active when larger decisions are at stake, with issues of a specific musical nature.

Responsibilities of the elected committee:

1. Set up the music schedule for:
 - Summer worship--June through September
 - Special Sundays as needed throughout the year when the choirs are not available.
 - Music for special services and occasions where Alexanderwohl is responsible for a service and music is requested.

The church office coordinator sets up a composite computerized printout of the various season's music schedules for song leaders, pianists, organists and choirs and makes these available to them.

2. Appoint song leaders, organists, pianists, etc..
3. Plan for the church pianos to be tuned once a year or as needed. The chair makes these arrangements unless otherwise decided by this committee.
4. Arrange for the tuning and repair of the pipe organ. Duane and Karen Unruh are currently responsible.
5. Set the amount for the line item of the budget to the trustees before October. If a choir director knows he/she will be wanting special music and this would increase the line item budget, they need to let the music committee know before the budget is made.
6. If the choir director receives a salary, coordinate that with the choir and the trustees.
7. Submit an annual report to the congregation.
8. Annually submit updates to the church office for the Music Committee page of the *Congregational Handbook*.

OUTREACH MINISTRY

Description: To reach out to those in our community and in our local congregation as well through sharing the good news of God to all.

Membership: The Deacon Board appoints five members for a three-year term. A sixth member is from the pastoral staff. The chair, treasurer and secretary are appointed with the group.

Responsibilities:

1. Work with evangelism/missions training.
2. Coordinate mid-week meals
3. Plan church outreach strategy.
4. Provide welcome bags to guests.
5. Encourage evangelism/missionary gifts within the congregation.
6. Provide for outreach to the community as the opportunities arise.
7. Disperse funds from the two yearly offerings to outreach opportunities.
8. Submit an annual report to the congregation.
9. Annually submit updates to the church office for the Outreach Ministry page of the *Congregational Handbook*.

PEACE MINISTRY TEAM

Membership: Six members, each member serving a three-year term. Two are appointed annually by the Board of Administration.

Peace mission based on teaching and the life of Christ.

Meetings: second Thursday of each month.

Responsibilities:

1. Keep the congregation informed of issues as they are relevant to the doctrine of non-violent resistance and peacemaking.
2. Keep the congregation and the individuals informed on changes of conscription laws as they become available through various publications.
3. Give encouragement and assistance to individuals making a peace witness.
4. Work together with Peace and Social Concerns committees of the Western District and Mennonite Church USA where deemed appropriate.
5. Disperse funds made available to the committee to organizations with the doctrine of non-violence, non-resistance and peacemaking similar to that of the church.
6. Submit an annual report to the congregation.
7. Annually submit updates to the church office for the Peace Ministry Team page of the *Congregational Handbook*.

RECEPTION COMMITTEE

Description: The committee shall arrange for church members to meet and welcome people and facilitate the serving of fellowship meals when called on.

Membership: Up to 18 members, each serving three years. Three couples are appointed annually by the Board of Administration. A couple can consist of two single people.

Meeting schedule: As needed.

Officers: Chair and co-chair are elected within the committee. The co-chair becomes chair the following year.

Responsibilities

1. To have greeters at the two main entrance doors of the church every Sunday morning to greet and welcome all people as they enter. It is a special concern to help visitors feel welcome and to arrange for their hospitable reception if needed. The chair makes a schedule for the year, with members responsible for a month for finding greeters.
2. Plan and serve church fellowship meals when called on.
3. Submit an annual report to the congregation.
4. Annually submit updates to the church office for the Reception Committee page of the *Congregational Handbook*.

REGISTRARS

Membership: Two, appointed annually by Christian Education Ministry Team.

Responsibilities:

1. Start S.S. hour by ringing opening bell at 9:30 a.m.
2. Pick up offering envelopes.
3. Count money and record totals separate for adult and junior classes.
4. Put money collected from women's organization in separate envelopes.
5. Give offering totals to S.S. secretary and church secretary.
6. Ring first closing bell at 10:22 a.m. and second closing bell at 10:25 a.m. to end S.S. hour.

RELIEF COMMITTEE

Description: To collect material aid and monies from the church community and disburse them to the proper agencies for MCC relief meat canning, and the Crop Canvass.

Membership: Six members or more, each serving a three-year term. One-third of the members shall be appointed annually by the Board of Administration.

Officers: Chair and secretary.

Meeting schedule: An organizational meeting is held soon after the elections. Other meetings are held to coordinate with the July and August CROP Drive, and the fall Meat canning.

Responsibilities:

1. Offerings: There is one offering per year for the Relief Committee. The money is handled through the Deacon treasurer, since the money is dispersed soon after it is received. The committee decides how the offerings are dispersed.
2. CROP Drive: Held in July and August. The chair attends one or two meetings in Hillsboro the month before the Crop Drive. During July two members are in the chapel to accept the envelopes and help fill them out if needed. The money collected through the Crop envelopes is taken to the Emprise Bank in Hillsboro.
3. Meat Canning: An annual meeting is held in October in Hillsboro to determine how much meat can be bought with the money available from the area churches. Usually the one offering from our church goes to buying meat for meat canning. The committee receives a work schedule and prepares a sign-up sheet for volunteers.
5. CROP Walk: Coordinate this activity with representatives from this community sponsored event.
6. Submit an annual report to the congregation.
7. Annually submit updates to the church office for the Relief Committee page of the *Congregational Handbook*.

ROADSIDE DISPLAY COMMITTEE

Description: Prepares the displays in the historical roadside display case.

Membership: Two members, each serving a two-year term. One is appointed annually by the Christian Education Ministry Team. The second-year member presides as chair.

Meeting schedule: Annual organizational meeting to plan for division of responsibilities and preparation of displays.

Responsibilities:

1. To design and assemble a factual display in the roadside case on the outer church grounds. The display shall be presented in an organized, informative and attractive manner.
2. Information needs to focus on informing tourists and church members about pertinent information of the Alexanderwohl church. Past topics of a historical nature have included: Menno Simmons, Czar Alexander I, the Alexanderwohl community in Russia, their immigration to America, Turkey Red Wheat, threshing, the Alexanderwohl Arch and church architecture, Alexanderwohl Church activities and mission involvement, and the current Alexanderwohl brochure.
3. Currently, the roadside display committee is responsible for the north side of the display case, and has asked the Mennonite Heritage Museum to maintain the south side of the display case.
4. The displays shall be changed once a year.
5. Annually submit updates to the church office for the Roadside Display Committee page of the *Congregational Handbook*.

Description: The ushers shall see that the worshipers are properly greeted and ushered to their seats, assist in maintaining a spirit of reverence and good order in the house of worship, and supervise the taking of all offerings of the church.

Membership: The ushers and the church council determine the number of ushers. At present, nineteen there are serving. One-third is appointed annually by the Board of Deacons for a term of three years.

Officers: Chair and vice-chair. The vice-chair moves to chair the following year.

Responsibilities:

1. See that the facilities are adequate. Turn on lights and fans, and open windows as needed.
2. Greet worshipers, hand out bulletins, seat worshipers.
3. Collect and count the offering.
4. Count the number of people attending the worship service.
5. Help with special elections, as needed, by distributing and collecting ballots, and/or serving as the tellers committee.

Responsibilities of the chair:

1. Make the rotation schedule for the ushers.
2. Get substitutes for absent ushers.
3. Turn offering money over to the Deacon's treasurer.
4. Give the attendance to the church secretary.
5. Call an organizational meeting at year's end to elect a vice-chair for the coming year.
6. Annually submit updates to the church office for the Usher Page of the *Congregational Handbook*.

VAN MINISTRY

Description: The purpose of the church van is to provide outreach opportunities for our members for travel needs of all ages to a variety of places

The Board of Trustees appoints one person to an open term to coordinate the ministry of the church van.

Responsibilities:

1. Schedule use of van.
2. Schedule maintenance.
3. The contact person when repairs are needed.
4. Wash and vacuum vehicle as needed.
5. Annually submit updates to the church office for the Van Ministry Page of the *Congregational Handbook*.

Use Policy:

1. The church van is available for use for Alexanderwohl Church sponsored functions.
2. Gasoline expenses are the responsibility of the user.
3. The van is to be returned with a full tank of gas after each use.
4. A drop box is provided in the garage for keys and mileage slips to be deposited in when the van is returned.
5. All scheduling for the use of the van needs to be done through the van scheduler.
6. The van will be scheduled on a first come, first served basis.

VISUAL ARTS MINISTRY

Description: The Visual Arts Ministry will coordinate and provide visual media to enhance our worship together, adding both meaning and beauty.

Membership: The Board of Deacons appoints four members. Each member will serve a two-year term with multiple terms encouraged.

Responsibilities:

1. Coordinate and provide visual media to enhance our worship together.
2. Work as a committee to provide Advent and Lent displays, in coordination with the worship committee and/or pastors.
3. Provide a seasonal display for two Sundays during Thanksgiving.
4. Help with coordination of banners for the sanctuary.
5. The church secretary will be given a list of which committee member is responsible for which Sunday for the calendar year.
6. Help place flowers provided by members of the congregation. The church secretary will let the committee person designated for that Sunday know if church members are providing flowers. When appropriate, families may be informed of the colors that will be in the worship display that Sunday.
7. Sunday school classes decorating the sanctuary for Christmas will need to coordinate colors with the Advent Displays.
8. A committee member will take photographs of the displays and record information on construction and keep them in a book to help future members with ideas.
9. Maintain the closet in the north lobby, west of the mailboxes, for worship supplies. This committee will also maintain the banner closet and the worship closet by the Conference Room.

WORSHIP MINISTRY

Description: To work with the pastor to plan and carry out meaningful worship for our congregation.

Membership:

Pastoral staff member(s)

Music Ministry representative

Deacon Board representative

Three additional persons of various ages and gender, appointed by the deacons for a two-year term.

Meeting schedule: monthly

Responsibilities:

1. Serve as a sounding board to provide feedback concerning worship events.
2. Help discern the needs of the congregation for special themes and emphasis in our corporate worship.
3. Learn about worship and its role in congregational life.
4. Assist in planning special "church year" celebrations--Advent, Christmas, Epiphany, Lent, Easter, Pentecost, etc.
5. Work at involving people of all ages in worship--children, youth, elderly, families, singles, etc.
6. Provide input towards creating a worship calendar several months in advance.
7. Encourage variety in worship--special musical presentations, drama, reader's theatre, etc.
8. Promote possible use of visual resources as an aid to Christian growth.
9. Provide feedback and assist in identifying people and ideas for children's features.
10. Plan church retreats..
11. Submit an annual report to the congregation.
12. Annually submit updates to the church office for the Worship Ministry page of the *Congregational Handbook*.

CHRISTMAS DECORATIONS GUIDELINES

Advent and Christmas is a special season at Alexanderwohl. One of the things that make it extra special is the beautiful way our sanctuary is decorated year after year. The task of decorating our sanctuary is being handed around to various Sunday School classes and groups. Every year the decorations have a different and unique flavor, which reflects the originality of the group and individuals doing the decorating.

Groups have made this a special time of fellowship and had fun working together on this project.

Responsibilities:

1. Decorate the sanctuary and lobbies.
2. Obtain and decorate a Christmas Tree.
3. Create an advent wreath and keep the candles fresh Sunday after Sunday.
4. Possibly have a special decoration on the communion table.
5. Take down decorations, pack them up, and put them away.

Themes:

The Worship Committee may have a theme that can aid the group decorating. The Worship Committee may have special requests concerning banners, advent wreath, etc. to help carry out a chosen theme in our worship events. It may also be a good idea to check with the Christmas Eve Program Committee to see if they have any special themes or ideas that could aid in the decorations. If there is a special theme or requests, they will be made known to those decorating in plenty of time to plan for decorations.

Resources:

1. There is a good stock and large variety of decorations to be used. Various groups and individuals have added to this collection over the years.
2. The Worship Committee makes available \$150 of its budget to the group doing the decorating. (This is normally not enough to cover the expenditures that classes have been spending on decorations. Classes are encouraged to take up special collections to cover these expenses.)

YOUNG ADULT SPONSORS

Description: This ministry is designed to meet the needs and interests of young adults as they transition to adult life.

Responsibilities:

1. Aid, guide, and support the young adults of our church.
2. This includes, but is not limited to, leading monthly lunches with the group, sending written notes of support, and planning various group activities.
3. Try to dialogue with parents of this age group to get their ideas of what the needs of their children are at this age.

DAUGHTERS OF GRACE MINISTRY

Description: An organization which provides fellowship and spiritual growth opportunities for women and girls attending Alexanderwohl; providing meals at funerals and other church events as requested; serving as a liaison between the Western District Women in Mission and the women of Alexanderwohl.

Membership: Any women attending Alexanderwohl.

Meeting Schedule: at least two large group meetings per year.

Leadership: Daughters of Grace Ministry Team of six or more women, serving a three-year term, with two affirmed by the women of the congregation in the fall for the following year..

Responsibilities of Leadership Team:

1. Discern new leadership team members and submit to women of the congregation for affirmation.
2. Appoint a secretary, treasurer and church council representative from the leadership team.
3. Organize the large group meetings.
4. Contact persons for events women are asked to be involved in.
5. Coordinate kitchen facility needs with the trustees.
6. Arrange for yearly cleaning of the kitchen
7. Keep a current inventory of utensils, dishes and equipment
8. Purchase any needed equipment and supplies
9. Oversee use of kitchen when rented by persons outside of church family
10. Appoint Bethel College Women's Association Representatives
11. Appoint Funeral Meal Coordinators as needed.
12. Submit an annual report to the congregation.
13. Annually submit updates to the church office for the Daughters of Grace Ministry page of the *Congregational Handbook*.

Responsibilities of vice-president:

1. Will become president the next year.
2. Serve on the executive committee.
3. Assist the president with planning and carrying out of plans.
4. Assist with finding women to fill the needed officer and committee positions.

Responsibilities of secretary:

1. A two-year term. Alternates the new term with treasurer.
2. Serve on the executive committee.
3. Document plans and statistics for programs as well as assist in the planning.
4. Assist in finding women to fill the needed officer and committee positions.

Women's Organization, cont'd.

Responsibilities of treasurer:

1. A two-year term. Alternates the new term with secretary.
2. Serve on the executive committee.
3. Maintain and manage funds owned by the organization.
4. Assist in the planning process.
5. Assist in finding women to fill the needed officer and committee positions.

Social committee:

1. Four members, two-year term. Two new members each year.
2. Arm of the executive committee.
3. Help plan programs. Responsibility lies in the area of refreshments.

Flower committee:

1. Four members, two-year term. Two new members each year.
2. Provide flowers for the worship service and women's meetings.

Mission Display:

1. Two members, two-year term. One new member each year.
2. Coordinate displays on the bulletin board in the north lobby.

Bethel College Women's Association Representative:

1. Two members, two-year term. One new member each year.
2. Coordinate needs of Bethel College Fall Festival with Alexanderwohl.

Funeral Meals:

1. Two to three members, unspecified term.
2. Solicit food and helpers to serve meals at funerals.

BETHEL COLLEGE WOMEN'S ASSOCIATION REPRESENTATIVE

Description: Serves as the representative from our church to the Bethel College Women's Association.

Responsibilities: Coordinates our church's responsibilities at Bethel College's annual Fall Festival, which is primarily making and selling the New Year's Cookies.

1. Attend meetings held at Bethel College. An organizational meeting is usually held in late summer. Attend any other meetings as needed.
2. Contact volunteers to work at Fall Festival, making and selling the New Year's Cookies.
3. Contact individuals to make pies for the German Meal, and work out an arrangement to get the pies to Bethel College on Fall Festival Saturday.
4. On the Saturday of Fall Festival, help where needed with the other churches.
5. Train the person who will take your place the following year.

MENNONITE MEN'S ORGANIZATION

Description: An organization which promotes fellowship and Christian growth of the Alexanderwohl brotherhood.

Membership: Men and boys of the Alexanderwohl Mennonite Church.

Officers: President, Vice President, Secretary/Treasurer (Vice president becomes president second year.)

Committees: Project, Social, Disaster (Three members per committee, three-year terms, serving as chair the third year.)

Responsibilities of officers and committee chairs:

1. Organize programs, projects, and socials for the brotherhood which the men and boys from the church can participate in.
2. Promote Christian growth and fellowship.
3. Organize physical and financial help for the members of our congregation who have experienced adversity through natural disaster or disabling injury or illness.
4. Appoint the MDS Contact person (one person for an indefinite term).

Responsibilities of the president:

1. Call executive officer meetings to take care of business.
2. Arrange for tables and chairs to be put up and taken down for funerals and other events.
3. Attend church council monthly meetings when possible..
4. Write report for annual report book.
5. Annually submit updates to the church office for the Mennonite Men's Organization page of the *Congregational Handbook*.

Responsibilities of vice-president:

1. Assist the president.
2. Election or discernment of new officers.

Responsibilities of Secretary/Treasurer:

1. Collect and disperse monies: checking account, project account, and MDS account.
2. Write treasurer's report for annual meeting.
3. Take minutes of executive and officer meetings.

Responsibilities of committee chairs:

1. Select new members for each committee.
2. Assist in projects as needed.

MDS CONTACT PERSON

Description: To serve as a contact person from this church. This person's telephone number is listed with the state MDS coordinator.

Membership: One person, appointed by the Mennonite Men officers for an undefined term.

Responsibilities:

1. After being contacted by the MDS coordinator, inform the congregation of needs following a disaster.
2. Work with the local Mennonite Men MDS committee to coordinate volunteers and transportation to the disaster site.

SUNDAY NIGHT WORSHIP COMMITTEE

Description: Provide one program per month for Sunday evening worship.

Membership:

1. Officers: chair, vice-chair, and secretary-treasurer. The vice-chair is affirmed for a two-year term, serving the first year as vice-chair and the second as chair. The secretary-treasurer is affirmed for a two-year term.
2. Program committee: three members, each serving a three-year term, with one affirmed each year.
3. Ushers: four members, each serving a two-year term, with two appointed each year by the officers.

Meeting schedule: Programs are held the fourth Sunday of the month. Committee meets as needed.

Responsibilities:

1. Plan monthly program. Program ideas: musical groups, speakers, pictures, returning missionaries, voluntary service workers, etc.
2. Collect offerings for benevolent causes designated by the officers and program committee.
3. Arrange for Friday evening programs to be given at Bethesda Home. The Bethesda Home activity director provides a schedule for our church. Groups or individuals are assigned by the officers to provide programs on certain dates.
4. Appoint photo documentary committee members, one per year for a three-year term.
6. Submit an annual report to the congregation.
7. Annually submit updates to the church office for the Sunday Night Worship Committee page of the *Congregational Handbook*.

PHOTO DOCUMENTARY COMMITTEE

Description: To maintain photo documentary records of activities related to Alexanderwohl Mennonite Church.

Membership: Three members, each serving three years, appointed by the Sunday Night Worship Committee. A new member is appointed annually.

Meeting schedule: As needed.

Responsibilities:

1. Provide in photo, slide, video or other documentary form an ongoing historical record of church events, persons, and activities which can be stored for posterity and accessed as needed.
2. Record and prepare an annual review of these images for the congregation. Accompany this set of slides, video footage, etc. with a script showing important events such as major church developments and activities, births, deaths, marriages, etc. and include other highlights of the year as appropriate.
3. Assure that these records are properly stored in the church vault for the future.

YOUTH MINISTRY

Description: A group for high school youth that promotes Christian growth through worship, discipleship, service, mission and fellowship.

Youth Leadership: meeting schedule – usually the first Sunday afternoon/evening of each month.

Youth Sponsors and Youth Pastor: Guide the Y.F. and youth leadership

Youth Leadership responsibilities:

Chair:

1. Lead meetings
2. Plan and prepare agendas for meetings
3. Make announcements to youth group
4. Submit an annual report to the congregation.
5. Annually submit updates to the church office for the Youth Ministry page of the *Congregational Handbook*.

Vice Chair:

1. Assist, support and lead with the chair

Secretary:

1. Keep minutes at meetings

Treasurer:

1. Make financial transactions, working closely with sponsors and youth pastor

Youth Leadership Ministry Teams: youth are divided into ministry teams according to their gifts to be in charge of planning events and monthly activities.

Description of ministry teams:

Administration:

1. Help God's work go forward
2. Plan fundraisers, as well as other events

Worship:

1. Help love for God to be expressed
2. Plan Youth Sunday, as well as other events

Community:

1. Help youth love one another
2. Plan lock-ins, retreats, organize small groups, as well as other events

Mission:

1. Help youth love the world like God does

