

Altar and Memorials Committee

1. Schedule & train acolytes for each worship & special service
 - a. Check with Christian education team leader to identify children in third and fourth grade who are tall enough to reach the candles.
 - b. Obtain copies of *The Acolyte's Book* from the Cokesbury store in Syracuse for each person.
 - i. Either pick up, pay for, and request reimbursement or order by phone and charge to the church.
 - ii. Request reimbursement by filling out Accountable Reimbursement Form, attaching receipt, and giving to treasurer.
 - c. Acolyte training
 - i. Schedule training and notify prospective acolytes.
 - ii. Pastor and lay leader may wish to participate.
 - iii. Set time to meet at the church.
 - iv. Give each child a book.
 - v. Read and discuss the book and add appropriate comments.
 - d. Acolyte service
 - i. Acolytes will be scheduled in advance.
 - ii. The candle lighters/extinguishers are stored in the Mowry Lounge in a rack.
 - iii. Acolyte should arrive in time to robe and prepare before the start of the service.
 - iv. During the first hymn, acolyte walks slowly down the aisle with the lit candle lighter, lights the two candles, extinguishes the lighter, and returns to the Mowry Lounge and takes off robe.
 - v. During the last hymn, acolyte walks down the aisle with the unlit candle lighter, lights the candle lighter from one of the candles, extinguishes both candles, walks back down the aisle, and extinguishes the candle lighter outside the sanctuary.
 - vi. Acolytes carry the light into the service at the beginning and carry it out at the end.
2. Provide training & written procedures for altar stewards
 - a. Schedule people to care for Altar
 - i. Solicit volunteers to serve for one month.
 - ii. Set up schedule for a year at a time.
 - b. Prepare communion elements & place on altar
 - c. Maintain supply of candles
 - d. Maintain supply of communion cups
 - e. Instructions are posted above the sink in the sacristy.
3. Obtain & place flowers on altar
 - a. Handle arrangements for memorial flowers for Easter & Christmas
 - b. Provide list to secretary of memorial flowers to insert in bulletin
 - c. Arrange for palm buds for Palm Sunday
 - d. Obtain & place red rose bud on the altar for new babies
4. Memorial plants for Easter and Christmas

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- a. Lilies and purple or yellow mums for Easter and red or white poinsettias for Christmas
- b. It is suggested that different florists be used for the two holidays.
- c. Check availability with local florists
 - i. Price per plant, including wrapping with bow and delivery to church.
 - ii. Ask deadline date for placing order.
- d. Solicit orders with payment from members of the congregation
 - i. First call for orders, along with an order form, is placed in the newsletter prior to the holiday.
 - ii. Put order form in bulletins for two Sundays prior to deadline date for order.
 - iii. Keep a list of congregation members who place orders, along with the completed order forms designating the kind of plant they want, and the name of the person(s) being memorialized. Give this information to the church secretary so it can be used for the bulletin insert.
 - iv. As payments are received, they should be given to the counters the following Sunday to be reported with that week's receipts. Label them for memorial plants.
 - v. Place order with florist and ask that they be delivered to the church on the Saturday before the holiday service. Meet the delivery person on that day to unlock the church. Ask one or two people to assist in arranging the plants in the chancel.
 - vi. Florist will send bill to church. It should be given to treasurer for payment.
- e. Distribution of plants to those who donated them
 - i. The people who donated the plants may pick them up following the worship service. Be on hand with the list of who purchased the plants and the kind of plant they ordered.
 - ii. Check off names as the purchasers take their plants.
 - iii. Plants left at the church for later pick-up or until the next Sunday will need to be watered.
5. Palm buds and fronds for Palm Sunday
 - a. Determine number to order in consultation with pastor. (Recent purchases have been 2 packs of palm buds and 10 fronds.)
 - b. Order from florist that is supplying the Easter memorial plants.
 - c. Order at least two weeks before Palm Sunday
 - d. Pick up at florist on Saturday before Palm Sunday.
6. Handle memorial records & correspondence
7. Write articles for newsletter

Chapter Convener

1. Primary link between the programmatic and administrative areas of the church
2. Prepare meeting agenda
 - a. Enlist attendance
 - b. Arrange for opening devotional
 - c. Provide leadership, guidance, and inspiration to Chapter members

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3. Preside at Chapter meetings
4. Schedule teams for changing bulletin boards
5. Write articles for newsletter
6. Report actions and proposals to the Church Council

Church Council

1. See 2008 *Book of Discipline*, paragraph 252
2. See church Safe Sanctuary Policy
3. Administer safe sanctuaries policy
4. Meets at least quarterly. (Emergency meetings may be held, if needed.)
5. Deals with administrative matters like budget, policy, elections
6. Members elected for one year, except lay member and alternate lay members of Annual Conference who are elected for four years.
7. Chairperson
 - a. Calls and conducts meetings
 - b. Prepares agenda
 - c. Make sure necessary work is done
 - d. Arranges for brief devotion at start of meeting
 - e. *Ex officio* member of Finance and Stewardship Committee
8. Vice chairperson presides in absence of chairperson
9. Recording secretary keeps and distributes minutes of all Council meetings and Church/Charge Conferences

Counters

1. Post current expense receipts in hallway
2. Count & record receipts on tally sheet

Education Team

1. See 2008 *Book of Discipline*, paragraph 256.1–2
2. See church Safe Sanctuary Policy
3. Plan with sufficient lead time to accommodate implementation & publicity
4. Monitor progress of planned activities
5. Make regular reports to Chapter, Church Council, & Church/Charge Conference meetings
6. Recruit & train church school teachers
7. Make plans to publicize & conduct Rally Day and other special Sunday school events
8. Create bulletin boards
9. Order Sunday school supplies
10. Maintain supply of clipboard materials for children
11. Make arrangements for Vacation Bible School

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12. Coordinate with Missions Team as needed concerning mission projects
13. Set up portable sign to advertise special Education events.
14. Write articles for newsletter

Evangelism Team

1. Set up portable sign to advertise special Evangelism events.
2. Recruit & train greeters
3. Write articles about evangelistic efforts for newsletter

Finance and Stewardship Committee

1. See 2008 *Book of Discipline*, paragraph 258.4
2. Arrange for audit of financial records
3. Develop annual budget
 - a. In late August, ask church leaders with fiscal responsibilities for their financial requests for next year.
 - b. Receive responses at a Church Council meeting
 - c. Put all requests in a proposed budget for the next year
 - d. Finance Committee approve the proposed budget
 - e. Present proposed budget to Church Council for approval
 - f. Present proposed budget to Church Conference for final approval. Church Conference must approve the pastoral support package. The Church Council may approve all other sections of the budget if they are not ready for approval by the Church Conference.
4. Train counters
 - a. Post current expense receipts in hallway
 - b. Count & record receipts on tally sheet
 - i. Review and explain the weekly tally sheet
 1. Write date at top.
 2. If it is for a fundraising event, write the name of the event at the top with the date.
 3. Explain meanings of columns.
 4. Counters sign.
 5. Remember that the Financial Secretary must keep a record of all kinds of gifts from each donor. Don't discard any information.
 6. Any notations on tally sheet must convey a clear meaning to the Financial Secretary and auditor.
 - ii. Discuss confidentiality
 1. Anyone who does not wish to be exposed to information that must remain confidential should not proceed with training.
 2. Will be asked to sign a covenant at the end of this session in which you agree to strive for accuracy and preserve confidentiality.
 - iii. Processing Sunday morning receipts

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1. Two persons who are not of the same family should do counting of receipts.
 2. The Treasurer may not count or handle receipts prior to their being deposited in the bank.
 3. Contributions or payments received during preceding week are left in drawer under wooden counter in library.
 4. Church school offering will be left on the table in the library.
 5. Carry offering plates from chancel to library to empty. Return plates to chancel when finished.
 6. Separate numbered offering envelopes. They do not need to be in numerical order. Multiple envelopes from same donor do not have to be together.
 7. Separate special projects envelopes, e.g. carpeting
 8. Separate stated offering envelopes, e.g. One Great Hour of Sharing
 9. Separate loose checks, note designated purposes, if any, and make a photocopy of the checks and keep it with the envelopes containing checks. Checks or parts of checks for designated purposes must be separated out from current expense receipts and recorded in the appropriate column of the tally sheet.
 10. Separate loose offering—cash & coins—no checks.
 11. Record donor name, amount, intended purpose of all gifts with all known details on every envelope other than numbered offering envelopes.
- iv. Numbered offering envelopes
1. Open envelopes in whatever random order they happen to fall.
 2. Count money or read amount of check
 3. Write the enclosed amount in upper right-hand corner of the front of the envelope and indicate either √ (check) or \$ (cash).
 - a. Keep the envelopes containing cash, along with their contents, separate from those containing checks. This will expedite reconciling the tally sheet at the end.
 - b. Stack checks and bills by denomination, combining all receipts from all envelopes.
 - c. Check for notations on envelopes and checks indicating purposes other than Current Expense. Record such gifts in appropriate columns of tally sheet.
 4. Add total of amounts written on all envelopes, which contained checks, including amounts from the photocopy of checks, which were loose in the offering plates.
 5. Add total of amounts written on all envelopes, which contained cash.
 6. Add total of all checks taken from numbered envelopes.
 7. Count cash and coins from numbered envelopes and add to checks. Total should agree with total of envelope notations.
 8. Enter receipts in second column (Envelopes & CE Checks) of weekly tally sheet.
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9. Emptied envelopes should be bundled together and given to the Financial Secretary.
- v. Special projects
 1. If more than one category of special project is found, separate the different ones.
 2. Open each envelope and write amount on upper right front corner.
 3. If check is enclosed, write donor's name on front of envelope.
 4. Stack checks and bills by denomination, combining all receipts from all envelopes.
 5. Add total of amounts written on all envelopes.
 6. Add total of all checks.
 7. Count cash and coins and add to checks. Total should agree with total of envelope notations.
 8. Enter receipts in "Special Projects" column of weekly tally sheet and note name of project at top of column.
 9. If there are two or more categories of special projects, put the second one in a blank column and write in the name of the project. Additional ones can be noted in any other unused column, with the name of the project clearly noted at the top of the column.
 10. Emptied envelopes should be bundled together and given to the Financial Secretary.
- vi. Stated offerings
 1. If more than one category of stated offering is found, separate the different ones.
 2. Open each envelope and write amount on upper right front corner.
 3. If check is enclosed, write donor's name on front of envelope.
 4. Stack checks and bills by denomination, combining all receipts from all envelopes.
 5. Add total of amounts written on all envelopes.
 6. Add total of all checks.
 7. Count cash and coins and add to checks. Total should agree with total of envelope notations.
 8. Enter receipts in "Stated Offerings" column of weekly tally sheet and note name of offering at top of column.
 9. If there are two or more stated offerings, put the second one in a blank column and write in the name of the offering. Additional ones can be noted in any other unused column, with the name of the offering clearly noted at the top of the column.
 10. Emptied envelopes should be bundled together and given to the Financial Secretary.
- vii. Sunday school offering
 1. Offering plate will be left on table in library.
 2. Generally will be coin or cash.
 3. Count and record money on tally sheet in "Sunday School" column.
 4. If checks or money in envelope with name are received in Sunday school offering, record amount on envelopes. If check, put

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- photocopy of checks with materials to be given to Financial Secretary.
- viii. Loose offering—cash & coins only—no checks
 1. Checks should be included with offering envelopes or other intended purpose since the donor is known.
 2. Total of each denomination of money or coin should be entered on the appropriate line of the “Loose Cash Only” column
 - ix. Other receipts
 1. Count and record receipts for any of the other columns on the tally sheet.
 2. In the case of gifts and memorials, be sure to note or attach information that includes the name of the donor(s), their addresses, the amount, and the purpose for which the gift is intended. Also, include the name of the person being remembered by the memorial. Give any accompanying paperwork to the Financial Secretary.
 - x. **Pastor’s Discretionary Fund**
 1. Count total amount received.
 2. Record in box at bottom of tally sheet.
 3. Hand receipts to pastor.
 4. Do not include the amount in any of the other columns of the tally sheet.
 - xi. Completion of weekly tally sheet
 1. Be sure all receipts are recorded.
 2. Add columns and enter totals on the “Column Totals” line.
 3. Add rows and enter totals in right-hand column.
 4. The sum of the bottom row must equal the sum of the right-hand column, i.e. “Column Totals” equals “Row Totals.”
 5. Counters sign
 - xii. Make two photocopies
 1. Original goes in front of second drawer of filing cabinet in library
 2. Copy enclosed with money, checks, and empty envelopes and given to Financial Secretary.
 3. Copy placed in Treasurer’s metal box on shelf
 - xiii. Financial Secretary will take receipts and records. Otherwise, consult Financial Secretary or Finance Committee chairperson to determine what is to be done with them.
 - xiv. Schedule counters
 1. Determine preference for frequency and duration of consecutive service. (Consider frequent rotation for awhile, to reinforce training.)
 2. Determine procedure for changing schedule and arranging replacements.
 3. Sign up for service
 - xv. Sign one copy of covenant and return it.
5. Generally meet monthly on the third Wednesday of the month at 7:00 P.M.
- a. Monitor income & expenditures
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- i. Receive report from financial secretary
 - ii. Receive report from treasurer
 - iii. Review a tracking report showing previous month and year-to-date current expense income and expenditures in an Excel spreadsheet
- b. Prepare report for newsletter
6. Plan and conduct stewardship campaign
 - a. Plan the strategy and procedures to be used
 - b. Assemble appropriate information
 - c. Provide a summary of the proposed budget with explanations of significant changes from the previous year.
7. Review all financial matters and develop recommendations for action by the Church Council
 - a. Awards for scholarships and camperships
 - b. Expenditures not included in the approved budget
8. Order numbered offering envelop sets
 - a. Recently 50 sets have been sufficient
 - b. Place order in mid March for May delivery to get the lowest price
9. Write articles for newsletter

Financial Secretary

1. Receive, record, deposit, and report income from all sources
2. Provide reports of parishioners' giving

Head Usher

1. Wind wall clock at back of sanctuary
2. Post church attendance number in hallway
3. Turn sanctuary & round window lights on & off
4. Set up, turn on, adjust, & turn off PA system
5. Set out baskets for Pastor's Discretionary Fund contributions, first Sunday of month
6. Recruit & train ushers
7. Marie Smith and Barbie Russo volunteer to tidy up sanctuary after services.

Health and Wellness Team

1. Plan with sufficient lead time to accommodate implementation & publicity
2. Monitor progress of planned activities
3. Make regular reports to Chapter, Church Council, & Church/Charge Conference meetings
4. Set up portable sign to advertise special Health and Wellness events.
5. Plan & conduct blood pressure screening
 - a. Monthly except July and August

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- b. Normally done on the fourth Sunday of the month unless a holiday occurs
 - c. Can be done by RN or LPN
 - d. Carol Buske and Lucille Becksted assist
 - e. Each person has own record in notebook
 - f. To maintain confidentiality, materials are kept in a bag at Daryl Martin's home.
 - i. Notebook with individual records
 - ii. Stethoscopes and cuffs
 - iii. Pens
 - iv. Alcohol swabs
 - v. Cleaning equipment
6. Plan & conduct CPR training
 - a. Survey via bulletin and newsletter to determine interest and need
 - b. Obtain a certified instructor
 - c. Set time and place
 7. Arrange for safe driver training
 - a. Arrange through AARP
 - b. AARP instructor handles publicity and recruiting participants
 - c. Health & Wellness Team sets up light lunch at a cost of \$3 per person
 8. Plan & conduct first aid training
 - a. Survey via bulletin and newsletter to determine interest and need
 - b. Obtain a certified instructor
 - c. Set time and place
 9. Arrange for meals after hospital release or other times of need
 - a. Gloria Bickel and Marilyn Stephens are leaders
 10. Carry out UMCOR projects
 - a. Collect materials for health kits for disaster areas
 - b. Collect materials for sewing kits for underprivileged areas
 - c. Find information at UMCOR website
 11. Write articles for newsletter

Historian

1. Organize, maintain, & safeguard historical records & materials
2. Write articles for newsletter

Joy of Christmas Program

1. Normally scheduled on first or second Sunday of December, starting at 4:00 P.M.
 2. An offering is received and given to the nurse at the Minetto Elementary School to be used for Christmas gifts for families in need that are connected with the Minetto Elementary School.
 3. A printed program is provided.
 4. Ushers are needed to seat guests, hand out programs, and receive the free-will offering.
 5. It is desirable to have nursery care available.
 6. An article about the program is needed for the November newsletter and for local media.
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7. Musical program
 - a. Program consists of vocal and instrumental music by soloists and groups of the church and surrounding area.
 - b. The coordinator of the program works with the director of music and organist to identify potential musicians.
 - c. Traditionally, the program concludes with selections by our Chancel Choir supplemented by guests from outside our church.
 - d. Congregational singing of Christmas carols is interspersed through the program to allow time for performers to set up and move into position.
 - e. Lasts about one hour
 - f. The 2009 program was the sixteenth annual.
 - g. Usually followed by a dinner starting between 5:15 and 5:30, with advance reservations required
 - i. There is a charge for the dinner, payable with the reservation.
 - ii. The person in charge of the dinner handles the reservations.
 - iii. Any profit is added to the offering to buy Christmas gifts

Lay Representative to Lake Effect Cooperative Ministries

1. See 2008 *Book of Discipline*, paragraph 206.
2. Attend and participate in Lake Effect Cooperative Ministry (LECM) meetings, activities, and events
3. Serve as liaison between LECM and the Church Council
4. Consequent to our having been without a pastor for five months, Bill Martin presently also meets with the LECM pastors to plan and manage the agenda of activities and events of the Cooperative.

Lay Leader

1. Write articles for newsletter
2. Foster awareness of the role of laity in the congregation, per *The Book of Discipline*
3. Assist with worship, e.g. communion, liturgist, preaching
4. Help organize annual Laity Sunday service
5. *Ex officio* member of the Chapter, Pastor/Staff Parish Relations Committee, Finance and Stewardship Committee, and Lay Leadership Committee

Lay Leadership Committee

1. Train officers & leaders
2. Recruit officers, leaders, & teachers
3. Provide Lay Leadership Committee report that includes all officers & groups
4. From the 2008 *Book of Discipline*:

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- a. ¶ 258. 1. There shall be elected annually, by the charge conference in each local church, a committee on nominations and leadership development that is composed of professing members of the local church.
- b. **The charge of this committee is to identify, develop, deploy, evaluate, and monitor Christian spiritual leadership for the local congregation. Members of the committee shall engage in and be attentive to developing and enhancing their own Christian spiritual life in light of the mission of the Church (Part V, Chapter One, Section 1).**
- c. In conducting its work,
 - i. The committee shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church.
 - ii. **It shall provide a means of identifying the spiritual gifts and abilities of the membership.**
 - iii. The committee shall work with the church council, or alternative administrative bodies, to determine the diverse ministry tasks of the congregation and the skills needed for leadership.
- d. The committee on nominations and leadership development shall serve throughout the year to guide the church council, or alternative structure, on matters regarding the leadership (other than employed staff) of the congregation so as to:
 - i. Focus on mission and ministry as the context for service
 - ii. Guide the development and training of spiritual leaders
 - iii. Recruit, nurture, and support spiritual leaders
 - iv. Assist the church council, or alternative structure, in assessing the changing leadership needs.
- e. The committee shall recommend to the charge conference, at its annual session, the names of people to serve as officers and leaders of designated ministries of the church council, or alternative administrative body required for the work of the church and as the law of the church requires or as the charge conference deems necessary to its work.
- f. This committee is to be composed of not more than nine persons, in addition to the pastor and the lay leader. At least one young adult elected by the charge conference shall serve as a member of the committee. One or more members elected by the charge conference may be youth. The pastor shall be the chairperson. A layperson elected by the committee on nominations and leadership development shall serve as the vice chairperson of the committee.
- g. In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term. To begin the process of rotation where such has not been in place, in the first year, one class shall be elected for one year, one class for two years, and one class for three years. Each year's new class, and vacancies at the time of charge conference, shall be elected from nominees from the floor of the charge conference and/or through the recommendation of the committee on nominations and leadership development. Retiring members of the committee shall not succeed themselves. Only one person from an immediate family residing in the same household shall serve on the committee. When vacancies occur during the

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year, nominees shall be elected by the church council, or alternative church structure, with the permission of the district superintendent.

- h. In the identification and selection process, care shall be given that the leadership of ministries reflects inclusivity and diversity.

Lay Member of Annual Conference

1. Elected for four year term
2. Participate in all sessions of the Annual Conference
3. Serves as link between the local congregation and the general church
4. Report actions of the Annual Conference to the local church
5. *Ex officio* member of Pastor/Staff Parish Relations Committee and Finance and Stewardship Committee

Membership Secretary

1. See 2008 *Book of Discipline*, Part V, Section V, pages 140–157.
2. Maintain membership records with assistance of the church secretary
3. Present list of members to be dropped from rolls to Church/Charge Conference

Missions Team

1. Plan with sufficient lead time to accommodate implementation & publicity
2. Monitor progress of planned activities
3. Designate the beneficiaries of the noisy can offering in consultation with the pastor
4. Carry out UMCOR projects with the assistance of the Health and Wellness Team
5. Make arrangements for Christmas project and school supplies collection with Minetto School nurse
 - a. Carla Salisbury and Lucille Becksted are leaders
6. Make regular reports to Chapter, Church Council, & Church/Charge Conference meetings
7. Set up portable sign to advertise special missions events.
8. Write articles for newsletter

Music Director

1. Select & purchase music for anthems, processional, recessional
2. Plan with sufficient lead time to accommodate implementation & publicity
3. Monitor progress of planned activities
4. Make regular reports to Chapter, Church Council, & Church/Charge Conference meetings

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5. Write articles for newsletter
6. Develop, with the pastor, long-range plans for worship services, including themes, sermon topics, scriptures, hymns, anthems,
 - a. Select hymns and anthems for each worship service.
 - i. Prepare music for each worship service.
 - ii. Maintain music library in good order: clean out as necessary.
 - iii. Purchase new music for services as necessary.
 - iv. Report any problems with instruments as soon as possible to Mary Cipra.
 - v. Schedule tunings for pianos as needed.
 - vi. Meet with Pastor at a minimum of quarterly for long range planning. Monthly would be better.
 - vii. Ensure choir robes are in good order.
 - viii. Make sure each choir member has a robe, drawer and music.
 - ix. Ensure appropriate stole colors for season.
 - x. Always be a good ambassador for/to the church.
 - xi. Research new music.
 - xii. Hymns
 1. Select hymns and responses for each service: send to pastor and organist by Tuesday each week. Hymns should be selected to coordinate with and enhance the message and theme of every service.
 2. Keep hymn records up to date.
 3. Periodically introduce new hymns to the congregation.
 - xiii. Organist
 1. Ensure organist has appropriate music selected for services.
 2. If the organist needs to be excused from his/her obligations, the organist should notify the music director in a timely manner.
 3. In the event the regular organist cannot be present, find a replacement/sub as needed.
 - xiv. Choir
 1. Plan and conduct choir rehearsals weekly for choir season (usually first Sunday after Labor day through the last Sunday in June).
 2. Conduct anthems for services.
 3. Be open to suggestions made by choir members.
 4. Have a good sense of humor!
 5. File music after services, or ask for a volunteer to be librarian.
 6. Occasionally clean out choir drawers and closets.
 7. Maintain the choir room in good order.
 8. Always encourage choir to do their best.
 9. Challenge choir to grow musically.
 10. Maintain an atmosphere of respect and compassion within the choir and the church at large.
 - xv. Special music
 1. Select and schedule special music for all non-choir services. (Mostly summer)
 2. Add other special music as available and appropriate year round.

Nurture and Care Team

1. Plan with sufficient lead time to accommodate implementation & publicity
2. Monitor progress of planned activities
3. Make regular reports to Chapter, Church Council, & Church/Charge Conference meetings
4. Set up portable sign to advertise special Nurture and Care events.
5. Schedule volunteers for the nursery. Volunteers must be approved per our Safe Sanctuary Policy.
6. Recruit & schedule coffee hour hosts
 - a. Marie Smith
 - i. Make coffee for coffee hour
 - ii. Check tables used for coffee hour
 - iii. Clean coffee pots after coffee hour
 - iv. Unplug coffee maker
 - v. Assist persons who are responsible for coffee hour refreshments
7. Plan and serve monthly free will dinners
 - a. Send menu and other information to web master
8. Arrange for funeral luncheons
9. Write articles about nurture & care services for newsletter
10. Visit shut-ins at least bimonthly
11. Make and deliver gifts to shut-ins

Pastor/Staff Parish Relations Committee

1. See 2008 *Book of Discipline*, paragraph 258.2.
2. Plan with sufficient lead time to accommodate implementation & publicity
3. Monitor progress of planned activities
4. Make regular reports to Church Council, & Church/Charge Conference meetings
 - a. The most important report is that which sets the pastor's compensation package and recommends whether or not he/she is to be reappointed.
 - b. A second major report is the Mission and Ministry Report that is provided to the Conference.
 - c. The P/SPR Committee conducts evaluations of paid employees, usually done by subcommittees of two to four persons.
5. Order background checks
 - a. The chairperson of P/SPRC handles the processing of required background checks for all paid and volunteer workers of the church.
 - b. We work through LexisNexis as the agency selected by the Conference to handle all checks.
 - c. Access is through a MUMC account number and password, which changes every 60 days.
 - d. Billings are to the chairperson's Visa account. Chairperson asks for reimbursement when all screenings are done.
 - e. Background check is done online after the one to be checked completes an authorization form.

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- f. When completed, a copy of the results is given to the person being checked and another attached to the employment of volunteer application and filed in the church office in the small lock box.
- g. The pastor and P/SPRC chairperson have the only keys to the lock box.
6. Make arrangements for pastor's Christmas gift
 - a. Four weeks before Christmas, write to the congregation offering the opportunity to donate money for a gift for the pastor.
 - i. Provide names of P/SPRC members to whom money may be given.
 - ii. Checks should be made payable to the P/SPRC chairperson.
 - iii. Work through the newsletter preparer (church secretary) so the pastor is unaware.
 - iv. State a deadline for receipt of money.
 - b. Three or four days prior to Christmas Eve service, take funds to bank and have a bank check or cashier's check drawn.
 - c. Present the check to the pastor in private before the Christmas Eve service.
7. Develop list of our expectations of pastor
 - a. The *Book of Discipline* has an explicit list of responsibilities for the local pastor, paragraph 340.
 - i. P/SPRC can supplement this in consultation with the pastor during consideration for reappointment and evaluation of the mission and ministry of the church.
 - b. Our part-time circumstance makes it even more important that expectations be clear and by mutual consent.

Pastor

MINISTRY

1. Make plans & arrangements for baptisms, weddings and funerals.
2. Plan & conduct confirmation class, bible studies, and new member instruction.
3. Send care/welcome notes
4. Conduct studies of contemporary topics
5. Prepare & deliver sermons; provide a children's message in worship service

ADMINISTRATIVE

6. Prepare and type bulletin order of worship content
 7. Maintain master wall calendar outside office
 8. Enter reserved dates for building use on master calendar
 9. Turn sanctuary heat on at 6:30 A.M.
 10. Chair Lay Leadership Committee
 11. Pick up mail at Minetto PO Box 217
 12. Write articles about worship services for newsletter
 13. Maintain agreed-upon office hours
 14. Remind congregation of Pastor's Discretionary Fund & invite contributions
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15. Listen to & respond or redirect phone messages
16. Develop long-range plans for worship services, including themes, sermon topics, scriptures, hymns, anthems
17. Prepare publicity, posters, & advertising for pastor's responsibilities with help of church secretary
18. Adhere to reimbursement policy
19. Make regular reports to Chapter, Church Council, & Church/Charge Conference meetings
20. Compile & submit statistical report to Conference
21. Secure advance approval of SP/SPRC before traveling at church expense
22. Clergy representative to Lake Effect Cooperative Ministry

2008 Book of Discipline

¶ 351. Continuing Education and Spiritual Growth

1. Throughout their careers, clergy shall engage in continuing education for ministry, professional development, and spiritual formation and growth in order to lead the church in fulfilling the mission of making disciples for Jesus Christ. This shall include carefully developed personal programs of study augmented periodically by involvement in organized educational and spiritual growth activities.
2. A clergy member's continuing education and spiritual growth program should include such leaves at least one week each year and at least one month during one year of every quadrennium. Such leaves shall not be considered as part of the ministers' vacations and shall be planned in consultation with their charges or other agencies to which they are appointed as well as the bishop, district superintendent, and annual conference continuing education committee.
3. A clergy member may request a formational and spiritual growth leave of up to six months while continuing to hold an appointment in the local church. Such leaves are available to clergy members who have held full-time appointments for at least six years. Such a leave shall be with the approval of the committee on pastor-parish relations, the church council, and the district superintendent. Annual conferences are encouraged to assist with pulpit supply and other temporary support for such leaves.
4. Financial arrangements for continuing education as part of one's professional development, formation, and spiritual growth shall be negotiated in the following manner: (a) for elders and local pastors it shall be done in consultation with the district superintendent and the committee on pastor-parish relations; (b) for deacons, with an appropriate supervisory body; (c) for district superintendents, with the district committee on superintendency; (d) for conference staff, with the appropriate supervisory body; (e) for others in extension ministries, with the appropriate persons in their agency.
5. Clergy shall be asked by the district superintendent in the charge conference to report on their programs of continuing education, formation, and spiritual growth for the past year and plans for the year to come. The district superintendent shall also ask the local

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church to describe its provision for time and financial support of continuing education for ministry, professional development, formation and spiritual growth for the pastors, diaconal ministers and deacons serving their primary appointment in that local church.

¶ 350. Evaluation—Evaluation is a continuous process for formation in servant ministry and servant leadership that must take place in a spirit of understanding and acceptance. Evaluation serves as a process for pastors to assess their effectiveness in ministry and to discern God’s call to continue in ordained ministry.

1. The district superintendent, in consultation with the pastor-parish relations committee, will evaluate annually the pastors’ effectiveness for ministry (¶¶ 334.2c, 421, 635.2n, q), using criteria, processes, and training developed by the cabinet and the Board of Ordained Ministry. The pastors in local churches shall participate annually in an evaluation with the committee on pastor-parish relations for use in an ongoing effective ministry and for identifying continuing education needs and plans (¶ 258.2g[5]), using criteria, processes, and training developed by the Board of Ordained Ministry and the cabinet.

¶ 316. Responsibilities and Duties of Those Licensed for Pastoral Ministry

1. Provisional elders approved annually by the Board of Ordained

The statement on ordination (¶ 304.2) states: ”The Church expects those who seek ordination to make a complete dedication of themselves to the highest ideals of the Christian life . . . [and to] agree to exercise responsible self-control by personal habits. . . .”

There are eight crucial steps in the examination of candidates. They are:

- (1) The self-examination of the individual seeking ordination as he or she responds to God’s call in personal commitment to Christ and his church.
- (2) The decision of the committee on pastor-parish relations, which makes the first recommendation to the charge conference when a member seeks to become a candidate for ordained ministry.
- (3) The decision of the charge conference, which must recommend the candidate.
- (4) The decision of the district committee on ordained ministry, which must recommend the candidate to the conference Board of Ordained Ministry and, where applicable, the decision of the district conference.
- (5) The decision of the Board of Ordained Ministry, which must recommend deacon’s ordination and provisional membership. See Judicial Council Decisions 513, 536, 542.
- (6) The decision of the clergy members of the annual conference, who must elect candidates to provisional membership.
- (7) The recommendation of the Board of Ordained Ministry for deacon’s or elder’s ordination and full membership.

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(8) The election to deacon's or elder's ordination and full membership by the clergy members of the annual conference.

Ministry and local pastors approved annually by the district committee on ordained ministry may be licensed by the bishop to perform all the duties of a pastor (§ 340), including the sacraments of baptism and Holy Communion as well as the service of marriage (where state laws allow),⁴ burial, confirmation, and membership reception, within and while appointed to a particular charge or extension ministry. For the purposes of these paragraphs the charge or extension ministry will be defined as "people within or related to the community or ministry setting being served." Those licensed for pastoral ministry may be appointed to extension ministry settings when approved by the bishop and the Board of Ordained Ministry.

2. Such authorization granted by the license may be renewed annually by the district committee or the Board of Ordained Ministry.

3. The license shall remain valid only so long as the appointment continues and shall be recertified by the bishop when assignments change between sessions of the annual conference.⁵

4. A local pastor shall be under the supervision of a district superintendent and shall be assigned a clergy mentor while in the Course of Study or in seminary (§ 349). All clergy members of the annual conference are accountable as to character and effectiveness to the annual conference throughout their entire ministry.

The General Conference has made it clear in the "Doctrinal Standards and Our Theological Task" (Part II of the Discipline) that Scripture, tradition, experience, and reason are our guidelines. "United Methodists share with other Christians the conviction that Scripture is the primary source and criterion for Christian doctrine."

In the Social Principles, the General Conference has said that "we do not condone the practice of homosexuality and consider this practice incompatible with Christian teaching." Furthermore, the Principles state that "we affirm the sanctity of the marriage covenant that is expressed in love, mutual support, personal commitment, and shared fidelity between a man and a woman. We believe that God's blessing rests upon such marriage, whether or not there are children of the union. We reject social norms that assume different standards for women than for men in marriage." Also, "we affirm the integrity of single persons, and we reject all social practices that discriminate or social attitudes that are prejudicial against persons because they are single."

The General Conference affirms the wisdom of our heritage expressed in the disciplinary provisions relating to the character and commitment of ordained ministers. The United Methodist Church has moved away from prohibitions of specific acts, for such prohibitions can be endless. We affirm our trust in the covenant community and the process by which we ordain ministers.

In our covenant we are called to trust one another as we recommend, examine, and elect candidates for the ordained ministry and conference membership. See Judicial Council Decision 480.

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5. Local pastors shall be amenable to the clergy session of the annual conference in the performance of their pastoral duties and shall attend the sessions of the annual conference.
6. The membership of local pastors under full-time and part-time appointment is in the annual conference where they shall have the right to vote on all matters except constitutional amendments, election of delegates to general, jurisdictional, or central conferences, and matters of ordination, character, and conference relations of clergy.
7. All local pastors shall receive written communication about decisions made regarding their relationship with the annual conference
8. Local pastors who have completed the Course of Study may upon retirement annually request from the District Committee of Ordained Ministry and the bishop a license to continue to serve in the local church where they hold membership for the purpose of providing sacramental rites of baptism and Holy Communion, at the request of the appointed pastor.

Preschool Director

1. Plan with sufficient lead time to accommodate implementation & publicity
2. Monitor progress of planned activities
3. Make regular reports to Chapter, Church Council, & Church/Charge Conference meetings
4. Write articles for newsletter

Secretary

1. Maintain master list of names and addresses
 - a. Circulate address changes to those who need and request them
2. Serve as administrative assistant to the pastor
3. Bulletins & inserts
 - a. Include reminder notice for newsletter articles
 - b. Copy & fold
 - c. Collect announcements for bulletin & newsletter
 - d. Post hymn & Psalter numbers on board in sanctuary
 - e. Compose, copy, & fold Joy of Christmas bulletins
4. Maintain master wall calendar outside office
 - a. Enter reserved dates for building use
5. Schedule copier maintenance with FTS, Fulton, as needed
6. Process phone and written correspondence as directed by the pastor
7. Organize & maintain office filing system
 - a. Collect and maintain file of meeting minutes per *Book of Discipline*
8. Work with Membership Secretary to maintain membership records
9. Maintain agreed-upon office hours

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10. Maintain an orderly and neat office space and store materials in an accessible manner
11. Listen to & respond or redirect phone messages
12. Maintain want list of needed supplies & communicate needs to Vernon Tryon (343-9692) as needed
13. Notify readers of the scripture to be read each Sunday and remind acolytes
14. Process Safe Sanctuaries records & materials
15. Keep narthex area neat and orderly and remove outdated materials
16. Newsletter
 - a. Gather articles
 - b. Ask leaders for news items and meeting dates
 - c. Collect information for calendar for upcoming month for newsletter
 - d. Compose calendar for upcoming month for newsletter
 - e. Compose worship assistants page for newsletter
 - f. Compose body of newsletter
 - g. Make copies
 - h. Collate
 - i. Fold & tape
 - j. Print and affix mailing labels
 - k. Sort, label, & fill out form for bulk mailing newsletter
 - l. Deliver newsletters to Minetto Post Office
17. Coordinate volunteer office workers
18. Review pew registers weekly
 - a. Send letters to visitors
 - b. Tell pastor of requests for visitation or membership

Transition Team

1. Write articles about Transition Team actions for newsletter
2. Prepare design & description of church administrative system
3. Handle administrative tasks while without a pastor
4. Communicate frequently with congregation, Church Council, & P/SPR Committee about plans & activities
5. Make plans for introducing pastor to church & community
6. Make plans for introducing people and community to pastor
7. Schedule occasional, informal meetings with pastor to monitor transition process
8. Plan & arrange small informal group gatherings in homes
9. Plan pot luck luncheon after church on July 12
10. Plan retreat for pastor, lay leadership, committee chairs to build team & set goals
11. Prepare & submit press release about new pastor
12. Make plans for handling tasks that cannot be done by half-time pastor
13. Develop comprehensive list of tasks that need to be done

Treasurer

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1. See 2008 *Book of Discipline*, paragraph 258.4.b.
2. Pay, record, report expenditures
 - a. Write all checks for the church and preschool
 - b. Pay all bills before the due dates
 - c. Keep a ledger sheet for all bills paid and deposits that are made by the month.
 - d. Prepare an invoice payment form for all checks written for the monthly folders to be given to the auditor after the end of the year.
 - e. Keep a deposit sheet record to compare with what the financial secretary's report contains.
 - f. Reconcile the checkbook with the bank statements each month.
 - g. Keep a separate sheet of all preschool deposits and checks going out. Give copy to preschool director.
3. Payroll
 - a. Get W4 forms and Employment Eligibility Verification forms for new employees for tax withholding purposes and new hires for the state government. Employee fills out forms and returns them to the treasurer.
 - b. Send a copy of new employee W4 form to NYS Department of Taxation and Finance, New Hire Notification
 - c. Do all paperwork for payroll, including a cover letter for all employees.
 - d. Fill out Federal 941, Employer's Quarterly Federal Tax form and NYS Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return for payroll by the end of the next month after the quarter.
 - e. Deposit Federal taxes that are withheld from payroll by the 15th of the next month.
 - f. Keep payroll records and make out employees' W2 forms in January and mail or give them to the employees by the end of January.
4. Calculate the interest every three months to divide it up among the various accounts.
5. Make monthly reports to Finance & Stewardship Committee including:
 - a. Expenditures and other transactions of previous month, shown in treasurer's report
 - b. List of bills to be paid for the balance of the current month

Trustees

1. See 2008 *Book of Discipline*, paragraphs 2524–2550.
2. Provide building access to service people as needed
3. Maintain boiler log
4. After consultation with pastor and Church Council chair:
 - a. Keep records of borrowed tables, chairs, etc.
 - b. Handle reservations for building use
 - c. Enter reserved dates for building use on master calendar
5. Maintain custodial supplies & equipment
6. Supervise work of custodian
7. Maintain supply of trustee forms
8. Issue, retrieve, & maintain record of keys for church, parsonage, & post office
9. Check for needed lawn care
 - a. Joanne Reidy and family and Nancy Prarie have provided services

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- b. Most garden work is in spring and fall
 - c. Depending on season and amount of rainfall, watering is needed
10. Check for needed snow removal
 11. Oversee the locking & unlocking of building
 12. Maintain records related to responsibilities
 13. Check buildings for needed repair & maintenance
 14. Secure estimates for proposed repairs & purchases
 15. Keep church sign current
 16. Maintain tools & machines used for property maintenance
 17. Write articles for newsletter

Worship and Music Team

1. See 2008 *Book of Discipline*, paragraphs 262–265.
2. Plan with sufficient lead time to accommodate implementation & publicity
3. Monitor progress of planned activities
4. Make regular reports to Chapter, Church Council, & Church/Charge Conference meetings
5. Organ and piano maintenance
 - a. Contract with Marty Kupelian of Syracuse to tune and maintain the organ and pianos
 - i. Bill Rockhill has information about the contract.
 - ii. Usually tuned once each year.
 - iii. Team leader should schedule appointments with Mr. Kupelian and then meet him at the church to let him in and explain the needed services.
 - iv. Pianos should be moved only when necessary.
 - b. Worship and Music Team leader should be informed of any needs for organ or piano maintenance.
6. Marie Smith volunteers to:
 - a. Put glass of drinking water in pulpit
 - b. Pick up church after services
7. Barbie Russo helps to pick up church after services.
8. Linda Rosché schedules people to read scripture.
9. Manage attendance pads & replenish pencils and materials in pew racks
10. Initiate & enlist volunteers to decorate the altar area for special themes as needed, including the set up and decoration of the tree for Christmas, as well as other seasonal decorations.
11. Contact the Greco's Family Farm about the Christmas Barn Service. Assist in planning and production of this service.
12. Set up portable sign to advertise special worship events.
13. Write articles for newsletter
14. Coordinate with and assist the pastor in whatever is needed to help in the planning and implementation of worship.
15. Accept and report any suggestions or complaints about service-related matters.