

*Congregational  
Handbook*

*Alexanderwohl  
Mennonite Church*

2013

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## **INTRODUCTION**

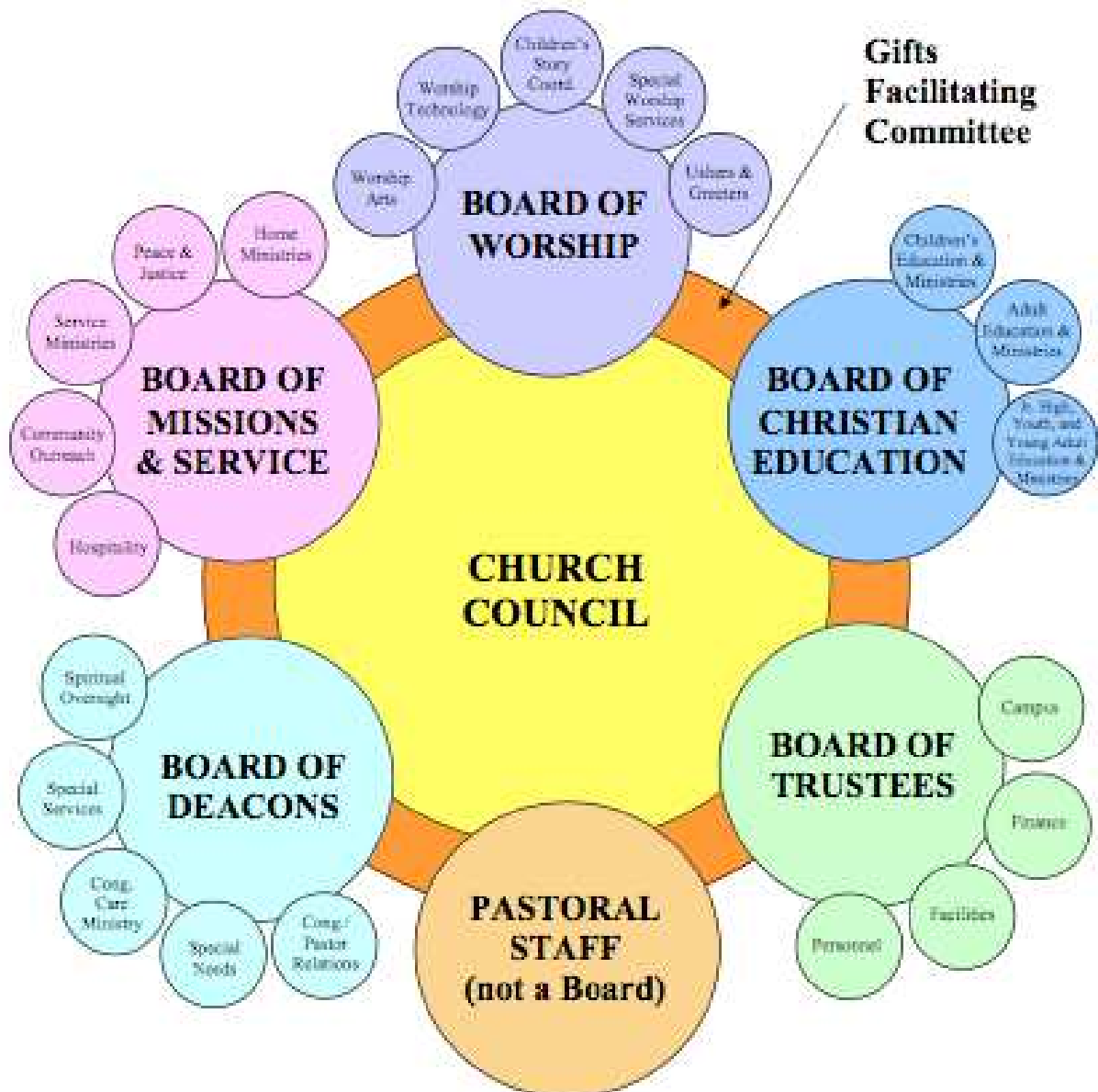
This Congregational Handbook is intended as a tool for the ongoing work of the Alexanderwohl congregation. These guidelines and responsibilities should reflect the policies and procedures of the current ministry teams.

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.

Revised June 2010

Reviewed October 2013

# Structure Model of the Church Council, Boards, and Committees



# CHURCH COUNCIL

Description: (from “Responsibilities” in constitution)

1. The Church Council is responsible for serving and guiding the congregation through administration, vision casting, spiritual discernment, and empowerment of its ministries.

Membership: (from constitution)

1. The Church Council shall consist of the congregational officers and the chair of each board. Each individual shall have one vote. Pastors shall participate in council meetings as advisory, non-voting members.
2. Committees that report first to their board are welcome to bring proposals and concerns to the Church Council for clarification and decision-making.
3. All members of the Church Council shall be members of the congregation.

Responsibilities: (from constitution)

1. The Church Council is responsible for serving and guiding the congregation through administration, vision casting, spiritual discernment, and empowerment of its ministries.
2. It shall provide guidance on matters of church policy, governance, and direction.
3. It shall call congregational meetings whenever deemed necessary.
4. It shall hold regular monthly meetings and special meetings as necessary.
5. In the event a council member will not be able to attend the council meeting, a person from that board shall be designated by the board to attend in the place of the absent council member.
6. In the event of a resignation of any board member or congregational officer, the council shall make an appointment to fill the vacancy. The council should seek input from the Gifts Facilitating Committee for the appointment.
7. Standing committees, ad hoc committees, or task forces may be appointed as necessary.

Meeting Schedule:

1. The second Monday of each month. No meeting in July unless deemed necessary. Special meetings may be called or transacted by email.

Appointments:

1. None specified – only as needed.

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Reviewed October 2013

## 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: (from the constitution)

1. The chair shall serve for three years and be discerned in rotation with the secretary and treasurer.
2. The chair shall serve no more than two consecutive terms. After this there must be a lapse of one year before serving in this capacity again.

Responsibilities: (from the constitution)

1. The chair of the congregation shall serve as chair of the Church Council.
2. The chair shall preside over all congregational business meetings and the church council meetings.
3. The chair shall encourage the unity of the congregation and its boards, organizations, and committees.
4. In the absence of the congregational chair, the chair of the board of deacons shall preside.

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. Oversee updating of the "Congregational Handbook" on a regular basis. Submit updates for the Congregational Chair and Church Council pages of the Congregational Handbook annually.

Revised June 2010

Reviewed October 2013

## CONGREGATIONAL SECRETARY

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

Membership: (from the constitution)

1. The secretary shall serve for three years and be discerned in rotation with the chair and treasurer.
2. The secretary shall serve no more than two consecutive terms. After this there must be a lapse of one year before serving in this capacity again.

Responsibilities: (from the constitution)

1. The secretary of the congregation shall serve as secretary of the council.
2. The secretary shall keep minutes and records of all congregational and council meetings.

Responsibilities for church council:

1. Record accurate minutes of reports and business items discussed at council meetings.
2. Distribute minutes to council members and church office in a timely manner before the next council meeting. Distribute copies of handouts to members that were absent from a meeting.
3. Review minutes at the next council meeting, and amend as needed.
4. File minutes and handouts in the official Church Council Meeting Minutes book for permanent keeping.

Responsibilities for congregational meetings:

1. Record accurate minutes of reports and business items discussed at congregational meetings.
2. Review minutes at the next congregational meeting, and amend as needed.
4. Maintain permanent records in the official Congregational Meeting Minutes book.
5. Submit updates for the Congregational Secretary page of the Congregational Handbook annually.

Reviewed June 2010

Reviewed October 2013



## CONGREGATIONAL TREASURER

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

Membership: (from the constitution)

1. The treasurer shall serve for three years and be discerned in rotation with the chair and secretary. The treasurer shall be an ex officio member of the board of trustees.
2. The treasurer can serve multiple consecutive terms.

Responsibilities: (from the constitution)

1. The treasurer shall receive, and disburse spending plan funds and other treasuries as mutually agreed.
2. It shall be responsible for all First Fruits offerings and prepare the spending plan in conjunction with the Board of Trustees and Church Council.
3. It shall provide a regular report of financial activity to the Church Council, boards, and congregation as necessary.

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 and money received as well as account and investment balances as needed.
4. Maintain payroll records including employee tax forms, government reports, tax deposits, etc.
5. Work together with the Boards and Church Council in developing the annual spending plan and presenting it to the congregation for approval.
6. Provide the Church Council, Boards, and Congregation with quarterly and annual reports of financial activity or when needed.
7. Provide an annual report of giving to each first fruits giver.
8. Maintain an accurate set of records of all financial activity and other matters related to the work of the treasurer, church boards, council, and congregation.
9. 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. Provide a credit or debit card to church staff as approved by the trustees.
3. Manage the credit and debit card purchases.
4. Collect rent from church property i.e. land, shelter house, church building and facilities.
5. Collect burial plot purchase money for the Alexanderwohl and Lehigh cemeteries.
6. Collect cemetery foundation purchase money from monument companies.

Revised June 2010

Reviewed October 2013

## **DELEGATES - MENNONITE CHURCH USA**

### Membership:

1. 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.
2. This takes place every two years. Delegates are appointed by the Church Council.
3. Coordination of delegates is done through the church office.

### 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). 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 may be asked to report to the congregation on the various sessions they participated in.

Revised June, 2010

Reviewed December 2013

## **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 Church Council.

### Responsibilities:

1. Delegates need to personally register for the conference, lodging, and meals. 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 may be asked to report to the congregation, on the various sessions they participated in.

Revised December 2013

# BOARD OF CHRISTIAN ED

## Description:

1. Responsible to plan, administer, resource, and equip the Christian education programs of the church for persons of all ages and stages of life.
2. The Board of Education shall be organized to achieve its responsibilities and shall make appointments of all coordinators, leaders, teachers, other support assistants, and committees as needed. Ideally, such appointments shall provide program continuity, innovation, and anticipate the future educational needs of the church and community.
3. Financial and other resources needed to fulfill the roles and responsibilities of Christian Education, including children's, youth & young adult, as well as adult ministries shall be planned for and requested as part of the church's regular resource procurement processes.

Membership: The Board of Christian Education shall consist of six members with 3-year staggered terms. Each board member is eligible to serve a maximum of two 3-year terms consecutively. One board member serves as the Church Council representative.

Meeting schedule: Monthly, the third Monday of each month

Representatives to Council: Chair, determined by members of the Board

## Appointments: (all terms are renewable)

1. Children's Ministry Team - four for an indefinite term  
This team initiates appointments for the following:
  - a. Early Childhood Coordinator - one each year for two year term
  - b. Daily Vacation Bible School Committee - one each year for three year term
  - c. Christmas Eve Program Committee - one each year for three year term
2. Registrars - two each year for one year term
3. Church historian and assistant - two each year for an indefinite term
4. Library Ministry Team - two each year for three year term
5. Mennonite College Student Ministry Team – two each year for three year term
6. Mentor coordinator - one each three year's for consecutive terms

Revised November 2013

## **BOARD OF CHRISTIAN EDUCATION CHAIR**

Membership: The chair is a member of the Alexanderwohl Board of Christian Education selected and affirmed by the congregation.

### General responsibilities:

1. Leads in developing the total program of Christian education and is thoroughly acquainted with the goals, curriculum, teacher effectiveness, mechanics, structure and lines of communication between the education department and other ministries within the church.
2. Oversees the work of board members, coordinators, committee members and any sub-committees. Invites representatives from all areas of the congregation to Board of Education meetings when necessary.

### Specific Responsibilities:

1. Represents the Board on the Church Council
2. Will be contacted by the congregational chair if Sunday morning services will be cancelled. Will then contact the Board of Education members to have them continue calls to appropriate groups.
3. Chair monthly meetings of the Board – prepare and distribute agenda
4. Assists Board of Education in budget preparation
5. Works with the Board in filling all appointed positions
6. Initiates the planning along with pastor(s) of Teacher Dedication Sunday
7. Initiates planning for an annual Teacher Appreciation Event or events
8. Works with the Board of Education to distribute Christmas treats
9. Oversight of fulfillment of provisions of the Safe Sanctuary program
10. Submits a written report of the education program to the congregation as part of the annual report

Revised November 2013

## **ADULT EDUCATION COORDINATOR**

Membership: The Adult S.S. superintendent is affirmed by the congregation for a three-year term, and is a member of the Board of Christian Education.

General responsibilities:

1. Leads in developing philosophy and policies for all the adult educational work of the church
2. Gathers inputs, information and opinions from participants to ensure that participating groups' needs are met and that congregational members are equipped as needed

Specific responsibilities:

1. Reports as needed to the Board of Christian Education
2. Assists Board of Education in budget preparation
3. Is responsible for the ordering and distribution of:
  - Adult curriculum (including alternative and optional desired materials)
  - Devotional resources
  - Other resources for teachers and leaders
4. Designates meeting places for adult Sunday School classes
5. Communicates with adult teachers, keeping them informed of resources, events, etc
6. Initiates training events for adult teachers
7. Submits an annual report to the congregation

Revised September 2013

## **ELEMENTARY SUNDAY SCHOOL COORDINATOR**

Membership: The Elementary Sunday School Coordinator is affirmed by the congregation for a 3-year term and is a member of the Board of Christian Education and the Children's Ministry Team.

### 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.

### Specific responsibilities:

1. Attend monthly meetings of the Board of Christian Education.
2. Attend Children's Ministry Team meetings as scheduled.
3. Order and distribute elementary curriculum and newsletter to teachers.
4. Appoint SS teachers/helpers at the beginning of the fall quarter.
  - a. Assign classrooms
  - b. Provide each teacher with list of students, DOB, parents name, address and phone number.
  - c. Make available materials and supplies for classrooms, such as construction paper, glue, markers, etc. Replenish these as needed.
5. Support and encourage teachers.
  - a. Provide assistants or substitutes as needed.
  - b. Be present on Sunday mornings to see that all classes are taken care of. Help keep record of attendance/offerings.
  - c. Plan quarterly offering projects and implement.
  - d. Initiate and plan teacher meetings/training sessions as needed. This would include the Safe Sanctuary training.
  - e. Communicate with teachers quarterly and as needed about upcoming events and offering projects, etc.
  - f. Encourage teachers to attend workshops/conferences.
6. Other Responsibilities:
  - a. Prepare bulletin boards in elementary SS department hallway.
  - b. Organize camp promotion and distribute camp scholarships.
  - c. Coordinate the Bibles and Bible Bags for the First Grade students. These are given out on Teacher Appreciation Sunday.
  - d. Purchase, prepare and distribute Christmas Eve sacks along with the rest of BOE.
7. Be responsible for the Education Office/Supply cabinet along with the Adult SS Coordinator.
  - a. Organize elementary materials such as paper, picture files, borders, and supplies. Replenish as needed.
  - b. Recycle obsolete materials.
8. Submit Annual Report to the congregation. Submit updates for the congregational Handbook as needed.

Revised October 2013

## EARLY CHILDHOOD COORDINATOR and ASSISTANT COORDINATOR

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 Children's Ministry Team. The first year is served as Assistant Coordinator and the second as Early Childhood Coordinator.

Meeting schedule: as needed.

Responsibilities of the Early Childhood Coordinator(ECC) and Assistant Coordinator:

1. Early Childhood Coordinator and Assistant Coordinator shall divide responsibilities as necessary.
2. Make the assignments for the yearly schedule for the toddler nursery and Children's Church, including Sunday worship services and Wednesday evening midweek.
3. Periodically wash bedding in infant nursery.
4. Rosebud and Family Prayer of Blessing for a Newborn on a Sunday morning
  - Arrange for a rosebud on the Sunday when the Family Prayer of Blessing occurs. Give it to the family after the service.
  - Prepare the Prayer Bootie that is put in the Nursery.
  - A welcome letter will be given to the family by the pastor. The letter will be on file in the church office.
  - A book called *Growing Together* will also be given with the welcome letter to the family by the pastor. A church gift label will be inserted inside the book, saying "A Gift to the family of (name of family) by Alexanderwohl Mennonite Church, Goessel, KS" with the month and year included on it. This book is given to a family only once for the firstborn. If a family with children begins attending regularly at our church and has a baby--- a *Growing Together* book could be given to them, as well. The books will be kept in the church office and the Administrative Assistant will order more books when needed.
  - Cradle Roll enrollment card – The church Admin. Asst. will make a card for each newborn and give it to the ECC. This is used by the ECC to keep record of the various things we do for each newborn until two yrs. of age. This card is kept by the ECC until a child turns two and then it is discarded.
  - Record the birth of the new baby in the notebook in nursery.
  - Maintain the Cradle Roll Poster in nursery with Prayer Booties.
5. When a Child turns Two
  - About 1 month before the child turns 2, ask the church Admin. Asst. to prepare the letter of invitation to the parents of a two-year-old to come to Sunday School
  - The ECC will receive a copy of this letter.
  - The teachers of the 2-year old class will also send a letter of invitation to these families.
6. Parent/Child Dedication
  - A letter is sent by the Pastor to families approx. one month before child dedication, which occurs annually on Mother's Day. The letter is an invitation to participate in the child dedication and is sent to those families who are regularly attending the church and/or living in the community.
  - Church Admin. Asst. will make the certificates that are given on this Sunday.
  - A Faith Marker Book and Memory Box will be given to each family. Consult with Children's Ministry Team to ensure that Memory Boxes are made and the Faith Marker Books are available for Child Dedication Sunday each year.

- The ECC gives the Faith Marker Book and the Memory Box to the families after the children have been dedicated during the service on Mother's Day.
7. Periodically rotate and clean toys/books in the nursery. Suggested schedule for disinfecting and cleaning of washable toys is monthly, more often during cold/flu season.
  8. Purchase toys/books/supplies/hygiene items/snacks as needed for nursery.
  9. Maintain bulletin board in the nursery. Update as desired.
  10. Children's Church
    - Early Childhood Coordinator and Assistant will consult with Children's Ministry Team when choosing curriculum for Children's Church.
  11. Send thank you notes of appreciation to nursery and Children's Church volunteers at the end of the year.
  12. Attend meetings of Children's Ministry Team as needed.
  13. Work with church leadership in providing child care as needed for church activities and meetings.
  14. Adherence to the Safe Sanctuaries Policy of the church is expected by all adults working with the children. Those who have not attended a conference-sponsored workshop are asked to watch a video, read and sign the form, and turn it into the church office. Admin. Asst. has complete record of those turned in.
  15. Funds for this ministry are provided by the Board of Education. When expenses are incurred, submit request for reimbursement using the forms in the Sunday School Office.
  16. Submit an annual report to the congregation.
  17. Submit updates as needed to the church office for the Children's Ministry Team Early Childhood Coordinator page of the *Congregational Handbook*.

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## CHILDREN'S MIDWEEK COORDINATOR

Membership: The Children's Midweek Coordinator serves as a member of the Board of Christian Education and the Children's Ministry Team and is affirmed by the congregation for a three-year term.

### General responsibilities:

1. Serves on the Board of Christian Education and Children's Ministry Team
2. Works with the Children's Ministry Team to find an assistant who will help with the responsibilities of carrying out this ministry. The assistant will serve on the Children's Ministry team as well.
3. Is responsible for making and carrying into effect the policies and programs of the children's midweek education sessions.
4. Plans the yearly schedule for the Midweek season to include a variety of learning experiences--class sessions, special fun-night events, service projects, and field trips.
5. Selects curriculum materials.
6. Initiates the development of new educational programs and approaches for children and teachers.

### Specific responsibilities:

1. Attend monthly meetings of the Board of Christian Education.
2. Attend meetings of the Children's Ministry Team as scheduled.
3. Annually plan the children's midweek portion of the budget.
4. Plan the midweek calendar year by establishing the date when midweek will begin and end (generally October through the end of March), as well as certain dates or times when midweek will not be held.
5. Coordinate plans with other groups involved on Wednesday nights--midweek meals committee, choirs, youth department, adult classes, and the church office.
6. Coordinate the evening schedule for the different ages/groups of children.
7. Publicize midweek program opportunities in the church and throughout the community
8. Plan and order curriculum.
9. Appoint children's midweek teachers, helpers, and substitutes.
10. Assign classroom spaces for all groups.
11. Plan an orientation meeting for all staff in the month prior to the beginning of the midweek season.
12. Assign classroom spaces for all groups.
13. Provide teachers with a list of resource materials, supplies, equipment, and names of students.
14. Be present on Wednesday evenings to see that all classes are taken care of.
15. Support and encourage teachers throughout the midweek season with verbal and written communication.
16. Keep all children's records/files up-to-date, including *Safe Sanctuaries* covenants for staff.
17. Submit an annual report to the congregation.
18. Submit updates to the church office for the Children's Midweek Coordinator page of the *Congregational Handbook* as needed.

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## CHILDREN'S MINISTRY TEAM

Description: This team shall set the vision, guide and care for the Christian faith formation of children, ages birth through 5<sup>th</sup> grade. This will be done through the coordination of various ministries including, Sunday School, midweek program, Bible School, Nursery, and special events such as, Children's Day and Christmas Eve program.

Membership: The team shall consist of at least four people, including the coordinators of children's Sunday School and midweek., whom also serve as members of the Board of Christian Education. The other members are appointed by the Board of Christian Education and may renew their commitment on an annual basis. Consideration is given to appointing persons who will serve as assistants to the S. S. and midweek coordinators. If these persons are willing, they could be considered for the coordinator positions when these positions need to be filled on the board.

### Responsibilities:

1. This team will meet monthly or as decided by the team.
2. Coordinate the Sunday School ministry for children.
3. Coordinate midweek program for children.
4. Work with Bd. of Christian Education to coordinate the leadership and planning for the Christmas Eve Program as well as the scheduling of practices.
5. Work with Bd. of Christian Education to appoint persons to the Bible School committee.
6. Work with Bd. of Christian Education to appoint persons to the positions of Early Childhood Coordinator and Assistant.
7. Plan and Coordinate the Children's Day worship and special activities together with the Bible School committee.
8. Provide training for teachers, leaders, and helpers.
9. Ensure that Safe Sanctuary policies are upheld and records/files kept up-to-date.
10. Submit budget requests to the Bd. of Christian Education.
11. Give leadership to curriculum needs for all the ministries for children.
12. Review and evaluate the ministries for children on an annual basis.
13. Set vision and direction, being attentive to the changing culture and needs of children and families.
14. Submit an annual report to the congregation.
15. Submit updates as needed to the church office for the Children's Ministry Team page of the *Congregational Handbook*.

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## VACATION BIBLE SCHOOL COMMITTEE

Membership: The VBS committee is appointed by the Children's Ministry Team. Three members each serve a 3-year rotating term. The person on his/her third year shall act as chairperson.

General responsibilities:

1. Is responsible to plan and direct the annual VBS program (ages 4, before Sept. 1 through sixth grade) in the Goessel community.
2. Plan curriculum 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 an annual report to the congregation.
  - a. Report to the Children's Ministry Team as needed.
3. Attend monthly meetings of the CMT and report to this group as needed.
4. In January reserve dates for VBS (usually the first full week of June) with church secretary.
5. In February call a meeting of the VBS committee 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 chairperson in whatever way is agreeable to all.
6. In early April send home an enrollment letter with Goessel Grade School students, The Kinder Haus, any local babysitting homes, any home school students in Goessel and the 6th grade students at the Goessel Jr. High to be returned to the school secretary or Alexanderwohl church secretary a week later.
7. Contact city office to place VBS enrollment form in community newsletter.
8. Order curriculum.
9. In late April hold a meeting for all VBS staff.
  - 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.
  - c. Ensure that all staff have received Safe Sanctuary training and that covenant forms are signed and returned to the church office
10. Purchase any supplies needed, and see that craft supplies, etc. are made available to staff.
11. Early in May, post posters around the community about VBS and write an article with VBS information for the church newsletter, "Connect."
12. Send informational letter to families 1 week before VBS.
13. Two weeks before VBS, information is printed in the church bulletin in which is listed:
  - a. VBS staff.
  - b. The Mission project.
14. During VBS, be available to teachers.
15. The first day send home a letter of information to the parents of each child attending.

16. Keep record of mission project money.
17. Keep record of finances and give the summary to the Alexanderwohl church treasurer.
18. Plan VBS closing program/service for Sunday morning following the week of VBS.  
Children's Ministry team plans the noon lunch and afternoon activities.
19. Annually submit updates to the church office for the Vacation Bible School Committee page of the Congregational Handbook.

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## **MENTOR COORDINATOR**

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

**Membership:** One individual appointed by the Board of Christian Education for a three-year term. The mentor coordinator can serve multiple consecutive terms.

**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 reading, 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.
8. The coordinator is responsible to see that all mentors go through the Safe Sanctuaries training.

Revised November 2013

## **JUNIOR HIGH SPONSORS**

Junior high sponsor roles include three separate areas: Sunday School teachers, Midweek teachers, and Activities sponsors. Sunday School teachers will teach one or two Sundays per month and will work with the Youth Pastor to choose appropriate curriculum. Midweek teachers will plan and organize Wednesday evening opportunities for youth including service projects. Teachers are encouraged to make this an interactive time and to bring others in to assist in teaching as needed. Activities sponsors will plan and organize a minimum of six events per year (every other month). This includes planning for food and transportation, communicating with parents and the wider congregation regarding events, and participating in all events. Every other year Activities sponsors will coordinate participation in Know Jesus. All junior high sponsors and teachers are expected to meet once per year with the Youth Pastor with additional meetings and communication as needed to facilitate planning and communication.

Revised November 2013

## **SENIOR HIGH SPONSORS**

Senior high sponsor responsibilities fall into several categories including Sunday School teachers, Midweek helpers, Activities sponsors, Trip sponsors, and Fundraising sponsors. Sunday School teachers will teach one Sunday per month using materials/curriculum provided by Youth Pastor. Midweek helpers will be present at assigned Midweek sessions and will assist the Youth Pastor as needed. Activities sponsors will assist the Youth Pastor in planning off-campus activities 2-4 times per year and will help coordinate transportation, food, and other items required for events. Trip sponsors will attend up to three overnight events per year including but not limited to service trips, Mennonite Church USA Conventions, retreats, Snow Camp, and visits with our Sister Church. Fundraising sponsors are responsible for planning and organizing two fundraisers per year, the Chili Lunch meal with the Annual Meeting and the Superbowl Dessert Sale, including communicating with the congregation and requesting items for donation with the help of the youth.

Revised November 2013

## **CAMP WASHUNGA FUNDRAISING SPONSORS**

Camp WaShunGa Fundraising Sponsors are responsible for planning necessary fundraisers for Camp WaShunGa. These sponsors will work closely with the Youth Pastor, Camp Director and fundraising sponsors from Tabor and Goessel Churches (if available). In general duties include planning one fall Midweek fundraiser meal at Alexanderwohl and assisting with a meal at Tabor Church. In addition if funding is still needed, sponsors will work with others to plan a spring community fundraiser meal. Planning will include communicating with parents of youth, churches and wider community, organizing and preparing the meal, contacting local food suppliers and schools as needed to obtain supplies and arrange to use space as needed. Additional information about planning will be provided by Youth Pastor or Camp Director.

Revised November 2013



## **YOUNG ADULT SPONSORS**

**Description:** This ministry is designed to meet the needs and interests of young adults as they transition to adult life. Support for this ministry is given by the Assoc. Pastor for Christian Formation or Youth Pastor.

**Membership:** At least two persons appointed by the Board of Education for an indefinite term.

**Responsibilities:**

1. Aid, guide, and support the young adults of our church.
2. Know who the young adults are---each year make an updated list of who our young adults are, where they are going to college, etc.
3. Communicate with them through notes, email, facebook, etc. to stay in touch.
4. Provide activities at various times throughout the year to provide opportunity for connection, care, and fellowship.
5. Sunday School for college age young adults, (18-23 yrs.) may or may not be a role that sponsors carry out in this ministry, depending on the needs and desires of this age group.
6. Gifts are given to college seniors every year in May. This is done together with the Assoc. Pastor or Youth Pastor.
7. Dialogue with parents of this age group to get their ideas of what the needs of their young adult children are at this age.

Revised August, 2010

Reviewed December 2013

## **REGISTRARS**

Membership: Two, appointed annually by Board of Christian Education.

### 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 church administrative assistant.
6. Ring first closing bell at a period in advance of the close of the S.S. period and then again a second closing bell at the end of the S.S. hour.

Revised November 2013

## CHURCH HISTORIANS

Description: Archivists and historians of church records and artifacts.

Membership: Historian and assistant historian appointed by the Board of Christian Education 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.
6. Submit an annual report to the congregation.
7. Annually submit updates to the church office for the Church Historians page of the *Congregational Handbook*.

Revised November 2013

## **LIBRARY MINISTRY TEAM**

Membership: Six members each serving a three-year term with two appointed each year by the Board of Christian Education.

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 Chair(s):

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. As liaison to Board of Christian Education receive suggestions concerning possible books to purchase to support the current education programs and communicate to the Board of Christian Education the needs and concerns of the Library Ministry Team.
6. Prepare annual report.
7. Annually submit updates for the Library Ministry Team page of the Congregational Handbook, if there are changes.

### 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 suggestions to Chair(s).

## 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 of 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. Items removed from the library may 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.

Revised September 2013

## MENNONITE COLLEGE STUDENT MINISTRY TEAM

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

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 Mennonite Education 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 fundraising 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 Mennonite Colleges 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.

Revised November 2013

## **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.

Revised June 2010

Reviewed November 2013

## **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.

### **Responsibilities:**

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

Revised June 2010

Reviewed November 2013

# 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 and secretary.

**Meeting schedule:** Monthly meetings scheduled at beginning of the calendar year.

**Responsibilities:**

1. To be attuned to the spiritual health of the congregation.
2. To be attuned to the vitality of the congregation's love and care for each other and for those not yet in church.
3. To be attuned to the pastors' welfare, and the pastoral-congregation relationships.
4. To initiate proposals for improvement in items 1-3 as needed.
5. To help prepare and serve communion.
6. To assist the pastors in other sacraments or services, as needed.

**Roles:**

1. Prayer is a fundamental role of the deacons, who will pray for the church, the pastors, the church members, and other deacons.
2. The deacon recognizes the importance of caring for the congregation, especially when a congregation member is ill, isolated, or bereaved.
3. Friendship evangelism is embraced by the deacon as an effective mechanism for church growth.
4. The deacon recognizes the significance of their personal actions, and is careful in what is said in public especially on issues where all the deacons are not in agreement.
5. The deacon respects conversations made in confidence, and will avoid triangulation by encouraging direct conversation.
6. The deacon will participate in discussions and present personal opinions, but support majority decisions.
7. If there are scheduling issues that prevent the deacon from attending deacon board meeting, the deacon will inform the chair before the meeting.
8. The deacon will support the pastors, provide honest counsel during disagreements and provide affirmation of needed actions that are well done.
9. The deacon will search for God's leading in the decisions and directions made by the board of deacons.

**Caregiving:** (no one deacon is expected to have a gift in all seven functional areas, but the deacons together may provide all functions.)

1. **Serving:** meet the physical and material needs of the congregation through hospitality as well as sharing with those in need.
2. **Nurturing:** meet the emotional and spiritual needs of the congregation through visitation and calls, walking beside the brother or sister giving encouragement and offering help.
3. **Healing:** pray for the sick and suffering members of the congregation, participate in



anointing when requested, meeting the brother or sister in their pain and enabling them to experience wholeness.

4. Worshipping: function as a worship leader, prayer, reading scripture, sharing personal experiences, or preparing and presenting the message.
5. Discipling: helping congregation members to evaluate the authenticity of their faith, sponsoring new members following their baptism or reception in to the church body.
6. Advocating: pleading another's cause by speaking or writing in support of each other. Advocate the values and programs of the congregation to the wider community.
7. Presence: the value of just being there for someone, such as being a good listener when someone lonely or bereaved feels that no one cares, no one hears, no one takes the time to be with that person.

#### Responsibilities of the chair:

1. Responsible to call or schedule meetings.
2. Preside at all deacon meetings or arrange a substitute from the deacon board.
3. Preside at council or congregational meetings in the absence of the church chair.
4. Review the agenda with the lead pastor and provide final agenda to deacons and pastors prior to deacon meeting.
5. Make assignments within the board for specific duties as it becomes necessary.
6. Make schedules for devotions and prayer for meeting open and close, and closing prayer for Sunday morning prayer meeting.
7. Attend seminars sponsored by the conference for officers when possible.
8. Submit updates to the church office for the Board of Deacon page of the *Congregational Handbook* annually.
9. Establish plan for and initiate Pastor/Congregational reviews, annual pastor reviews, and exit interviews.
10. Request funds from deacon caring fund to address agreed upon financial need requests and provide copies of appropriate bills and payments to the Everence (MMA) advocate.
11. Make appointments of Advocate for Disabilities, Everence advocate, and Congregational Care Commission.
12. Submit a written report to the congregation prior to the annual meeting outlining the work accomplished by the deacons during that year.

#### 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. Send approved minutes to the church secretary in read only format for congregation's use.

Revised June 2010

Reviewed October 2013

## **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*  
*Reviewed and accepted by Deacons on March 22, 2010*

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.

Revised June 2010  
Reviewed October 2013

## CONGREGATIONAL CARE-GIVING MINISTRY

Description: Congregational Care-Givers will assist the deacons in providing for the care-giving needs in our congregation through a ministry of visitation, encouragement and prayer. These persons are “commissioned” and given a “Congregational Care-giver” name tag to identify them as serving in Christ’s name on behalf of the church.

Membership: This ministry shall consist of three to five persons, appointed by the deacons and accountable to the pastor responsible for pastoral care. These persons are encouraged to use their gifts for care-giving in ways they feel able and comfortable and according to their interest and availability. It is a one-year commitment, with opportunity to renew on an annual basis.

Responsibilities of this group may include the following:

- Make visits to people in nursing homes and those who are homebound.
- Make hospital visits as they feel able and comfortable in doing this.
- Make visits to people in their homes who may be recovering from surgery or treatments of various kinds.
- Communicate regularly (bi-weekly, at least) by email with the pastor responsible for pastoral care regarding the work they are doing.
- Coordinate the provision for meals when people return home from the hospital or there is a death in the family, if this is not provided by any other group within the congregation.
- Coordinate a plan to provide transportation for people to doctor visits, the hospital, or other places, when needed.
- Make phone calls to check-in on people.
- Write and send notes/cards of encouragement and care.
- Care for those who are grieving using the Journeying through Grief books. These books are a four-part series to be given during the first year after a loved one has died.
- Meet with the pastor responsible for pastoral care as needed for planning and education to meet the care-giving needs of the congregation. (Approx. three times a year)
- Meet with the deacons once or twice a year.
- Submit an annual report to the congregation.
- Submit updates to the church office for the “Congregational Care-giving Ministry” page of the Congregational Handbook.

Revised June, 2010

Reviewed October 2013

## **DISABILITIES ADVOCATE**

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.

Revised March 2010

Reviewed October 2013

## **EVERENCE ADVOCATE**

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

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 Everence's programs and services can help meet these needs.
2. To share information with the congregation about Everence 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 Everence products to financial advisors 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 Everence'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.

Revised October 2013

# BD OF MISSION/SERVICE

Membership: The Board of Mission and Service shall consist of six members with 3-year staggered terms. One board member serves as the Church Council representative.

Meeting schedule:

Representative to Council: Chair of the board

Responsibilities: (from the constitution)

1. The Board of Missions and Service is responsible to promote and encourage our congregation to become involved in service and missions on a local, regional, and global level.
2. The Board of Missions and Service is responsible for oversight and communication with committees and contact persons under their appointment in the areas of community outreach, home ministries, hospitality, peace and justice, and service opportunities.

Responsibilities: (specific/other)

1. Stay in communication and dialog with our Sister Mennonite Church, Luz del Evangelio, in Dallas, Texas. Try to encourage members to visit and share their experiences with our congregation.

Appointments:

1. Wednesday night meal committee
2. Friendship Register committee
3. Reception Committee
4. Peace and Social Concerns Committee
5. EtCetera representative
6. MCC Relief Sale Committee
7. Relief Committee

Revised June, 2010

## MIDWEEK MEALS

**Description:** To reach out to those in our community and in our local congregation by providing Wednesday night meals during the months of Midweek activities.

**Responsibilities:** Meals are coordinated by one or two congregational members. Meal preparation is generally done by a two-person team. Two of these teams divide the midweek meals and take responsibility for them. Other volunteers help with serving and clean-up. Several times during the midweek months food preparation and serving is done by various church and community groups.

### Guidelines:

1. The meal schedule is coordinated with the midweek schedule. Meals are served only on the evenings of midweek programming.
2. The menu is provided to the church office a week in advance and is printed in the church bulletin. A form in the bulletin allows different options of signing up for meals. This helps determine the number of people to be served.
3. The person in charge of preparing meals is responsible for purchasing the supplies and preparing the meal. Other individuals help serve the meal and clean up after the meal.
4. Someone is designated to make a list of persons in charge of preparing the meals.
5. Someone is designated to purchase the plastic cups, napkins, bread, peanut butter and jelly, coffee and hot chocolate that is used. If the meal is being used for a fundraiser, the group providing the meal supplies these items. The Melmac plates have generally been used to cut down on styrofoam usage.
6. As much as possible, the shopping is done at Keith's Foods. Items bought at Keith's are charged and paid for from the church treasury. When items are purchased by individuals elsewhere, they are reimbursed. A donation of \$3.00 per person is suggested to help with expenses. The money is collected at each meal. The custodial staff sets up tables and chairs. If the space is needed for midweek classes after the meal, volunteers help the custodian take down tables and chairs; otherwise, they are left up.
7. A notebook of past meals is kept in the kitchen and is available for reference.

Revised 2013

## 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 chairperson and treasurer from the leadership team.
3. Organize 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 for activities not affiliated with the church.
10. Appoint Bethel College Women's Association Representatives.
11. Appoint Funeral Meal Coordinators.
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*.
14. Provide leadership for special interest groups.
15. Produce a bi-annual newsletter.

Responsibilities of chairperson:

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

Responsibilities of treasurer:

1. A two-year term. Alternates the new term with chairperson.
2. Maintain and manage funds owned by the organization.
3. Assist in the planning process.
4. Assist in finding women to fill the needed officer and committee positions.
5. Provide an annual financial report to the congregation.

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.

Revised June 2010

Reviewed October 2013

## **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 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, selling the New Year's Cookies.
3. Train the person who will take your place the following year.

Revised 2013

## 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 the second year.)

Committees: Project/Service, Disaster (Two members per committee, two-year terms, serving as chair the second 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. Write report for annual report book.
4. Annually submit updates to the church office for the Mennonite Men's Organization page of the *Congregational Handbook*.
5. Coordinate and facilitate the annual Pancake & Sausage Supper with the other officers.

Responsibilities of vice-president:

1. Assist the president.
2. Election or discernment of new officers.
3. Assist with Pancake & Sausage Supper.

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.
4. Assist with Pancake & Sausage Supper.

Responsibilities of committee chairs:

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

Revised June, 2010

## **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 Board of Mission and Service for an undefined term.

**Responsibilities:**

1. After being contacted by the MDS coordinator, inform the congregation of needs following a disaster.
2. Submit updates to the church office for the "MDS Contact Person" page of the Congregational Handbook.

Revised October 2013

## **RECEPTION COMMITTEE**

Description: The committee shall facilitate the serving of fellowship meals when called on.

Membership: Up to 12 members, each serving three years. Two couples are appointed annually by the Board of Missions and Service. A couple can consist of two single people.

Meeting schedule: As needed.

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

### Responsibilities

1. Plan and serve church fellowship meals when called on.
2. Submit an annual report to the congregation.
3. Annually submit updates to the church office for the Reception Committee page of the *Congregational Handbook*.

Reviewed June, 2010

## PEACE MINISTRY TEAM

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

Peace mission based on teaching and the life of Christ.

Meetings: monthly

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*.

Revised June, 2010

## **Et Cetera Shop**

Newton, Kansas

The Board of Directors upholds and promotes the mission of each store. The board secures and protects The Et Cetera Shop by monitoring the financial viability of the shop and sets strategic direction for its future health.

**Membership:** The board is composed of fourteen members--one from each of the supporting churches. The Board of Mission and Service 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

Revised June 2010

Reviewed October 2013

## KANSAS MENNONITE RELIEF SALE CONTACT PERSONS

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

### Responsibilities:

1. The incumbent couples need to inform the KMRS 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 KMRS sale area. The first meeting is usually held in November. Then, beginning in January, monthly meetings are held with two in March (the first week and the last week).
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 craft and related items made by our church for the sale to Hutchinson on the Friday of the sale and the baked goods on the day of the sale.
5. At the first few area meetings bids are taken from contact persons to cover various pre-sale expense items. These bids are made using the money allotted in the yearly budget. Sunday schools or individuals can also contribute to the pre-sale budget.
6. Annually submit updates to the church office for the KMRS Relief Church Liasons page of the *Congregational Handbook*.

Revised April 2014



## 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 Mission and Service.

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. 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.
2. 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. The committee receives a work schedule and prepares a sign-up sheet for volunteers.
3. CROP Walk: Coordinate this activity with representatives from this community sponsored event.
4. Submit an annual report to the congregation.
5. Annually submit updates to the church office for the Relief Committee page of the *Congregational Handbook*.

Revised June, 2010

## **ROADSIDE DISPLAY COMMITTEE**

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

Membership: One or two members, appointed as needed by the Board of Mission and Service.

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.

Revised June 2010

# BOARD OF TRUSTEES

## Membership:

1. Five members, each serving three-year terms. Congregational treasurer, ex-officio.
2. Two members are affirmed by the congregation annually. One member is affirmed in the year when the congregational treasurer is affirmed.

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

Representative to Council: Chairman of the Trustees

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

## Responsibilities: (from the constitution)

1. The Board of Trustees is responsible for the care of the church facilities and campus and the financial resources of the congregation including the development and implementation of an annual spending plan and education in the area of financial stewardship.
2. The chair, secretary, and treasurer shall be authorized to sign legal papers for the congregation.
3. It shall be in charge of the local spending plan and present for consideration and adoption the spending plan for the ensuing year at the quarterly business meeting as designated by the council.
4. It shall be empowered under the laws of the state to accept and administer legacies and gifts granted to the Church, to represent the Church in all cases of ownership of Church property, and to hold and convey title to Church property.
5. It shall provide for the proper cleaning, heating, and lighting of the church buildings and to provide for the proper maintenance and repair of all church property. Where there are no special resolutions, the board shall act as it thinks will be in accordance with the wishes of the congregation.
6. It shall be empowered to hire staff as needed to meet the needs of the congregation.
7. The chair and the pastor(s) shall be empowered to grant permission for use of the church building and equipment according to existing policies.
8. The Board of Trustees is responsible for oversight and communication with committees and contact persons under their appointment in the areas of personnel, facilities, finance, and campus. These may include Cemetery Committee, Landscape Committee, Transport Maintenance/Scheduler, Audit Committee, and Budget Secretary.

## Responsibilities of the board:

1. Budget items. The annual budget will be presented at the annual meeting or a quarterly meeting. The timing will be determined by the council. Throughout the year, any agenda item requiring 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.
  - a. When an opening for administrative assistant or custodian occurs, a public announcement in the bulletin should be published. The trustee board shall determine their compensation.
  - b. The trustee board will work with the music committee in determining the salary of their choir director candidate. If the candidate is approved by the trustee board, the trustee board will aid the music committee in securing the choir director.
  - c. The trustee board will work with the pastoral search committee in determining the salary of the pastoral candidate. If the candidate is approved by the congregation, the trustee board will aid the pastoral search committee in securing the pastoral candidate.
4. Buildings and grounds.
  - a. 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.
  - b. 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.

#### 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 two-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. Church van maintenance and scheduler - open term

#### Trustee policies:

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

Revised March 2010

Reviewed October 2013

## **FIRST FRUITS RECORD KEEPER**

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

### Responsibilities:

1. To receive each first fruits offering from the ushers and the offering boxes and deposit it in the proper bank account after processing.
2. To record any other first fruits gifts such as electronic transfers or other gifts given directly to the treasurer.
3. To accurately record each gift by the person(s) giving the gift.
4. To accurately record all designated gifts with the proper designation.
5. To provide the ushers with a receipt for cash to provide an auditable paper trail.
6. To provide a receipt to the giver for any gift of \$250 or more.
7. To send a weekly computer upload of the records to the church treasurer after processing the offering.
8. To reconcile the receipts from the treasurer with the giving recorded.
9. To send weekly offering amount to church office.

Revised June 2010

Reviewed October 2013

## AUDITING COMMITTEE

Description: To audit all treasury accounts of the congregation.

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

Responsibilities of the chair:

1. The 2nd year member will be the chair. The chair will be the contact person and organize the committee.
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.

Revised October 2013

## Procedure Guidelines for Auditing the Church Financial Accounts

Various Committees and Organizations- (around 5 to 6 accounts as of this writing) done by one committee member to each group

Checking Accounts-The beginning of the current year being audited should start with the signature or initials in the checkbook of one of the last years auditors. Scan the checkbook reading entries, notations and any memos including to whom checks were written to and from where deposits came from. If something seems odd then investigate further. Check to see that end of year bank statements match the checkbook balance taking into consideration any outstanding checks or deposits. When everything looks good and matches accordingly initial or sign the checkbook following the last entry in the checkbook. This will be the starting point for next year.

Savings Accounts/Misc. Accounts-Using bank statement as your main source, check over the deposits and withdrawals. Feel free to ask questions as to the sources of deposits and withdrawals, and encourage all withdrawals to be deposited into the checking account and then spent accordingly so a paper trail is left, if not being done this way already.

Annual report-Check over the provided financial report for the annual report to make sure the numbers match the balances in the corresponding accounts. When accurately recorded write **Audit Ok** and then sign your name. The secretary then receives this copy for the annual report.

The Main Church Books - Usually done with 2 committee members and plan for at least a 30 minute session with church treasurer. Have treasurer explain the process for making deposits and where they are recorded (how separate funds are kept in his system) and then have him/her explain the process for disbursements of the money. Have treasurer explain the checks and balances system between the various people that handle the money including the head usher, budget secretary and himself/herself. Ask and check over any other investments or untypical accounts such as Coop certificates. When a satisfactory explanation is understood each committee member should then pick a random page or two and go over it in detail as an additional accountability measure. On the last page of the statement that is appearing in the annual report write **Audit Ok** and have both members sign.

Any questions deemed not answered satisfactory or any question of action not explained by any of the treasurers should be reported to the trustee in charge in a prompt manner and further explored.

Reviewed October 2013

## CEMETERY COMMITTEE

Membership: eight members, each serving a two-year term. Four 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. 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. Mow the cemetery as needed.
4. Chair gives approval and helps line up headstone placement with assistance of cemetery historians.
5. 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.
6. Appoint a cemetery historian. One person or couple for a five-year term.
7. Submit an annual report to the congregation.
8. Annually submit an update to the church office of any change to the Cemetery Committee page in the *Congregational Handbook*.

Reviewed October 2013



## **CEMETERY COMMITTEE POLICIES**

1. All members and associate members and children, 21 and under, 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 \$300.00 per plot paid to the church.
3. In respect to our church's peace stance, it is requested that there be no military style ceremony as part of the graveside service.
4. Vault: A concrete vault or better is required. The grave will be backfilled with sand to the point 18 inches below grade. The balance of the grave will be filled with topsoil in a manner so that the grave is completely covered with some allowance for settling. No flat surface vaults or individual mausoleums are allowed.
5. Spacing: The spacing of the plots is as follows. The east-west spacing of rows is 12 feet. Spacing between the graves is 60 inches, center to center. Each grave is 8 feet long.
6. Foundations: The church will provide the foundation of 18.5" X 60" (single monument) and 18.5" X 120" (double monument) as long as the burial is in the section of the cemetery where the new continuous foundations are placed. There is a monument permit fee to cover the cost of the foundation of \$100.00 per single monument and \$200.00 per double monument. The monument company will pay the church this fee before the monument can be set.
7. Location & Reservations: Unless there is a previous reservation in a family plot or next to a deceased family member, the location of the grave may be selected from the next available spot in one of the rows of newly constructed continuous foundations. Reservations for the spouse next to a burial plot will be allowed, however, it is discouraged to reserve an adjacent lot if the surviving spouse is less than 60 years old.
8. The following proposal was approved by Church Council, June 11<sup>th</sup> 2007 & revised on April 9<sup>th</sup> 2008. "In an effort to improve the cemetery appearance and reduce ongoing maintenance of the monuments in the cemetery, Alexanderwohl will provide foundations for new monuments beginning in the southeast portion of the cemetery. There is a monument permit fee to cover the cost of the foundation that will be paid by the monument company before they can set the monument. Families adjacent to this area will be invited to pay for the monument foundations to be replaced as part of this cemetery improvement project and the church will include this as part of this project."

Revised June 2010

Reviewed October 2013

## 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.

Revised June 2010

Reviewed October 2013

## 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. Annually submit updates to the church office for the Landscape Committee page of the *Congregational Handbook*.

Revised June 2010

Reviewed October 2013

## 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. Keys may be picked up and returned to the church office.
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.

Revised October 2013

# BOARD OF WORSHIP

Description: The Board of Worship and its subcommittees include those groups and individuals who either a) plan worship services, or b) need to be communicated with when worship services are planned.

Membership: The Board of Worship shall consist of one Pastoral staff member and six members discerned by the congregation who will serve three-year staggered terms. One board member serves as the Church Council representative.

Meeting schedule: monthly

Responsibilities: (from the constitution)

1. The Board of Worship is responsible for helping the church draw close to God through vibrant, life-giving worship.
2. The Board of Worship will offer vision and education about worship.
3. The Board of Worship will help plan worship services.
4. The Board of Worship is responsible for oversight and communication with committees and contact persons under their appointment in the areas of music and worship arts, worship technology, special worship services, ushers and greeters. These may include Music Committee, Organists, Pianists, Song Leaders, Choir Directors and Chancel Choir officers, Worship Team, Visual Arts Committee, Children's Time, Ushers and Greeters, Audio, Multi-Media and Video committees, and Photo Documentary Ministry.

To achieve these Responsibilities the Board of Worship will:

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 and teach about worship and its role in congregational life.
4. Provide input towards creating a worship calendar several months in advance. Compile and distribute the list to the pastors, church administrative assistant, musicians, Music Committee, and Visual Arts Committee.
5. Encourage variety in worship--special musical presentations, drama, reader's theatre, Living Prayer (interpretive dance), etc.
6. Assist in planning special "church year" celebrations--Advent, Christmas, Epiphany, Lent, Easter, Pentecost, etc.
7. Work at involving people of all ages in worship--children, youth, elderly, families, singles, etc.
8. Facilitate the scheduling of Children's Story presenters for worship services and provide ideas for presenters.
9. Delegate greeting assignments to adult Sunday School classes.
10. Facilitate the scheduling of Friday evening programs/activities at Bethesda.
11. Facilitate the planning of church retreats.
12. Collaborate with the Music Committee.
13. Collaborate with the Visual Arts Ministry.

14. Collaborate with those who manage technology in worship services.
15. Communicate with ushers.
16. Coordinate Sunday School class decorating schedule. Communicate with Sunday School classes and Visual Arts Committee about Christmas Decorating early in the year.
17. Submit an annual report to the congregation.
18. Submit annual updates to the church office for the Board of Worship page of the *Congregational Handbook*.

Revised December 2013

## MUSIC COMMITTEE

Membership: Three members, each serving three years. One is appointed annually by members of the existing Music Committee and reported to the Board of Worship. The Music Committee is joined by its advisory members as needed. The advisory members include choir directors, scheduler of organists, and scheduler of song leaders.

Officers: Chair

Responsibilities of Music Committee:

1. Meet three times per year to plan all aspects of music in worship services, including Gathering Music, Organists, Song Leaders, and Special Music. Schedules are made in advance for the months of February-May; June-September; and October-January. When finalized, the schedule is submitted to the Board of Worship.
2. Appoint choir directors, organists, song leaders, pianists, etc.
3. If the choir director receives a salary, coordinate this with the trustees.
4. Communicate and coordinate with the Children's Ministry Team regarding music programming for midweek season, as well as for the Christmas Eve program. Planning for both of these usually begins in July.
5. Arrange for church pianos to be tuned once or twice per year. The Baldwin grand piano in the sanctuary is tuned twice per year (December and June); the upright pianos in the Chapel and Fellowship Hall are tuned once per year (December). Recommended piano tuner is JD Hershberger. The chair of the Music Committee schedules the tuning unless otherwise decided by the committee.
6. Organ tuning and repair is scheduled by Karen Unruh.
7. The chair of the Music Committee shall submit an annual report to the congregation at the end of the year.
8. Annually submit updates to the church office for the Music Committee page of the *Congregational Handbook*.

Revised December 2013

## VISUAL ARTS COMMITTEE

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 Worship discerns and appoints four members (or number felt necessary to accomplish the work.). Each member will serve a two-year term with multiple terms encouraged. The Visual Arts Committee may provide suggestions for new members.

### Responsibilities:

1. Coordinate and provide visual media to enhance our worship together.
2. Work as a committee, in coordination with the Board of Worship and/or pastors. Special attention is to be devoted to the Advent and Lent seasons. Be available to take down and reset displays for funerals and weddings. Also, accommodate dance and groups using the stage.
3. Provide a display for two Sundays and Thanksgiving Day during Thanksgiving season.
4. Help with coordination of banners for the sanctuary.
5. Provide a list of which committee member is responsible for which Sunday for the calendar year to the Board of Worship to be distributed to appropriate individuals, committees and the church administrative assistant.
6. Help place flowers provided by members of the congregation. The church administrative assistant 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. The Visual Arts Committee is responsible for the Advent wreath or display and for keeping the candles fresh each Sunday during Advent. The committee should work with the Sunday school class decorating the sanctuary for Christmas to coordinate colors and theme for this display.
8. Avoid placing decorations on the Bible, the piano and the organ.
9. Light candles or lamp in displays before the worship service, if requested by the pastors to do so.
10. Purchase items to make an appropriate display when items needed are not on hand. The Board of Worship will help defray Visual Arts expenses (check with the board of Worship for the budgeted amount.)
11. Maintain the Visual Arts storage room (located east of the infant nursery). This committee will also maintain the banner closet in the upstairs northeast Sunday school room.
12. The Visual Arts Committee asks that other individuals or groups in the church wishing to use items from the Visual Arts storage room check with a committee member prior to removing items for other decorating projects/events in the church.

Revised December 2013



## 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 assigned to various Sunday School classes and groups as determined by the Board of Worship. 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. Decorate the Christmas tree in the sanctuary.
3. In collaboration with the pastors, add figures each Sunday to the large Nativity scene often used on the stage during Advent.
4. If the Visual Arts Committee is not using the communion table for the Advent wreath/display, the class may place decorations on this table. (Check with the Visual Arts Committee about their plans.)
5. Communicate with the custodians about any lights that need to be plugged in.
6. Take down decorations, pack them up, and put them away. Discard broken or nonfunctioning decorations.
7. Add a brief summary of the decorations used for the season, including photographs if possible, to the Christmas Decorating Notebook to provide an ongoing record. Return the completed notebook to the Board of Worship liaison person for Visual Arts.

### Themes:

Consult with the Board of Worship and the Visual Arts Committee regarding decorating ideas. The Board of Worship may have a theme that can aid the group decorating. The Board of Worship 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 Board of Worship makes available a portion of its budget (typically \$100) to the group doing the decorating. (This is often not enough to cover the expenditures that classes have made for decorations. Classes are encouraged to cover the balance through a special collection in their class.)

### Schedule:

The rotation of Sunday school classes assigned to decorating and their representatives as of 2013:

2014: Upper Room (Nafzigers)

2015: Seekers & Sojourners (Brian Burkholder, James Wiens)

2016: Upstairs NE (Kim Voth, Tim Goertzen)

2017: Friends & Followers  
2018: Route 15  
2019: Upper Room

Revised December 2013

## USHERS

**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, there are nineteen serving. One-third is appointed annually by the usher chair person 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*.
7. Find replacements for outgoing ushers for the next year.
8. Find replacements for outgoing funeral ushers for the next year.

Revised December 2013

## **FUNERAL USHERS**

Membership: There are 6 funeral ushers serving three-year terms.

Officer: Funeral usher chair

1. The usher chair appoints new funeral ushers to replace the outgoing ones.

Responsibilities of funeral ushers:

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.

Revised June 2010

Reviewed December 2013

## HELPS FOR GREETERS

Thanks for agreeing to serve as a greeter on Sunday morning! The purpose for greeting each other is two-fold: to extend a warm welcome to guests and to enhance the spirit of friendship and community between members of the Alexanderwohl church family.

Suggestions for greeters:

1. Reach out or move forward to extend greetings to persons entering the lobby -- rather than standing still and waiting for them to come to you to be greeted.
2. Be sure to open doors for persons carrying children or heavy loads, for small children or older adults who might have difficulty opening the door, or in weather conditions like rain or brisk wind.
3. Offer a friendly greeting and a firm handshake (taking care not to crush arthritic hands, however). Greet individuals by name whenever possible.
4. Offer assistance to visitors: point out where the worship service will be located, where coats can be hung, the location of the restrooms, the availability of nursery supervision and Children's Church as options for parents of young children.
5. Help visitors locate appropriate Sunday school classes by having one greeter take guests down to the Sunday school office and introduce them to the superintendents who can assist them in selecting a class and locating its meeting room.

The way in which we are greeted as we enter church is an important part of how we feel about our church family. Thanks for giving these suggestions your consideration.

\* \* \*

Greeters need to be stationed at the North and South main entrances by 9:00 a.m. and again by 10:10 between Sunday school and worship service.

Revised December 2013

## AUDIO/TAPE COMMITTEE

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

Officers: Chair

Meeting Schedule: As needed.

### Responsibilities:

1. To operate the sound system for worship services, programs, weddings, funerals, and other special events.
2. The person listed is responsible to open the system and run sound for the morning. They are also in charge of the spotlights and raising/lowering the screen for power point.
3. To produce a back-up audio copy of Sunday morning worship services, programs, weddings, and funerals for the church (in the event that the DVD video recording is non-functional) or individual copies as requested by members/community. (Note that these audiotapes are no longer routinely kept in the church library/archives.)
4. 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 the following week.
2. Annually submit updates to the church office for the Audio/Tape Committee page of the *Congregational Handbook*.

Revised December 2013

## VIDEO COMMITTEE

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

Officers: Chair

Meeting Schedule: As needed.

Responsibilities:

1. To operate the video system for worship services, programs, weddings, funerals, and other special events as requested.
2. The person listed is responsible to set up the system and videotape the service, etc.
3. To produce video copies of Sunday morning worship services, programs, weddings, and funerals for the church library/archives and individual copies as requested by members/community.
4. Only current and previous committee members should run the system.

Responsibilities of the Chair:

1. To develop the staffing schedule for Sunday morning and the following week.
2. Annually submit updates to the church office for the Audio/Tape Committee page of the *Congregational Handbook*.

Revised December 2013

## MULTI-MEDIA COMMITTEE

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

Officers: Chair

Meeting Schedule: As needed.

### Responsibilities:

1. To operate the multi-media equipment for worship services, programs, weddings, funerals, and other special events.
2. Check with the office prior to the above occasions to anticipate multi-media needs.
3. The technician listed is responsible for setting up and disassembling the multi-media system and operate the system for the Sunday service or event. They are responsible for other events during the remainder of the week as requested by the office or pastoral staff.
4. Work with the Audio/Tape Committee to coordinate audio needs for the multi-media presentation.
5. To recommend system maintenance, repair and equipment needs to the Board of Trustees.

### Responsibilities of the Chair:

1. To develop a staffing schedule for Sunday morning worship and the remainder of the week.
2. Annually submit updates to the church office for the Multi-Media Committee page of the *Congregational Handbook*.

Revised December 2013



## **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 Board of Worship. A new member is appointed annually.

**Meeting schedule:** As needed.

**Responsibilities:** To provide pictures in a digital format. These pictures will be organized into files for each church board, with folders in each file for the various committees that are a part of each board. Photo documentary committee members will organize and upload the photos to SkyDrive, an online cloud service. Photos are to be uploaded in a timely manner (every 1-2 weeks) in an effort to keep our church website and other publications current. The church office will retrieve photos from SkyDrive to place on the church website, to use on Sunday mornings, and for church publication purposes. The administrative assistant will also save the photos to a hard drive on a periodic basis. The pictures are to be of church activities and events of church interest. Only submit high quality photos. Be selective and careful to authentically and respectfully represent the people of Alexanderwohl.

Revised December 2013

# GIFTS FACILITATING

## Membership:

1. Committee shall consist of five members, with one or 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 three of the five 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:
  - to arrange for preaching on spiritual gifts periodically.
  - to suggest materials to be used in studying spiritual gifts.
  - in facilitating the discernment process .
5. Prepare the affirmation slate for positions on Boards and Gift Discernment Committee.
6. Affirm and encourage individuals to use their spiritual gifts, abilities and talents for the church.
7. Annually submit updates to the church office for the Gifts Discernment page of the *Congregational Handbook*.
8. Recommended meeting as needed. See attached time line.

Revised October 2013

**GIFT DISCERNMENT PROCESS**  
**Timeline of Process**  
**Annual Discernment Cycle**

January through May

- 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 August

- Meet with Boards and determine vacancies for the following year Discern list of persons from Boards for Board vacancies.

September

- Congregation discerns list of persons for Board vacancies.

October

- Meet with Boards to combine list and Congregational list. Discern with Board those individuals to contact for their willingness to serve on Boards.
- Support Boards as they contact called individuals for their willingness to serve on Boards.

November

- Committee compiles slate of called people willing to serve on Boards.
- Congregation affirms called individuals to Board positions.

January 1

- All newly affirmed members take offices.

Revised June 2010  
Reviewed October 2013