

Alexanderwohl Mennonite Church

HANDBOOK -- 2025

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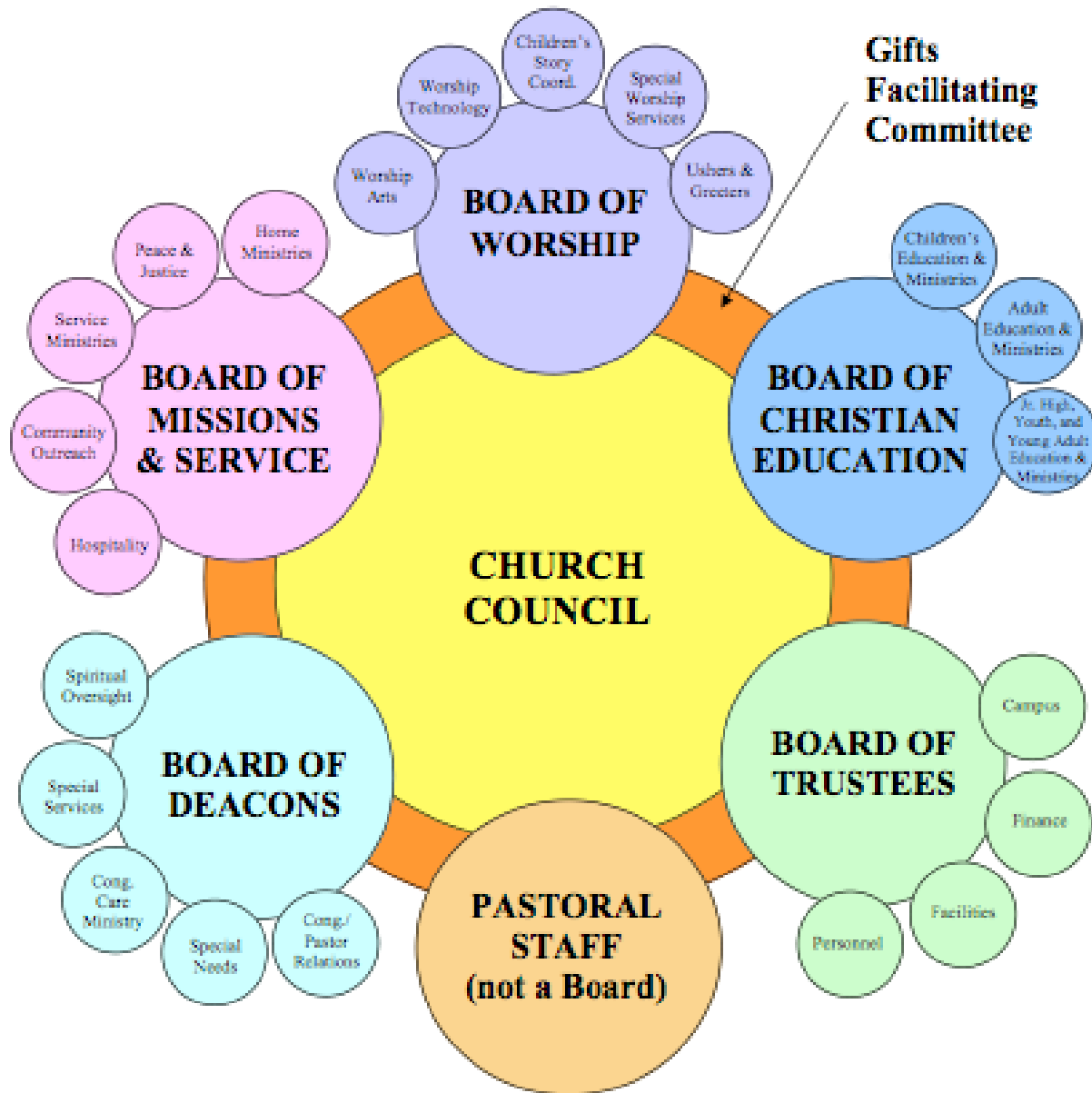
INTRODUCTION

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.

Reviewed February 2025

STRUCTURE MODEL OF THE CHURCH COUNCIL, BOARD, 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.

Reviewed February 2025

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. 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 February 2025

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 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 February 2025

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.
4. Provide the Church Council, Boards, and Congregation with quarterly and annual reports of financial activity or when needed.
5. Provide an annual report of giving to each first fruits giver.
6. 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.
7. Submit updates to the church office for the Congregational Treasurer page of the *Congregational Handbook* annually.

Miscellaneous responsibilities:

1. Provide a petty cash fund for office use.
2. 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.
7. Is an authorized signer of official church documents (financial, personnel, agreements & contracts, etc.) based upon authorization granted by the Board of Trustees.

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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.

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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.

Reviewed February 2025

BOARD OF CHRISTIAN EDUCATION

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, youth and young adults, 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 up to 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 or appointed board member.

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 or more, each year for one-year term.
3. Church historian and assistants: two or three for an indefinite term.
4. Library Ministry Team: two each year for three-year term.
5. Mennonite College Student Ministry Team: one each year for a consecutive three-year term.
6. Mentor Coordinator: one each year for a consecutive three-year term.
7. Safe Sanctuary Coordinator: one each year for a consecutive three-year term.
8. Early Childhood Coordinator/Assistant: one every two years for consecutive terms.
9. Vacation Bible School Coordinator: one each year for a consecutive three-year term.
10. Midweek Elementary Coordinator(s): one or more each year for a consecutive three-year term.

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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, or appoints a board member, to be on the Church Council.
2. Will be contacted by one of the Pastors if Sunday morning services will be cancelled. Contacts all teachers by email or phone.
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.
8. Works with the Board of Education to distribute Christmas sacks.
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.
11. Annually submits updates to the church office for the *Congregational Handbook*.

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Adult Education Coordinator

Membership: The Adult Education Coordinator is affirmed by the congregation for a three-year term, and is a member of the Board of Christian Education. This position may be renewed for another three-year term.

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 all adult Sunday School classes needs are met, and 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
 - Devotional resources
 - Other resources for teachers and leaders
4. Makes new offering envelopes for all ages for the new Sunday School year.
5. Designates meeting places for adult Sunday School classes
6. Communicates with adult teachers, keeping them informed of resources, events, etc.
7. Annually submits updates to the church office for *Congregational Handbook*.

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Elementary Sunday School Coordinator

Membership: The Elementary Sunday School Coordinator is affirmed by the congregation for a 3-year term, is eligible for a second three-year term, and is a member of the Board of Christian Education.

General responsibilities:

1. Be responsible for making and conducting 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. Order and distribute elementary curriculum to teachers, along with the Adult SS Coordinator.
3. Appoint SS teachers/helpers at the beginning of the fall quarter.
 - a. Assign classrooms, make classroom signs, and hang wooden signs on appropriate classrooms.
 - b. Provide each teacher with list of students, DOB, parent's name, address, phone number, and email address.
 - c. Provide each teacher with an allergy list for each student.
4. 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.
 - c. Plan quarterly offering projects and implement. Let the church treasurer know where to send the check after the offering project is completed.
 - d. Initiate and plan teacher meetings/training sessions as needed.
 - e. Communicate with teachers about upcoming events and offering projects, etc.
5. Other Responsibilities:
 - a. Is responsible for bulletin boards in elementary SS department hallway.
 - b. Organize camp promotion and camp scholarships.
 - c. Coordinate with the Board of Christian Education the Bibles and Bible Bags for the First-Grade students. These are given out on Teacher Recognition Sunday. (The office makes the name plates.)
 - d. Help prepare and distribute Christmas Eve sacks along with the rest of BOE.
6. Be responsible for the SS office and Supply room, along with the Adult SS Coordinator.
 - a. Organize materials such as construction paper, picture files, borders, and other supplies, along with the Adult Coordinator. Replenish as needed.
 - b. Recycle obsolete materials.
7. Submit Annual Report to the congregation. Submit updates for the *Congregational Handbook* as needed.

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Early Childhood Coordinator

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

Membership: A two-year term appointed by the Board of Education.

Meeting Schedule: as needed.

Responsibilities of the Early Childhood Coordinator (ECC):

1. ECC shall divide responsibilities as necessary to those assisting with childcare.
2. Contact volunteers and make the assignments for the yearly schedule for the toddler/preschool nurseries, including Sunday worship services and Wednesday evening midweek.
3. Periodically wash bedding in infant nursery.
4. New Birth or Adoption of a child
 - a. Rosebud and Family Prayer of Blessing on a Sunday morning.
 - The Pastor connects with the family to arrange a date for the Family Prayer of Blessing.
 - The ECC will arrange for a rosebud on the Sunday when the Family Prayer of Blessing occurs, and then gives it to the family after the service.
 - For new babies, prepare the Prayer Bootie that is added to the Cradle Roll Roster in the Nursery.
 - b. A welcome letter will be given to the family by the pastor. The letter will be on file in the church office.
 - c. A book chosen by the Board of Education/Pastors will be given with the welcome letter. 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 and has a baby, a 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.
 - d. Cradle Roll Enrollment Card—the church administrative assistant will make a card for each newborn and give it to the ECC. This card is kept by the ECC until a child turns two and then it is discarded.
 - e. Record the birth of the new baby or adopted child in the Cradle Roll notebook in the nursery.
5. When a child turns Two:
 - a. A birthday card and booties will be given to child/family.
 - b. The teachers of the two-year-old class will also send a letter of invitation to the family.
6. Parent/Child Dedication:
 - a. A letter of invitation to participate in a service of dedicating children is sent by the Pastor to families, to allow time for preparation of the Faith Marker Books and Church Gifts. This letter is sent to those families who are regular attenders of the church.
 - b. Church Admin. Asst. prepares the dedication certificates that are given to the families on this Sunday.

- c. A Faith Marker Book and Church Gift will be given to each family. The ECC is responsible for collaborating with a graphic artist and printing for book preparation. The ECC also makes sure the gift-maker knows how many gifts are needed. The families are given a choice of two gifts.
 - d. The ECC presents the Faith Marker Book and the church gift to the families during the dedication service, after the Pastoral blessing.
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 boards in the nursery. Update as desired.
 10. Send thank you notes of appreciation to nursery and children's church volunteers at the end of the year.
 11. Work with church leadership to provide childcare as needed for church activities, funerals, and meetings.
 12. Adherence to the Safe Sanctuaries Policy of the church is expected by all adults working with 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. and Safe Sanctuary Coordinator who have a complete record of those turned in.
 13. Funds for this ministry are provided by the Board of Education. When expenses are incurred, submit a request for reimbursement by turning in receipts to the church treasurer.
 14. Report to the Board of Education as requested or needed.
 15. Submit an annual report to the congregation.
 16. Submit updates as needed to the church office for the Early Childhood Coordinator page of the *Congregational Handbook*.

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Children's Midweek Ministry Team

Membership: The Children's Midweek Coordinator(s) is a leadership team of at least three people under the Board of Christian Education. They are appointed by the BOE for a rotating term of three years and are eligible for an additional three-year term. Terms begin and end in the month of June.

General responsibilities:

1. Is responsible for making and conducting policies and programs of the children's Midweek education sessions.
2. Plans the yearly schedule for the Midweek season to include a variety of learning experiences—class sessions, fun night events, service projects, and field trips.
3. Helps select curriculum material with the approval of the BOE.
4. Initiates the development of new education programs and approaches for children and teachers.

Specific responsibilities:

1. Calls meetings as needed.
2. Reports to the BOE, as needed or requested.
3. Annually plans the children's Midweek portion of the budget with the BOE approval.
4. Plans for the Midweek calendar year—establishing start and end dates (October through the end of March); as well as, certain date or times when Midweek will not be held.
5. Coordinate plans with other groups involved on Wednesday nights—meals, choirs, adult classes, youth and church office.
6. Coordinates the schedule for Wednesday evenings for different ages of children.
7. Publicize Midweek program opportunities in church and throughout the community. Make registration paperwork available to parents.
8. Order curriculum.
9. Appoint 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 Midweek session as needed.
12. Provide teacher resources, supplies, equipment, a list of students and Allergy lists.
13. Be present on Wednesday evenings to make sure all classes are taken care of.
14. Keep all children's records/files up to date.
15. Submit an annual report to the congregation.
16. Submit updates to the church office for the Children's Ministry Team page of the *Congregational Handbook* as needed.

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Vacation Bible School

It is the responsibility of the Board of Christian Education to plan and offer a VBS program for ages 4 through Grade 6.

The Community Vacation Bible School program is currently in transition.

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Mentor Coordinator

Description: Work with the adult mentors and youth mentees. 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, generally in 7th grade, the coordinator reaches out to the family with information. The youth give 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 as schedules allow.
7. Works with Board of Christian Education on youth-related issues.
8. The coordinator is responsible to see that all mentors go through the Safe Sanctuaries training.
9. Submit updates to the church office as needed for *Congregational Handbook*.

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Youth Sponsors

Description: The purpose of a youth ministry is to provide a place for young people to connect with God, develop relationships with other youth, learn about themselves and their faith, and develop skills for living a Christ-centered life.

Membership: Board of Christian Education Board recruit individuals to serve as sponsors.

Responsibilities:

1. Youth sponsors work with a combined group of junior high and high school age youth. Sponsors are responsible for teaching on Wednesday nights during midweek season. Sponsors are also responsible for monthly activities with the high school youth group. These activities are mix of service and fun and the calendar of activities is planned with the youth giving input.
2. A service trip in the summer is planned by the sponsors. A four-year rotation of trips includes: MCC's Appalachia Build, Rocky Mountain Mennonite Camp, Mennonite Disaster Service and the MCUSA Mennonite Convention. Ideally, the youth participate in one fundraising event per year to help cover the costs of their upcoming trip.
3. Youth are encouraged to attend Camp Mennoscah and Snow Camp at Rocky Mountain Mennonite Camp as they are able.
4. Submit updates to the church office as needed for the *Congregational Handbook*.

Updated February 2025

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. Give offering totals to church administrative assistant.
5. 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.
6. Submit updates to the church office as needed for *Congregational Handbook*.

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Church Historian

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*.

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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. Maintain magazine shelves, keep current and dispose of outdated material.
5. Assist with weeding of library when required.
6. Communicate needs, requests and suggestions to Chair(s).

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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 February 2025

Mennonite College Student Ministry Team

Membership: Three members, each serving three years. One is appointed annually by the current operating committee and reported to the Board of Christian Education.

Officers: Chair

Meeting schedule: As needed. At minimum, the committee should convene before the fund drive for both 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 and special fundraising drives or events.

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 as needed of any change in the *Congregational Handbook*.

Revised February 2025

Mennonite College Student Scholarship Policy

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 proceeds from First Fruits Offerings and specific committee fund-raising events. Available funds shall be divided equally among the students. All funds are administered at the discretion of the Mennonite College Student Ministry Team.

Eligibility for a scholarship shall include:

1. Attend a Mennonite College. Schools who have an affiliation with MCUSA Conference. (Other college affiliations must be approved by MCSMT.)
2. A full-time student. (As defined by the college being attended and being in good academic standing.)
3. Be a member of the church. (Exceptions to membership can be given on a case-by-case basis as discerned by the MCSMT to students who adhere to the following criteria.)
 - a. Have been regularly attending Alexanderwohl Youth Group during their high school years.
 - b. Have shown a commitment to live a Christian life through a “Statement of Faith” testimony.
 - c. Have completed the “Faith Exploration” class with pastors.
 - d. Willing to participate in fund-raising events, if possible, while attending college.
 - e. Willing to support the mission of the Alexanderwohl Church Community as employment opportunities and life-changing events come to pass.

This is a year-to-year grant and is to be given as funds are available. Students who desire scholarships must apply to MCSMT at the beginning of the school year to be eligible. Changes in a student’s status should be reported to the committee.

The purpose of the Mennonite College Scholarship Fund is to support Mennonite institutions of higher education and the development of students in the Anabaptist faith tradition. Through this scholarship fund, we seek broad-based congregational support and commitment to students who have chosen to attend a church related college.

Revised February 2025

BOARD OF DEACONS

Membership: The pastor(s) and five 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-affirmed. Vacant positions shall be filled each year as determined by the board.

Officers: Chair and recorder.

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.
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 meetings.
7. Attend and/or invite others to attend seminars sponsored by the conference when possible.
8. Establish plan for and initiate Pastor/Congregational reviews, annual pastor reviews, and exit interviews.
9. Request funds from deacon caring fund to address agreed upon financial need requests and provide copies of appropriate bills and payments to the Everence Advocate.
10. Affirm individuals who have gifts/interests in Advocate for Disabilities, Everence Advocate, and Congregational Care Commission, Prayer Team, and Safe Sanctuary Committee.
11. Submit a written report to the congregation prior to the annual meeting outlining the work accomplished by the deacons during that year.
12. Submit updates to the church office for the Board of Deacon page of the *Congregational Handbook* annually.

Responsibilities of the Recorder:

1. Record minutes at assigned 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 administrative assistant in read only format for congregation's use.
4. Recorder responsibilities may be shared among deacon board members.

Revised February 2025

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.

Reviewed February 2025

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.
4. Annually submit updates to church office as needed for the Everence page in the *Congregational Handbook*.

Revised February 2025

Safe Sanctuary Committee

Membership: The committee will consist of three members, appointed by the deacons and accountable to the deacons, as well as in consultation/collaboration with the Board of Education. Members will each serve a 3-year rotating term.

General Responsibilities:

1. To review and update the Alexanderwohl Safe Sanctuary Policy on a routine basis, as designated by the committee.
2. To review and update associated documents to the policy (e.g., Safe Sanctuary Covenant, guidelines, incident report paperwork) on a routine basis as designated by the committee.
3. To make recommendations to the boards and/or congregation regarding updated education information, or training as needed.

Specific Responsibilities:

1. To maintain updated training on recommendations for Safe Sanctuary policies and procedures. These may be, but are not limited to, trainings provided by MCUSA.
2. To review and update the Safe Sanctuary Policy, and any associated documentation, to reflect most updated practices. Reviews will occur on a regular basis, as designated by the committee.
3. To update the Board of Deacons periodically on recommended updates or changes to the policy.
4. To work with the Board of Education to implement changes in the policy as recommended.
5. To submit a written report to the congregation prior to the annual meeting outlining the work accomplished by the committee during that year.
6. Annually submit updates to the church office for the Safe Sanctuary Committee page of the *Congregational Handbook*.

Established January 2025

BOARD OF MISSION AND SERVICE

Membership: The Board of Mission and Service shall consist of six members (5 members starting in 2022) with 3-year staggered terms.

Meeting schedule: monthly

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 ministries.

Appointments:

1. Wednesday Night Meal Coordinator
2. Daughters of Grace Ministry
3. Funeral Fellowship Meals
4. Funeral Meal table/chair management
5. Alexanderwohl Service Teams
6. MDS Contact
7. Peace and Social Concerns Committee
8. Kansas Mennonite Relief sale--2-year term
9. Reception Committee--3-year term
10. Et Cetera Board Member--3-year term
11. MCC Meat Canning Contact
12. Harvest Giving Walk Contact
13. Tabor Food Pantry
14. New Hope Shelter Contact

Connections:

1. Stay in communication and dialogue with our Sister Mennonite Church, Luz del Evangelio, in Dallas, Texas. Encourage members to visit and connect with Luz del Evangelio Mennonite Church participants.

Revised February 2025

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. 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. A sign-up sheet is placed in the South Lobby prior to the Midweek semester, asking for volunteers for specific dates to provide desserts and to assist with serving and clean-up.
3. The menu is provided to the church office and is sent by email to congregational participants prior to the Wednesday meal.
4. 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.
5. Someone is designated to make a list of persons in charge of preparing the meals.
6. Someone is designated to purchase the plastic cups, napkins, bread, peanut butter and jelly, and coffee. 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.
7. As much as possible, the shopping is done at Goessel Grocery and Deli. Items bought at GGD are charged and paid for from the church treasury. When items are purchased by individuals elsewhere, they are reimbursed. Donations are collected at each meal to help with expenses. 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.

Revised February 2025

Daughters of Grace

Description: An organization which provides fellowship and spiritual growth opportunities for women and girls attending Alexanderwohl; 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 appointed in the fall for the following year.

Responsibilities of Leadership Team:

1. Discern new leadership team members.
2. Appoint a chair, secretary, and treasurer from the leadership team.
3. Organize large group meetings.
4. Coordinate kitchen facility needs with the trustees.
5. Arrange for yearly cleaning of the kitchen.
6. Keep a current inventory of utensils, dishes and equipment.
7. Purchase any needed equipment and supplies.
8. Coordinate with the church office the use of kitchen when rented for activities not affiliated with the church.
9. Appoint Bethel College Women's Association Representatives.
10. Submit an annual report to the congregation.
11. Annually submit updates to the church office for the Daughters of Grace Ministry page of the *Congregational Handbook* as needed.

Responsibilities of chair:

1. A two-year term.
2. Assist in the planning process of events.
3. Assist in finding women to fill the needed officer and committee positions.

Responsibilities of treasurer:

1. A two-year term.
2. Maintain and manage funds owned by the organization.
3. Assist in the planning process of events.
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. One-member, two-year term.
2. Coordinate needs of Bethel College Fall Festival with Alexanderwohl.

Revised February 2025

MDS Contact

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*.

Reviewed February 2025

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 February 2025

Peace Ministry

Membership: Four members, each member serving a three-year term. Membership is overseen by the Board of Mission and Service.

Peace mission based on teaching and the life of Christ.

Meetings: quarterly or as needed

Responsibilities:

1. Keep the congregation informed regarding issues of peacemaking.
2. Keep the congregation informed on changes of conscription laws as they become relevant and available.
3. Give encouragement and assistance to individuals in witnessing for peace and justice issues.
4. Work together with the Western District Conference and Mennonite Church USA on issues of peacemaking.
5. Disperse funds to organizations and individuals in support of nonviolent resistance and justice activities.
6. Submit an annual report to the congregation.
7. Submit updates to the church office for the Peace Ministry Team page of the *Congregational Handbook* as requested.

Revised February 2025

EtCetera 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, Vice Chair and Secretary

Meeting schedule: The Board of Directors meets the third Tuesday every other 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 February 2025

Kansas Mennonite Relief Sale Contact Persons

Membership: Two positions, couples or individuals. Positions are appointed by the Board of Mission and Service for a term of three years.

Responsibilities:

1. The incumbents need to inform the KMRS Sale Secretary who the newly elected members are and their email address so all information regarding the sale will be emailed to them.
2. Contact persons should attend all meetings, which are held at various churches in the Mid-Kansas KMRS area. The first meeting is usually held in November. Then, beginning in January, monthly meetings are held with possibility two in March.
3. Contact persons are responsible for keeping the church informed as to the needs of the Sale and the various opportunities to help make the sale a success.
4. Contact persons take all craft, food, and related items made by our church to the Relief 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.
2. Annually submit updates to the church office for the KMRS Contact Persons page of the *Congregational Handbook*.

Revised February 2025

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: Chair 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. An informational Q&A session prior to the annual meeting may be held. 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 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 February 2025

First Fruits Recorder

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 February 2025

Audit 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 Committee page of the *Congregational Handbook*.

Revisited February 2025

Guidelines for Auditing the Church Financial Records

Various Committees and Organizations--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 church administrative assistant 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, First Fruits Recorder 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.

Revised February 2025

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 February 2025

Cemetery Policy - Alexanderwohl

1. All members and children, 21 and under, are given burial rights, either for traditional burial or inurnment. This right includes a cemetery plot free of charge.
2. All associate members and children, 21 and under, are given burial rights for a fee, either for traditional burial or inurnment. The cost for an associate member is \$200 per plot – payable to Alexanderwohl Mennonite Church.
3. All burials in private family plots are subject to these same cemetery policies.
4. Requests for burial rights and reservations from outside the church membership need to be approved by the cemetery committee chair and cemetery historian, as this is not a public cemetery. Generally, requests are honored from those with ties to Alexanderwohl. The cost for non-members is \$400 per plot -- payable to Alexanderwohl Mennonite Church, PO Box 8, Goessel, KS 67053.
5. With the purchase of a plot (\$400 for non-members; \$200 for associate members), the purchase provides burial rights which provide for one traditional burial or up to 3 inurnments in that plot.
6. All digging fees related to traditional or cremation burials are the responsibility of the family. Arrangements for digging must be coordinated with the cemetery committee chair and cemetery historian.
7. Out of respect for our church's peace stance, it is requested that there be no military style ceremony as part of the graveside service.
8. Vault. A concrete vault or better is required on traditional burials. The grave will be backfilled with sand to the point 18 inches below grade. The balance of the grave will be filled with topsoil so that the grave is completely covered and some allowance for settling is provided. No flat surface vaults or individual mausoleums are allowed. A vault is not required for cremation burials.
9. Spacing. East-West Spacing of rows at 12 feet. Spacing between plots is 60 inches, center to center. Each grave is 8 feet long.
10. Monuments. Monuments must be made of stone or masonry material. The church will provide the foundation of 18.5"x 60" (single monument) & 18.5"x 120" (double monument) as long as the burial is in the section of the cemetery where the new continuous foundations are in place. There is a monument permit fee to cover the cost of the foundation of \$175 per single monument and \$225 per double monument that the monument company will pay to the church before they can set the monument. If the burial is in a reserved plot in another part of the cemetery where foundations have not been constructed, the foundation must be constructed according to the monument company's specifications so that it is of adequate size for the monument being placed. This foundation should not include any piers so that future foundation work can be handled more easily. The church cemetery chair and cemetery historian must approve the location of the monument so that all monuments line up.

11. A \$50 fee will be assessed to mark the location of the monument. This fee is payable to Alexanderwohl Mennonite Church, PO Box 8, Goessel, KS, 67053. Arrangements to mark the location need to be made at least 48 hours in advance.
12. 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 continuous foundations. Reservations for a spouse next to a burial plot will be allowed.
13. Cremation burials. The cemetery committee chair and/or cemetery historian will provide options for cremation burial location. A maximum of three cremation burials are allowed per plot. The hole shall be 24" x 24" by 28" deep. These burials will be back filled with sand and covered with top soil. Cremation burials will be noted in the cemetery records with a "C" after location. Cremation burial is **not** allowed over an existing vault. A vault is not required for cremation burials.
14. In an end-of-life planning situation, the church cemetery chair and cemetery historian will work closely with the family in a best effort attempt to honor the family's wishes.

Effective January 1, 2025

Cemetery Policy - Lehigh

The maintenance, care, responsibility and ownership of the cemetery has been transferred to Alexanderwohl Mennonite Church effective June 20, 1996.

1. All former members of the last recorded membership of Lehigh Mennonite Church membership and children, 21 and under, are given burial rights, either for traditional burial or inurnment. This right includes a cemetery plot free of charge.
2. Requests for burial rights and reservations from outside the church membership need to be approved by the cemetery committee chair and cemetery historian, as this is not a public cemetery. Generally, requests are honored from those with ties to the Lehigh Community. The cost for non-members is \$400 per plot -- payable to Alexanderwohl Mennonite Church, PO Box 8, Goessel, KS 67053.
3. The purchase of a plot (\$400 for non-members) provides burial rights which provide for one traditional burial or up to 3 inurnments in that plot.
4. All digging fees related to traditional or cremation burials are the responsibility of the family. Arrangements for digging must be coordinated with the cemetery committee chair and cemetery historian.
5. Out of respect for our church's peace stance, it is requested that there be no military style ceremony as part of the graveside service.
6. Vault. A concrete vault or better is required on traditional burials. The grave will be backfilled with sand to the point 18 inches below grade. The balance of the grave will be filled with topsoil so that the grave is completely covered and some allowance for settling is provided. No flat surface vaults or individual mausoleums are allowed. A vault is not required for cremation burials.
7. Spacing. East-West Spacing of rows at 12 feet. Spacing between plots is 60 inches, center to center. Each grave is 8 feet long.
8. Monuments. Monuments must be made of stone or masonry material. The foundation must be constructed according to the monument company's specifications so that it is of adequate size for the monument being placed. This foundation should not include any piers so that future foundation work can be handled more easily. The church cemetery chair and cemetery historian must approve the location of the monument so that all monuments line up.
9. A \$50 fee will be assessed to mark the location of the monument. This fee is payable to Alexanderwohl Mennonite Church, PO Box 8, Goessel, KS, 67053. Arrangements to mark the location need to be made at least 48 hours in advance.

10. 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. Reservations for a spouse next to a burial plot will be allowed.
11. Cremation burials. The cemetery committee chair and/or cemetery historian will provide options for cremation burial location. A maximum of three cremation burials are allowed per plot. The hole shall be 24" x 24" by 28" deep. These burials will be back filled with sand and covered with top soil. Cremation burials will be noted in the cemetery records with a "C" after location. Cremation burial is **not** allowed over an existing vault. A vault is not required for cremation burials.
12. In an end-of-life planning situation, the church cemetery chair and cemetery historian will work closely with the family in a best effort attempt to honor the family's wishes.

Effective January 1, 2025

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 administrative assistant update the reservation list in the computer yearly and give Cemetery Chair a copy.
 - B. Have the church administrative assistant type names, dates and burial location in spreadsheet and 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 church records yearly.
 - C. Update the cemetery maps at least yearly. There are four maps available: by church office door, kiosk, Cemetery Historian, and Cemetery Chair.
4. Assist members and visitors in finding graves.

Revised February 2025

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*.

Reviewed February 2025

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.

Reviewed February 2025

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 five 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 coordinator, Worship Leaders, 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. 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.
4. Encourage variety in worship--special musical presentations, drama, reader's theatre, etc.
5. Assist in planning special "church year" celebrations--Advent, Christmas, Epiphany, Lent, Easter, Pentecost, etc.
6. Work at involving people of all ages in worship--children, youth, elderly, families, singles, etc.
7. Facilitate the scheduling of Children's Story presenters for worship services and provide ideas for presenters.
8. Delegate greeting assignments to regular attenders.
9. Facilitate the planning of church retreats.
10. Communicate with the church administrative assistant as needed.
11. Collaborate with the Music Committee.
12. Collaborate with the Visual Arts Ministry.
13. Collaborate with those who manage technology in worship services.

14. Communicate with ushers.
15. Coordinate Sunday School class decorating schedule. Communicate with Sunday School classes and Visual Arts Committee about Christmas Decorating early in the year.
16. Update the shared Google doc for the worship service schedule and share as needed.
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 February 2025

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. Worship Service schedules are updated on a shared Google Document.
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 Board of Education 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). The chair of the Music Committee schedules the tuning unless otherwise decided by the committee.
6. Organ tuning and repair is scheduled by a church organist.
7. Annually submit updates to the church office for the Music Committee page of the *Congregational Handbook*.

Revised February 2025

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. Help with coordination of banners for the sanctuary.
4. 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.
5. 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.
6. 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.
7. Avoid placing decorations on the Bible, the piano and the organ.
8. Light candles or lamp in displays before the worship service, if applicable.
9. 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.)
10. 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.
11. 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.
12. Annually submit updates to the church office for the Visual Arts Committee page of the *Congregational Handbook*.

Revised February 2025

Christmas Decoration 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. In collaboration with the pastors, the large Nativity figures may be added on the stage during Advent.
3. 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.)
4. Communicate with the custodians about any lights that need to be plugged in.
5. Take down decorations, pack them up, and put them away. Discard broken or nonfunctioning decorations.
6. 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. Reuse of these decorations is encouraged.
2. The Board of Worship makes available a portion of its budget (typically \$100) to the group doing the decorating.

Schedule:

The rotation of Sunday school classes assigned to decorating is as follows:

2021: Upstairs NE

2022: Friends & Followers

2023: Route 15 (this was their last year in the rotation)
2024: Upper room
2025: Seekers & Sojourners
2026: Upstairs NE
2027: Friends & Followers
2028: Upper Room
2029: Seekers & Sojourners

Revised January 2025

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 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 First Fruits Recorder.
4. Give the attendance to the church administrative assistant.
5. Call an organizational meeting at year's end to elect a vice-chair for the coming year.
6. Find replacements for outgoing ushers for the next year.
7. Find replacements for outgoing funeral ushers for the next year.
8. Annually submit updates to the church office for the Usher Page of the *Congregational Handbook*.

Revised February 2025

Funeral Ushers

Membership: At least 6 funeral ushers appointed by the Board of Worship as needed. One person assumes responsibility to be the contact person.

Responsibilities of funeral ushers:

1. Two to four ushers serve at a funeral. The contact person serves help as needed.
2. Greet and seat attendees.

Reviewed February 2025

Guidelines for Greeters

The purpose for greeting each other on Sunday mornings 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.

Greeters need to be stationed at the North and south main entrances by 9:00 a.m. and again by 10:15 a.m. between Sunday School and the worship service.

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 handshake, if appropriate. Greet individuals by name whenever possible.
4. Offer assistance to guests: point out where the worship service will be located, where coats can be hung, the location of the restrooms, and the availability of nursery supervision for parents and young children.
5. Help families who are guests locate appropriate Sunday School classes for children by having one greeter take them down to the Sunday School office for assistance in finding the correct classroom(s).

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.

Reviewed February 2025

Audio Committee

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

Officers: Chair

Meeting Schedule: As needed.

Responsibilities:

5. To operate the sound system for worship services, programs, weddings, funerals, and other special events.
6. 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.
7. 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.)
8. To recommend sound system maintenance, repair, and equipment needs to the Trustee Board.

Responsibilities of the Chair:

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

Revisited February 2025

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 Video Committee page of the *Congregational Handbook*.

Reviewed February 2025

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 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*.

Reviewed February 2025

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:

1. 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.
2. Photo documentary committee members will organize and upload the photos to an online cloud service.
3. 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.
4. The church office will retrieve photos from on-line to place on the church website, to use on Sunday mornings, and for church publication purposes.
5. 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.
6. Submit updates to the church office as needed for the *Congregational Handbook*.

Revised February 2025

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.

Reviewed February 2025

Gifts 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.

Reviewed February 2025