

Worship and Music Committee Job Description

The purpose of the Worship and Music Committee of Messiah Lutheran Church is to help the people celebrate their relationship with God and their relationships with one another through the many aspects of worshipful and musical expression.

A. Organization

The Worship and Music Committee shall consist of the chairperson, council liaison, and at least two other congregational members. The ex officio members of this committee are the musical accompanist, choir director, altar guild chair, and the pastor. The Worship and Music Committee shall meet monthly or as necessary to fulfill the statement of purpose.

B. Responsibilities

1. Ensure regular and appropriate conduct of
 - a. worship services in accordance with the liturgy of the ELCA.
 - b. seasonal and festival services held throughout the year.
2. Plan services for
 - a. Easter/Ash Wednesday/Lent/Palm Sunday,
 - b. Christmas/Advent,
 - c. Reformation.
 - d. any other appropriate festivals throughout the year.
3. Establish policies, guidelines and/or training for
 - a. Weddings,
 - b. Funerals,
 - c. Ushers.
 - d. Communion Assistants,
 - e. Acolytes,
 - f. Altar Guild,
 - g. Nursery Attendants.
4. Provide for supply ministry in the event of pastoral vacancy or vacation.
5. Provide the opportunity for musical expression in worship through the establishment of the ongoing music program and the use of occasional special music.
6. Plan for acquisition and maintenance of equipment and adornments for worship and of musical instruments that will enhance the worship experience at Messiah.
7. Annually evaluate the work of this committee and its job description and make necessary changes.
8. Provide for professional growth through conferences, conventions, and continuing education.
9. Provide budget needs to the Finance Committee and monitor those needs throughout the church year.
10. Provide an annual report to the congregation at the May annual meeting.

C. Relationship

The Worship and Music Committee reports to and is accountable to the church council. In order to fully enhance the worship life of Messiah Lutheran Church, it is essential that the Worship and Music Committee work constructively with all other standing committees in the church.

Fellowship Committee Job Description

The purpose of the Fellowship Committee of Messiah Lutheran Church is to create a spiritual communion within the church and to develop friendly relationships among members and prospective members.

A. Organization

The Fellowship Committee shall consist of a chairperson, council liaison, and four other members of the congregation. The committee shall meet monthly or as necessary to fulfill the statement of purpose.

B. Responsibilities

1. To ensure regular fellowship following the worship service.
2. To hold at least one major event each month including yearly events such as:
 - a. Mother/Daughter Event (Women's Event)
 - b. Father/Son Event (Men's Event)
 - c. Halloween Party
 - d. Picnics
 - e. Potluck Dinners
3. To ensure regular fellowship events within member's homes
 - a. Supper Club to be held monthly as decided by group members
 - b. Member suggested events
4. To coordinate special interest groups
 - a. Men's Breakfast meetings
 - b. Playgroup
5. To organize and maintain Agape Groups for the purpose of ministering to one another
6. To annually evaluate the work of the committee and its job description and make necessary changes.
7. To provide for the professional growth through conferences, conventions, and continuing education.
8. To provide budget needs to the Finance Committee and monitor those needs throughout the church year.
9. To provide an annual report to the congregation at the May annual meeting

C. Relationships

The Fellowship Committee reports to and is accountable to the church council. The committee also works with the Evangelism/Outreach Committee to coordinate the activities of special interest groups of the congregation. It is essential that the Fellowship Committee work and maintain a liaison with all other standing committees in the church.

Church Finance Committee Job Description

The purpose of the Church Finance Committee is to assume total responsibility for the finances of the congregation. This shall include developing and monitoring a church budget/ financial recording and reporting, disbursement, investment planning, and auditing of records.

A. Organization

The Church Finance Committee shall consist of at least five persons including a chairperson, council liaison, financial secretary, treasurer, member for budget, and member for audit. This committee will meet quarterly or as necessary to fulfill the statement of purpose.

B. Responsibilities

1. Budget - annual preparation
2. Receipts and disbursements of funds
3. Financial recording and reporting of member giving
4. Audit of financial records in coordination with council
5. Investment of church funds
 - a. CDs
 - b. Checking
 - c. Savings
 - d. Other
6. Insurance
7. Record non-solicited gifts
8. Monitor the financial health of the congregation
9. Annually evaluate the work of this committee and its job description and make necessary changes
10. Provide for professional growth through conferences, conventions, and continuing education
11. Provide an annual report to the congregation at the May annual meeting

C. Relationships

The Church Finance Committee works in close cooperation with the Stewardship Committee as well as all standing church committees for budget planning and input. This committee reports to and is accountable to the church council.

Education and Youth Committee Job Description

The purpose of the Education and Youth Committee is to promote the education of the children, youth, and adults of the congregation in Christian beliefs and heritage.

A. Organization

The committee shall consist, at a minimum, of the Director of Christian Education, a secretary, the council liaison for Education, the council liaison for Youth, a member of the Sunday School teaching staff, and a member of the youth advisory staff.

The committee shall be divided into two standing subcommittees. The first shall be chaired by the Director of Christian Education, and shall direct the educational activities of the congregation. The second shall be chaired by the youth advisory staff member, and shall direct the activities of the congregation's youth groups.

Each sub-committee will meet as needed, with the committee as a whole meeting at least quarterly to review and provide direction to the work of the sub-committees.

B. Responsibilities

That the objectives of this committee shall be carried out, the committee, either as a whole, through sub-committees, or through specifically designated individuals, shall:

1. Annually evaluate the work of this committee and its job description, and make necessary changes.
2. Submit an annual budget request in the form and at the time requested by the Finance Committee.
3. Be responsible for the Christian nurture of children, youth, and adults in the congregation, and through them, in the community.
4. Establish objectives, set policy for, and supervise the total education for: Sunday School Vacation Bible School, Confirmation classes, the church library, home Bible study groups, youth activity groups, and other educational groups.
5. Approve curriculum for all age groups, and analyze performance of each program, and seek improvement.
6. Maintain a "people accounting system" to record members' participation in education and youth programs, and to follow up on uninvolved members.
7. Encourage in every member of the congregation the study of the Bible, privately and in formal and informal groups.
8. Delegate administration of educational and youth activities to qualified persons.
9. Exercise leadership in gathering lists of candidates for vacancies in the teaching and youth advisory staffs, and for properly calling teachers and advisors.
10. Support the educational programs of the congregation's organizations.
11. Consider special classes, courses, conferences and retreats for special purposes and for special groups.
12. Consider provision for special educational opportunities for the mentally and physically handicapped.
13. Provide for the professional growth of the educational and youth advisory staffs through conferences, conventions, and continuing education, and request funds for the same in the annual budget.
14. Provide for Nursery care during Sunday School, and during special events as necessary.
15. Maintain, improve, and cultivate the use of the church library. To this end, a church librarian shall be appointed, who shall have the responsibility for providing materials to the congregation, and recommending additions to the library. An audiovisual section of the library shall be maintained.
16. Study and adopt or adapt helps suggested by the education department of the Southeastern Synod and the Evangelical Lutheran Church in America.
17. Maintain a working file of the children and youth of the congregation by age and grade level, and encourage them to participate in the educational and youth activities of the church.
18. Annually examine the education facilities and equipment, and make recommendations to the Property Committee as to upkeep, repairs, and replacements needed, as well as new equipment and facilities

needed.

19. Encourage the youth of the congregation to participate in group activities and fellowship in a safe and Christian atmosphere.
20. Establish and maintain a "cradle roll" program.
21. Provide an annual report to the congregation at the May annual meeting.

C. Relationships

The Education and Youth Committee shall provide, in conjunction with the Outreach Committee, for the recruitment of individuals for the congregation's educational and youth activities. This committee shall work with all other standing committees of the church to coordinate educational activities within the congregation. This committee reports to and is accountable to the church council.

Stewardship Committee Job Description

The Stewardship Committee shall stimulate and promote the Christian steward principles and responsibilities of all members within Messiah Lutheran Church.

A. Organization

This Committee shall be made up of four or more people which will include the committee chairperson, the secretary, council liaison, and Finance Committee liaison. The Committee shall meet monthly or as necessary to fulfill the statement of purpose.

B. Responsibilities

1. Educate the congregation on good stewardship practices through
 - a. pastoral sermons
 - b. temple talks
 - c. quarterly reports on giving in conjunction with the Finance Committee.
2. Direct time and talents to proper committees on a continual basis.
3. Recommend giving goals to the church council for benevolence
 - a. Interfaith Missions
 - b. special benevolence
 - c. other.
4. Coordinate annual stewardship response program including:
 - a. pledge cards
 - b. time and talent sheets
 - c. report to the council and congregation
 - d. new member visits
5. Set and monitor annual budget for the Stewardship Committee.
6. Prepare and maintain new member packets to encourage time and talent giving.
7. Monitor giving in relation to annual response and report status to the council and congregation.
8. Annually evaluate the work of this Committee and its job description and make necessary changes.
9. Provide for professional growth through conferences, conventions, and continuing education.
10. Provide an annual report to the congregation at the May annual meeting.

C. Relationships

The Financial Secretary will act as liaison with the Finance Committee. This Committee shall work constructively with all other standing committees of the congregation. This Committee reports to and is accountable to the church council.

COMMITTEE ON CHURCH PROPERTY

The Committee on Church Property exercises an important stewardship. It has the primary responsibility for the care of the house of the family of God in its community. In addition, this committee will provide proper maintenance for all property owned by the congregation. Routine inspection is essential so that proper upkeep can be planned and major renovations can be adequately anticipated.

A. ORGANIZATION:

The property committee shall be composed of a Chair-person and at least three other members from the congregation. The property committee member will serve as the liaison between the Property Committee and Church Council. Specific responsibilities may be assigned to committee members for the following areas:

- (1) Church building
- (2) Educational Facilities
- (3) Church grounds and parking lot
- (4) Parsonage
- (5) Detached properties - rental property owned or used by the congregation.

The property committee shall meet at least on a monthly basis.

B. RESPONSIBILITIES:

The property Committee shall:

- (a) Be responsible for developing plans for the acquisition of property, for building on such property, and for the acquisition of contents and equipment. Such plans shall be submitted to the Church Council for review and approval. A separate committee shall be established for overseeing all phases of building a Church.
- (b) Provide for the maintenance of all property, buildings, building contents and equipment.
- (c) Make recommendations to the Church Council for the use of church facilities by congregational groups, community groups, and private individuals. These recommendations shall include a proposed fee schedule. The committee shall administer such use policies as are established by the Church Council.
- (d) Maintain a current inventory of all church contents and equipment. This inventory shall be updated at least annually.
- (e) In conjunction with the Treasurer, annually review existing insurance coverage.
- (f) Develop an annual property budget for the upcoming year.

C. RELATIONSHIPS:

It is essential that liaison be maintained between the Committee on Church Property and all the other standing committees of the church in supportive ways. The committee is not to act as censor over the program and mission of the congregation but should seek to work constructively with the other standing committees to improve, adjust, or add to the church building and its furnishings. The committee reports to and is accountable to the Church Council. The Pastor shall be an officiant member of the Property Committee.