

Duties
&
Job Descriptions

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Job Descriptions
Benton Christian Church
(updated 2016)

Job Description Index

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Duties of Elders

1. Spiritual leaders of the church
 - A. Prayer leaders
 - B. Try to comfort congregational members in time of need.
2. Active role in Worship Service
 - A. Serve at Communion Table
 1. Prayer.
 2. Dedication of Elements.
 3. Prayer of Dedication when presenting Offering.
 - B. Fill pulpit in absence of Pastor
 1. Find suitable replacement for Pastor
 - a. Due to vacation.
 - b. No Pastor.
 2. Worship Leader when pulpit is filled in Pastor's absence.
 - C. Act as role model for congregation.
3. Pastoral relations committee
 - A. Set Pastor's salary and raises with General Board approval.
 - B. Help the Pastor with personal and congregation problems.
4. Visit and take Communion to homebound.
5. Have representative on Pastor's Cabinet.
6. Have representative on General Board.
7. Meet regularly.
8. Help Pastor with Prayer Service
9. Help Pastor and Worship Committee with Special Services.

Duties of Diaconate

1. Chairman of the Diaconate is required to attend all General Board meetings or designate a representative.
2. Chairman of the Diaconate is required to attend all Pastor's Cabinet meetings or designate a representative.
3. The Diaconate is responsible for preparing and serving Communion and other Communion chores (for example: clean up).
4. The Diaconate shall greet and usher the congregation.
5. The diaconate is responsible for helping with the Baptismal Services and any other services required by the Pastor or congregation.
6. Diaconate will meet regularly to fulfill and discuss the workings of the Diaconate.

Duties of the Department of Christian Education

1. Supervise and administer the *Sunday* School, including election and training of all church school officers and teachers.
2. Prepare the annual *Sunday* School budget for submission to the *General* Board for approval and disbursement of funds within the budget, with at least quarterly financial reports being made to the *General* Board.
3. Promote an adequate program of leadership education.
4. Supervise and administer Vacation *Bible* School and weekday religious education program, special classes, school for Christian Living, forums, camp and conference, etc.
5. Supervise the Christian Youth Fellowship program in the church.
6. Create and promote a program of Christian Family Life
7. Maintain a Church Library (in cooperation with other interested departments).
8. Supervise the special educational equipment of the church.
9. Oversee the Scout programs. Interface with Scout group/leaders and the General Board.
10. Maintain Sunday School attendance and offering each Sunday (offering is turned over to the Financial Secretary each Sunday).
11. Attend monthly General Board meeting, Special Board meetings, Pastor's Cabinet meetings, reporting on areas mentioned above (youth groups, Scouts, Cub Scouts, Sunday School activities, Sunday School attendance each month, etc.). *At the first General Board meeting of each year, present a list of at least five (5) members of the congregation serving on the Sunday School committee.* Christian Education Chairperson is to schedule meetings bi-monthly or as often as necessary. As a committee, at the first annual meeting, the Sunday School activity calendar is to be set up for presentation at the *General* Board meeting for final approval.

Duties of the Trustees

1. Trustees shall act as legal agents of the Congregation in all business matters.
2. *The Trustees* shall hold legal title to all Congregational property and handle all business transactions related there to, and be responsible for all care, maintenance and use of the property.
3. *The Trustees* are responsible for hiring of *custodians* for inside and outside care of the property.

Duties of the Department of World Outreach

Background

There has been no specific description of duties for the members of the World Outreach Department. This is to provide guidance for new members asked to serve on the committee for the first time as well as for individuals that have served before.

Responsibilities

1. Meet periodically to fulfill the function of the committee.
2. The Chairman of the committee is required to attend all *General* Board meetings or designate a representative.
3. The Chairman of the committee is required to attend all Pastor's Cabinet meetings or designate a representative.
4. The committee is responsible to promote the five (5) Special Days *Offerings*: Week of Compassion, Easter, Pentecost, Thanksgiving, and Christmas.
5. The committee is expected to initiate action at the committee level, bring the item to the Pastor's Cabinet for review and to the *General* Board for approval.
6. Prepare and present a budget to the *General* Board for approval.
7. Prepare and present a yearly report to the *General* Board.
8. Originate and implement special programs such as:
 - A. School of mission.
 - B. Promote persons serving in mission fields
 - C. Keep the Congregation aware of World Mission.

Duties of the Department of Worship

General

1. Study the Worship Service of the church.
2. Give special attention to the devotional life of the Congregation. How can this be improved to be more meaningful?
3. Cooperate with the Music Director as he plans for the music-life of the church.
4. Help the Pastor, as needed, in any *way possible* at all worship services, regular or special.

Items of Responsibility

1. Sermonettes. (Schedule)
2. *Outside* Bulletin Board sayings (to be changed weekly)
3. Acolytes (schedule and train)
4. 24 Hour Prayer Vigil at Easter (sign up)
5. Assist the Pastor with plans for special music for the summer months and the 8AM Worship Services.
6. Responsible for Christmas decorating of the church and Narthex.
7. Lighting of Advent Candles (4 weeks)
8. Keep heart and minds open to any avenues where we can see the need for our committee's participation.
9. Whenever the Chairman of Finance Committee requests, prepare a budget for the following year, with the Pastor's and Music Director's assistance.
10. At the end of each year, the Worship Committee Chairman prepares a report for the Pastor to be included in the Year Book. The report will include committee activities for the past year.

Duties of Membership & Evangelism Committee

1.0 Purpose

The purpose of this policy is to describe the responsibilities, duties and functions of the Membership and Evangelism Committee.

2.0 Background

There has been no specific description of duties and responsibilities for members of the Membership and Evangelism Committee documented in any of the local church literature.

This policy is to provide guidance for new members asked to serve on the committee for the first time as well as for individuals who have served before. Approval of this policy by the *General* Board will provide the necessary directions of the board to the committee.

3.0 Applicability

This policy applies to all the members serving on the Membership and Evangelism Committee.

4.0 Responsibilities

- 4.1 Individuals serving the church as members of this committee are expected to meet periodically to fulfill the functions listed below.
- 4.2 The Chairman of the committee is required to attend all the Pastor's Cabinet meetings or designate a representative.
- 4.3 The Chairman of the committee is required to attend all *General* Board meetings or designate a representative.
- 4.4 The Chairperson of the committee is responsible for convening the committee.
- 4.5 The committee as a whole is responsible to the Pastor's Cabinet, the *General* Board and to the Congregation they serve.
- 4.6 The committee is responsible to stimulate the widest possible interest on the part of the entire membership of the church in all of the affairs of the Congregation, especially the promotion of attendance in connection with the worship services.

In the past this has been accomplished with some kind of special recognition as on Mother's Day where flowers have been provided for all of the mothers and something special for some selected.

- 4.7 The committee is responsible to promote the spirit of fellowship through proper reception and greetings at all regular church services, by friendly calls and visitation on the membership, and the promotion of the widest possible acquaintance.

This has been done in the past by providing a pamphlet that can be handed out to the visitors when they arrive along with a red stick on challis to affix to a lapel or blouse.

A source for calls and visitation is the registration forms are to be collected each Sunday and reviewed for new people or visitors.

- 4.8 The committee is responsible for encouraging a fellowship emphasis in the various organizations for the Church.
- 4.9 The committee is responsible for planning and carrying out the church's program of publicity In conjunction with the Church Secretary.
- 4.10 The committee is responsible for maintaining and supervising the membership roll of the church.
- 4.11 The committee is expected to initiate action at the committee level, bring the item to the Pastor's Cabinet for review, and to the *General Board* for approval.
- 4.12 The committee is responsible for recruiting and training greeters for Sunday Worship and providing a schedule to the Church Secretary.

Duties of the Department of Finance & Stewardship

Finance

1. Prepare the church's annual current fund budget and, in cooperation with the Department of World Outreach, the annual budget in support of world causes; both budgets to be submitted to the General Board for approval.
2. Underwrite the annual budget of the church through an every-member canvass or by other means.
3. Provide the General Board and Congregation with a quarterly update of congregational income and expense.
4. Promote special financial gifts to the church and its world causes, through special financial efforts, wills, annuities, etc.
5. Any request for special offerings should be passed through Stewardship and Finance Committee.

Stewardship

1. Stimulate the widest possible interest on the part of the membership in the practice of Christian stewardship.
2. Promote tithing and proportionate giving.
3. Promote special projects in stewardship and hold special stewardship classes.
4. Encourage stewardship concern and expression in connection with the program and activity of the various auxiliary departments and organizations of the church.
5. Cooperate with other departments in maintaining a church library and promote the widest possible reading of stewardship books and magazines.

Approved:

Housing Allowance Scenario for Pastor

This scenario proposes an allowance be given to the pastor to purchase or rent his/her own place of residence. The main benefit of this arrangement allows the church to get out of the landlord business.

The church is not in the real estate business; but, has been with a parsonage. The Trustees have spent considerable time maintaining the pastor's residence. The time and effort spent on the parsonage has taken away from their duties of the church. This discussion does not pertain to the present Pastor and his wife; but, is to point out several items that need to be considered. The merit of this scenario is based on the following thoughts:

1. The present parsonage needs considerable work to upgrade it to a residence that will attract a dedicated professional with a family.
2. If another parsonage is purchased, the problems of being a landlord come to light.

Being a landlord means to oversee and manage a property to protect the investment. If a home is purchased by the church as the new parsonage, it would have to be looked after. One of the problems of "renting" property is the wear and tear that occurs.

The Trustees are charged with the responsibility of maintaining the property. This means taking a call in the middle of the night if there is a leak in the plumbing or the furnace breaks down. If the house is being destroyed, how do you evict a pastor and his family? These are a few of the consequences of being a landlord.

The proposed Housing Allowance has been determined by:

1. Conducting a real estate survey of properties in the area,
2. A review of allowances provided to other pastors in the area and,
3. Comments solicited from Disciples of Christ Church leadership in Pittsburgh. *(Regional office has moved to Greensburg since this policy was written. Probably should be worded to read – Comments solicited from the Christian Church in Pennsylvania (Disciples of Christ) Regional Office).*

With this allowance the pastor and his family would be able to purchase/build a residence in the area. By providing this allowance, there would be no need for the present parsonage. The present building could be razed for future expansion or parking when it becomes a liability rather than an asset. The parsonage could

be used for classrooms or social events until the building requires maintenance. That would be the time that the building becomes a liability. There is no intent for the parsonage to be razed in this scenario. It is the belief of this committee that the Housing Allowance should start in January 1990.

It is also suggested that if Rev. Vernon and Noreen McDormand want to stay in the parsonage, they may. For this case, the allowance would be used for maintenance or upgrade. If they elect to stay in the present parsonage, it will be under the stipulation that the maintenance and upgrade be their responsibility. Any fixed improvements would remain in the house at the time of vacating.

After further consideration, the General Board has through formal motion voted to recommend that the scenario as presented be amended to include the following recommendation:

The Housing Allowance proposed in paragraph V (with this allowance the pastor and his family) and the maintenance proposed in paragraph VI (There is no intent for the parsonage) state that if after January 1, 1990 the present pastor, Vernon McDormand and his wife, Noreen, reside in the present church parsonage and wish to forgo the housing allowance, the church will accept the responsibility for emergency repairs (leaking pipes, heater malfunction, electrical problems, etc.) only.

Church Office Secretary Job Description

General Statement:

The Church Secretary will serve as Administrative Assistant to the Pastor, and in the event of the Pastor being unavailable, the Secretary will be accountable to the Moderator and/or Elders.

Duties:

1. Receives all office work projects from the church staff and lay leaders and arranges for their accomplishment. Priority of projects should be coordinated with the Pastor.
2. Oversees the organization and major operation of the church office:
 - a. Church bulletin
 - b. Church calendar
 - c. Church newsletter
 - d. Church web site
3. Mailing responsibilities:
 - a. Church newsletter
 - b. Inform the Pennsylvania Region Office Disciples of Christ of new member Post Office and email addresses.
 - c. Mail *Our Daily Bread* devotional booklets to shut-ins, prison inmates, college students, military personnel, etc.
 - d. Church service participation reminder cards
 - e. Email and post to web sites of media (newspapers, radio and TV stations) any special church events
 - f. Any special mailings assigned by the Pastor or Moderator
4. General Secretarial Duties:
 - a. Answer telephone, church email, receive messages
 - b. Filing, typing, copying
 - c. Maintain office supplies
 - d. Maintain mailing lists, birthday and anniversary lists
 - e. Advise the Trustees of office equipment maintenance and repairs.
 - f. Record the Sunday Worship Services and Sunday School attendance
 - g. Prepare and file the Annual Report to the denomination
 - h. Maintain the bulletin boards throughout the church facility.
 - i. Maintain writing instruments in the hymnal racks.
5. Perform other duties and assumes responsibilities as mutually agreed with the Pastor and church leadership.

6. Enlist volunteer help when tasks deem necessary.

Inside Custodian's Job Description

The following is a list of items that need to be done as Custodial Duties for the church:

1. To maintain a general cleanliness of the church and the educational building.
2. To report anything that is not functioning or broken to the Trustees.
3. Vacuum and mop the basement and kitchen floor weekly.
4. Maintain cleanliness of the church kitchen.
5. To empty trash each week.
6. To wash the Narthex windows once per month.
7. To request help from the Trustees if you get behind or cannot fulfill your duties due to illness or accident.

NOTE: General cleanliness includes dusting, vacuuming, and emptying waste baskets.

Cleaning Schedule:

Monday: Straighten sanctuary
Empty trash containers
Clean Basement & Kitchen

Saturday: Vacuum & dust throughout church
Clean restrooms

Grounds Keeper's Job Description

The Grounds Keeper is responsible for the following:

1. Maintain a well groomed appearance around the church property.
2. Mow regularly and bag grass clippings.
3. Weed shrubs.
4. Remove any and all trash lying around the property.
5. Remove snow and ice from walkways regularly. This includes during the week for those who attend evening meetings and services.
6. Inform the Trustees of any repairs necessary to grounds equipment or damage done to the outside of buildings.
7. Sweep any debris from walkways.

Music Coordinator

The Music Coordinator shall work under the direction of the Worship Committee and in conjunction with the Pastor.

The responsibilities of the Music Coordinator are:

1. Choirs:
 - A. Shall direct the Senior Choir rehearsals.
 - B. Direct the Choir on Special Sundays at the Coordinator's discretion.
 - C. Shall correlate activities and scheduling of other choirs and special music for worship.
 - D. Shall be responsible for ordering music and supplies or approve such orders by others.
 - E. Shall be responsible for preparing (or assigning leadership to) any special musical events outside Sunday Worship.
2. Music in Worship:
 - A. Shall be consulted and asked to evaluate changes in the musical portions of the service.
 - B. Shall schedule Organist and Pianist.
 - C. Shall assist in hymn selection for services and compile a list of usable hymns.
 - D. Shall correlate music to emphasize the theme of a service of the season.
3. Working relationships:
 - A. Shall work closely with the Pastor and under the direction of the Worship Committee.
 - B. Shall be responsible for helping to choose new personnel or replacements for any musical positions which are added or vacated.
 - C. Shall be responsible for coordinating activities of other directors, organists and pianists.

Proper notification for being relieved of duties is a written notice 30 days in advance through the Worship Committee.

Purpose of the Christian Women's Fellowship

To provide opportunities for spiritual growth, enrichment, education, and creative ministries to enable women to develop a sense of personal responsibility for the whole mission of the Church of Jesus Christ.

The President is a General Board member and a member of the Pastor's Cabinet. In the event she cannot attend either meeting, the Vice-President will attend. She, along with the Secretary, will prepare monthly and yearly reports for the General Board.

The President presides over the monthly C.W.F. meetings and can hold Cabinet meetings whenever she feels it necessary.

The C.W.F. meets regularly.

Peggy Follmer, Pres., C.W.F.

Approved as amended: 1/4/1991