

Guide to Governance

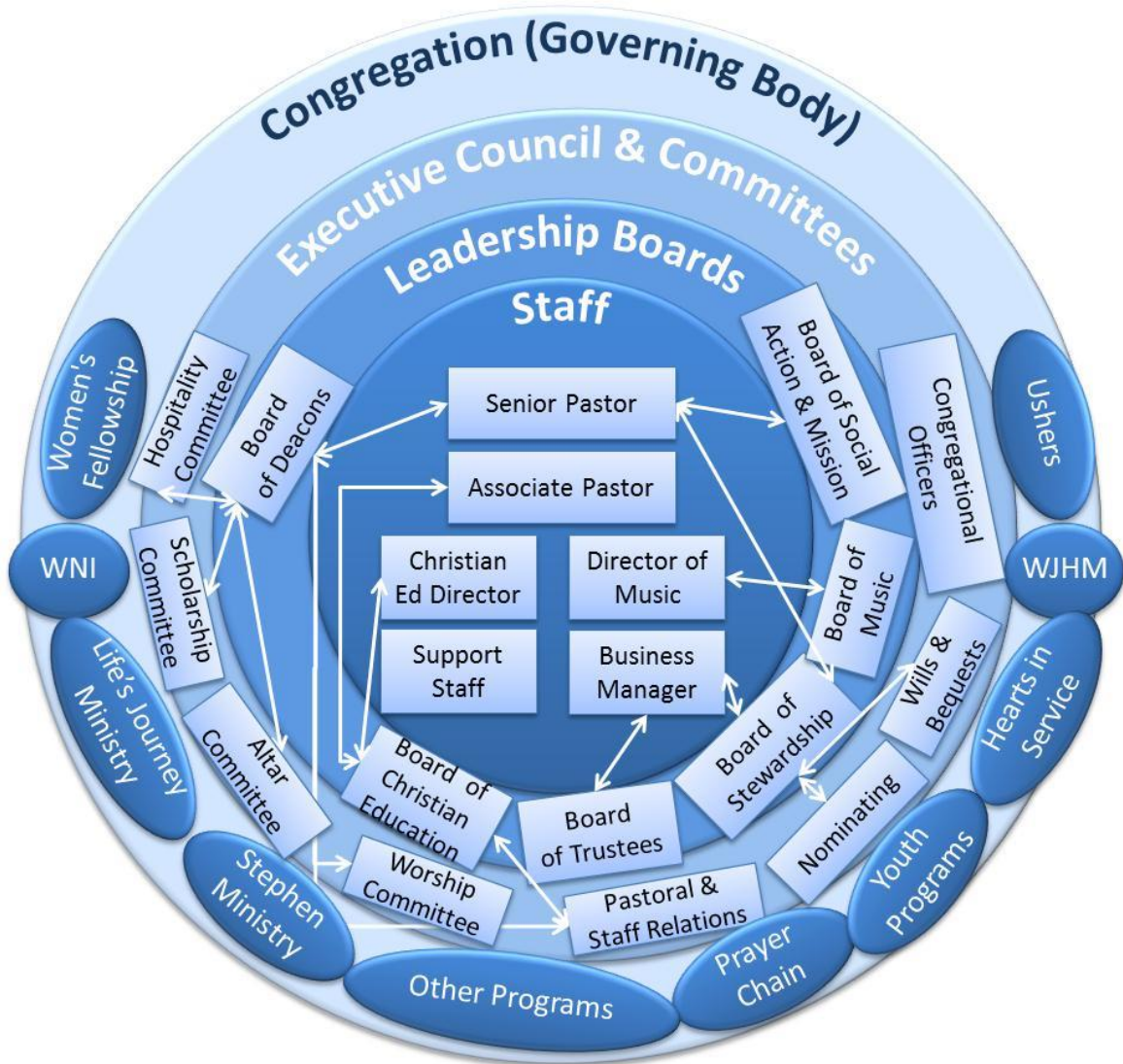
**First Congregational Church
of
Tallmadge**

United Church of Christ

(4/13/11)

The Guide to Governance shall be utilized as the dynamic guide to the routine operations of the Boards and Committees of the First Congregational Church of Tallmadge. The guide will serve to outline the Leadership Model, as well as the general duties and responsibilities of the circles of staff, leadership boards, executive council and committees. The rules and guidelines as contained within this document shall be reviewed periodically and subject to modification by the respective boards outlined herein.

The Leadership Model for governance shall be known as the “Tallmadge Church Circle.” The model is based upon a core of the Leadership Staff of the church, surrounded by concentric circles comprised of the Leadership Boards, the Executive Council and Committees, and ultimately surrounded by the Congregation.



The outer circle, known as the Congregational Circle is the all-encompassing governing body. This model enhances collaboration and communication as it permits and encourages multiple linkages among all church groups. Alignment and integration of activities and initiatives are created through the interconnectivity of the circles. Standing committees and other congregational activities are each linked with at least one of the Leadership Boards, and activities of the Leadership Boards are subject to the approval of the Executive Council.

Staff Circle

The staff of the church shall consist of the Senior Pastor; Associate Pastor; Program Staff to include the Director of Christian Education, Director of Treehouse Preschool, Business Manager, Director of Music, and Organist; and Support Staff to include the Administrative Assistant and Secretary, Receptionist, and Custodial Staff.

The responsibilities of the church staff generally include the day-to-day operations of the church, including access to the building, cleaning and maintenance of the building, and communications with the congregation. Specific responsibilities of church staff are detailed in each position job description.

Leadership Boards Circle

Board of Deacons Ministry

The Board of Deacons Ministry shall consist of a minimum of eight (8) members of the church, including a chair, co-chair, secretary, treasurer, and representatives from the Altar, Worship, and Hospitality Committees.

The Board of Deacons Ministry is responsible to assist and support the Pastor(s) in the spiritual work of the church as it relates to the care of the altar, worship services, and hospitality. This responsibility includes, but is not limited to:

- A. Provide support, guidance, and reporting structure for the Altar Committee, Worship Committee, and Hospitality Committee.
- B. Creation of new programs to better serve the needs of our congregation in making God the foundation of our everyday life.
- C. Update church pictorial directory (average every four years).
- D. Be available to serve on any of the Spiritual Pastoral Care Ministry programs.

Board of Trustees Ministry

The Board of Trustees shall consist of the Treasurer of the church, the President of Women's Fellowship, The Business Manager and a minimum of eight (8) members of the church.

The Board of Trustees Ministry shall be responsible for the care and custody of all physical property of the church as a sacred trust in accordance with the provisions of the Articles of Incorporation, the Constitution and the laws of the State of Ohio, under the direction of Executive Council. This responsibility includes, but is not limited to:

- A. Maintenance, repair, replacement, expansion, improvement, and operation of the physical plant of the church.
- B. Holding of investment property, except for wills and bequests property, and reinvestment, control, and management of such property as they deem best for the benefit of the church.
- C. Initiation and maintenance of church property-related and liability insurance policies, including bonding of all persons entrusted with church monies.
- D. In the case of an extreme emergency situation, the Moderator, the Chairs of the Board of Trustees and Stewardship Ministries, the Business Manager, and the Senior Pastor shall authorize appropriate actions and expenditures.
- E. Provide an annual evaluation of support staff (including custodial, clerical, and administrative support) in consultation with the Pastoral & Staff Relations Committee and the Business Manager.
- F. Be responsible for the hiring or termination of support staff after consultation with the Chair of

the Pastoral & Staff Relations Committee, the Senior Pastor, and Business Manager.

- G. Review and revise, as appropriate, the benefits and salaries of all support staff on an annual basis, in consultation with the Chair of the Pastoral & Staff Relations Committee and Business Manager.

Board of Christian Education Ministry

The Board of Christian Education Ministry shall consist of a minimum of eight (8) members of the church and the Church Librarian. The Associate Pastor and the Director of Christian Education are ex-officio non-voting members.

The Board of Christian Education Ministry is responsible for the review, assessment, administration, and supervision the total program of Christian teaching of the church, and shall ensure that the Safe Church Policy remains in effect. This responsibility includes, but is not limited to:

- A. Administration and supervision of the total program of Christian teaching of the church, and implementation of the Safe Church Policy, including an orientation and conducting of a background check of each person responsible for child care and education.
- B. Appointment of all teachers and recommendation of candidates for officers of the church school.
- C. Review and assessment of the educational needs of the church in order to provide for continuous improvement and growth.
- D. Provide all necessary materials for Christian education, within the budget granted by the Governance Body.
- E. Provide for and encourage participation in summer programs of camp, conferences, and Vacation Bible School.
- F. Provide oversight for the use of the educational building and equipment as such usage relates to the Christian Education program.
- G. Provide oversight for provision of child care during worship service, as well as providing a list of qualified and individually approved babysitters for all church functions and meetings.
- H. Provide for the continuing education of church school teachers and other Christian Education personnel.
- I. The Chairman of the Board of Christian Education shall serve as a voting member of the Pastoral and Staff Relations Committee.
- J. Provide an annual evaluation of the Director of Christian Education, in collaboration with the Associate Pastor.
- K. The Board will fill one seat as a liaison for Treehouse Preschool and will attend meetings as needed.

Board of Stewardship Ministry

The Board of Stewardship Ministry shall consist of the Financial Secretary and a minimum of eight (8) members of the church.

The Board of Stewardship Ministry shall be responsible for reviewing and assembling the yearly budget, conducting stewardship programs, governing special offerings and fund raising, making recommendations to Executive Council for filling vacancies on boards and committees, and enlisting new members for their time, talents, and support. This responsibility includes, but is not limited to:

- A. Contacting new members within three (3) months of their joining our fellowship to enlist them for their time, talents, and support.
- B. Providing support, guidance, and reporting structure for the Nominating Committee Ministry and Scholarship Committees.
- C. Making recommendations to the Executive Council for filling vacancies on boards, committees and officers of the church when vacancies occur during the year.
- D. Governance of the program of special offerings and fund raising throughout the church to

promote a balanced program of stewardship.

- E. A member of the Board of Stewardship shall serve as a voting member of the Pastoral and Staff Relations Committee.

Board of Social Action and Missions Ministry

The Board of Social Action and Missions Ministry shall consist of a minimum of eight (8) members of the church.

The Board of Social Action and Missions Ministry is responsible to seek to be informed about and to educate the church concerning the relationship of the Christian faith to the social issues of the day. This ministry shall endeavor to motivate the congregation, individually and collectively, to become involved in outreach ministries, both internal and external. This responsibility includes, but is not limited to:

- A. Seeking to be informed about and to educate the church and the community concerning the relationship of the Christian faith to the social issues of the day.
- B. Studying and being informed on the resolution process and all resolutions of the United Church of Christ so that we make those current issues a matter of Christian concern to all members of the congregation.
- C. Seeking concerns and involvement in the greater church family and associated organizations as deemed appropriate by this board.
- D. Endeavoring to motivate the congregation, individually and collectively, to such action as may seem appropriate to a Christian, resolution. The board shall speak only for itself and at all times shall make clear that it is not speaking for the congregation unless authorized to do so by a two-thirds (2/3) affirmative vote of the Executive Council.
- E. Development of activities that encourage interaction and fellowship among our church community.

Board of Music Ministry

The Board of Music Ministry shall consist of six (6) to eight (8) members of the congregation and directors of all choirs. The Director of Music and organist are *ex-officio* non-voting members.

The responsibilities of the Board of Music Ministry shall include general oversight of the musical activities of the church. These responsibilities include, but are not limited to:

- A. Consultation regarding the appointment of volunteer directors.
- B. Preparation of the music budget.
- C. Collaboration for preparation of special choir performances and projects.
- D. Providing feedback during the planning of the music programs.
- E. Serving as liaison to address any concerns which may arise relative to the music ministry.
- F. Collaboration with the worship committee, if asked, to provide a meaningful worship experience for the congregation.
- G. Providing the annual evaluations of the Director of Music and the Organist in collaboration with the Senior Pastor.

Executive Council and Standing Committees Circle

Executive Council

The Executive Council shall consist of the following or their designees as voting members:

- The Moderator, who shall act as the chairperson. The Moderator is an *ex-officio* member of all church boards and committees, and shall preside at all regular and special meetings of the church and at the monthly meetings of the Executive Council. The Moderator shall be the official lay representative of the church. The Moderator shall serve as a representative of the church to the Eastern Ohio Association and to the Ohio Conference.

- The Vice Moderator, who shall perform all the duties of the Moderator in the absence of the Moderator.
- The Clerk, who shall serve as secretary at all regular and special meetings of the church and at the monthly meetings of the Executive Council and shall maintain a permanent record of those meetings. The Clerk shall prepare an annual report to be presented to the congregation.
- The Treasurer, who shall be accountable for all monies deposited by the Financial Secretary in designated church funds and for the budgeted expenditures recommended by the Executive Council and approved by the Governing Body.
- The Financial Secretary, who shall receive all monies paid on annual pledges, the building fund, special funds, and the plate collection. The Financial Secretary is responsible for the timely deposit of all funds. The Financial Secretary shall prepare a weekly report for the Treasurer and a monthly report for the Executive Council. A quarterly status report shall be prepared and available to each individual contributor. The personal financial records are highly confidential and entrusted exclusively to the Financial Secretary. The Financial Secretary and Business Manager act as Controller for approval of purchase orders.
- The Assistant Financial Secretary, who shall perform all the duties of the Financial Secretary in the absence of the Financial Secretary.
- The Business Manager, who shall be responsible for the daily operation of the church. The Business Manager works closely with the Senior Pastor, Trustees, Stewardship and Pastoral and Staff Relations. The Business Manager works to assure proper operation of the financial, office administration and support functions of the church.
- Presidents of Women's Fellowship and Women's New Initiative.
- The Chairperson of each Board delineated in the Article IX of the Church Constitution.
- The Chairperson of each standing Committee.
- Members at-large.
- Elected delegates.
- Pastors and program staff shall be considered non-voting members of the Executive Council.

Pastoral and Staff Relations Committee

The Pastoral and Staff Relations Committee shall consist of six (6) voting members as follows: Moderator, Chairperson of the Board of Deacons Ministry, Chairperson of the Board of Christian Education Ministry, and three (3) members appointed by the Senior Pastor, to serve a term at the discretion of the Senior Pastor. The Business Manager is an ex-officio non-voting member. The Pastoral and Staff Relations Committee reports directly to the Executive Council as needed.

The Pastoral and Staff Relations Committee responsibilities include, but are not limited to:

- A. Service as a confidential liaison between the Pastor(s) and the congregation; and other church personnel (staff) and the congregation.
- B. Establishing an Employee Policy and Procedure Manual with adherence to State and Federal Guidelines, including, but not limited to, a performance evaluation.
- C. Development, annual review and update as appropriate of job descriptions and contracts for existing employees and new hires in conjunction with the appropriate Board or Committee as determined by the Executive Council.
- D. Conducting the annual written performance evaluations of the Pastor and Associate Pastor(s).
- E. Submitting salary and benefit recommendations for existing employees and new hires to the Boards of Stewardship and Trustees Ministries.
- F. Initiation and maintenance of all necessary personnel-related and health / benefits insurance policies.

Altar Committee

The Altar Committee shall consist of at least ten (10) voting members including representation from the Board of Deacons Ministry or appointed by the committee chairperson. The Altar Committee reports to the Executive Council as needed through the Board of Deacons Ministry. Altar Committee responsibilities include, but are not limited to:

- Preparation of elements and serve Holy Communion on a monthly basis, and as needed.
- Replacing / restocking / cleaning communion ware and altar linens as needed.
- Organization of a 24 hour prayer vigil on Easter Weekend.
- Preparation of the altar for Easter services (including Ash Wednesday, Maundy Thursday, & Good Friday).
- Preparation of the altar for the Advent / Christmas season.
- Ordering flowers for special occasions.
- Distribution of the flowers from Sunday worship services.

Worship Committee

The Worship Committee shall consist of at least three (3) voting members including representation from the Board of Deacons Ministry or appointed by the committee chairperson. The Worship Committee reports to the Executive Council as needed through the Board of Deacons Ministry. Worship Committee responsibilities include, but are not limited to:

- Obtaining, instructing, and supervision of all ushers, greeters, and welcome ambassadors, with head usher taking responsibility for hearing devices.
- Working with Confirmation leader to obtain mentors.
- Meeting with New Member Coordinator to discuss Deacon functions to new members
- Working with ministers to obtain sponsors for new members.
- Sending sympathy / get well cards.
- Updating information at the Welcome Center as needed and ensure information is appropriately disseminated.
- Assisting the ministers in Worship as needed.

Hospitality Committee

The Hospitality Committee shall consist of at least three (3) voting members including representation from the Board of Deacons Ministry or appointed by the committee chairperson. The Hospitality Committee reports to the Executive Council as needed through the Board of Deacons Ministry. Hospitality Committee responsibilities include, but are not limited to:

- Preparation of funeral dinners.
- Preparation of the annual Seder Meal.
- Coordination of New Members receptions.
- Coordination of Confirmation receptions.
- Providing Welcome Ambassadors.

Scholarship Committee

The Scholarship Committee shall consist of at least five (5) voting members including representation from the Board of Stewardship Ministry or appointed by the committee chairperson or associate pastor. The Associate Pastor also serves on this committee as a non-voting member. The Scholarship Committee reports to the Executive Council as needed through the Board of Stewardship Ministry. Scholarship Committee responsibilities include, but are not limited to:

- Working with Associate Pastor and Wills & Bequests to distribute scholarship monies.
- Publicizing the availability of scholarships and application procedures.

- Awarding of scholarships on appropriate Sunday.

Wills & Bequests Committee

The Wills & Bequests Committee shall consist of four (4) voting members including representation from the Board of Stewardship Ministry, including the Treasurer, and two (2) members appointed by the committee chairperson.

The Wills & Bequests Committee is responsible for solicitation and administration of funds from wills, bequests, and trusts left to the congregation for the purpose of growth and additional funding of an endowment to provide for the financial sustainability of the church. The Wills & Bequests Committee shall notify the Scholarship Committee of the funds available for scholarships on an annual basis.

Nominating Committee Ministry

The Nominating Committee Ministry (NCM) shall consist of fourteen (14) church members and one Stewardship Board Ministry representative. Two members of the NCM shall be assigned to each ministry board (Trustees, Social Action / Mission, Christian Education, Deacons, Stewardship) and the Music Committee. The Senior Pastor shall be a non-voting member of the committee.

The Nominating Committee Ministry (NCM) shall be responsible for maintaining a working relationship with each board and committee through the chair of the board and committee. The NCM shall appraise and discern the needs of the board and committee through the entire year, and be responsible for engaging members of the congregation to meet those identified needs. Each May, the Nominating Committee Ministry shall provide a slate of nominees for all church officers and board members to the congregation for vote in June.