

Spring Creek

United Church of Christ



Ministry Responsibilities

adopted 9-29-09

amended by Council 6-22-15

BYLAWS - ARTICLE X

GENERAL REQUIREMENTS OF THE MINISTRIES

Adopted by congregational vote at annual meeting on June 9, 2009

A. Composition.

1. Each ministry shall consist of a Leader elected by the Congregation for a two year term at the Annual Meeting, with half the ministry Leaders (4) elected each year. There is no limit to the number of successive terms that Ministry Leaders may serve.
2. Other ministry members shall serve as specified in these Bylaws or shall be appointed by the Council with the guidance of a Nominating Committee, also appointed by the Council, the Leader of each ministry, and the Pastor.
3. No ministry will have fewer than three members at any time.
4. Ministry Leaders or members who fail to adequately fulfill the responsibilities of the position may be removed from their position and replaced by the Council.

B. Responsibilities:

1. Evaluate activities and needs related to their respective ministry areas as defined in these Bylaws, initiate responses, and coordinate activities in the ministry area and with other ministries, members of the church at large, lay and clergy officers, support staff, and others.
2. Create a ministry work plan for the year and present it to the Council for approval.
3. Prepare a long term ministry plan for Council approval, update it annually, and follow it.
4. Provide an annual budget proposal to the Finance Ministry when requested.
5. Monitor expenses and seek Council approval for needs that may exceed the budget.
6. Submit a written report prior to the Annual Meeting for inclusion in the church's annual reports.
7. Establish a regular meeting time and notify the Moderator, Pastor, and Church Office.
8. Detailed *Ministry Areas of Responsibility* for each ministry is found as addenda to these Bylaws.

— end of Bylaws Article X —

The Ministry Areas of Responsibility that follow this page may be updated and approved at Council's discretion. They are not part of the Bylaws document.

Spring Creek United Church of Christ Ministry Areas of Responsibility

Communication guidelines were updated and approved by Council on June 22, 2015

COMMUNICATION MINISTRY

The Communication Ministry is responsible for fostering faithful and effective communication among our members; between members and staff; between this church and the wider UCC and our partners in ministry; and between this church and our wider community. Mindful of the Bylaws requirement that each ministry develop an Annual Work Plan, setting priorities and proposing a budget for the year, the ministry will consider the following on-going church needs:

1. To regularly assess the communication needs and preferences of our members and friends.
2. To guide lay and clergy leaders in utilizing the most faithful and effective communication available.
3. To monitor the faithfulness and effectiveness of our communication toward the fulfillment of our Mission.
4. To engage members with appropriate skills in the day-to-day management of key communication media: website, newsletter, bulletin, email, and the multi-media used for education, fellowship, and worship; in cooperation with the Pastor and other church staff. Encourage the learning and use of new media.
5. To provide opportunities and means for members to tell the story of our church, the United Church of Christ, and of God's love for all people to the wider communities to which we belong, in ways that might encourage others to commit their lives to faithful service and perhaps to membership in our congregation.
6. To welcome and communicate with visitors and newcomers in meaningful ways that promote our mission and invite increased participation in the life of the church, working with the pastor to facilitate new member orientations.

— end of Communication Ministry Responsibilities —

Spring Creek United Church of Christ Ministry Areas of Responsibility

Community Care guidelines were updated and approved by Council on June 22, 2015

COMMUNITY CARE MINISTRY

The Community Care Ministry is responsible for leading the church in its striving to be “caring in our ministry... to the wider community,” including our local geographical area, the wider world, the wider United Church of Christ, and the ecumenical Christian and interfaith communities to which we belong. Mindful of the Bylaws requirement that each ministry develop an Annual Work Plan, setting priorities and proposing a budget for the year, the ministry will consider the following on-going church needs:

1. To assess the needs of our communities and the interests of our members in caring for those needs.
2. To connect and coordinate interests and efforts of members who share common caring interests in the wider community.
3. To seek opportunities for collaboration with other faith communities and other organizations.
4. To seek opportunities for our members to engage in and support the ministries of the wider UCC.
5. To stay informed regarding the ministries of the wider UCC and to work with our ecumenical Christian and interfaith collaborators in caring for the wider community.

— end of Community Care Ministry Responsibilities —

Spring Creek United Church of Christ Ministry Areas of Responsibility

Congregational Care guidelines were updated and approved by Council on June 22, 2015

CONGREGATIONAL CARE MINISTRY

The Congregational Care Ministry is responsible for leading the church in its striving to be “caring in our ministry to one another,” with particular attention to our Open and Affirming goal of including all people. Mindful of the Bylaws requirement that each ministry develop an Annual Work Plan, setting priorities and proposing a budget for the year, the ministry will consider the following on-going church needs:

1. To assess the needs of members and friends of the church for caring that supports them in their personal lives and in their service to Jesus Christ in the church and in the world.
2. To facilitate ways for members to visit the home and hospital bound, to transport the mobility impaired, to provide meals to those unable to provide for themselves, and to offer whatever other services may be needed by members, friends, and neighbors of the church with special needs.
3. To support persons with physical and/or mental disabilities, families with infants and preschool-age children, families with dependent elders, and new members to participate fully in the life of the church, making recommendations to Council regarding needed adaptations.
4. To encourage fellowship opportunities and interest groups to be included in the life of the church.
5. To maintain coffee supplies for Sunday fellowship after worship, recruiting volunteers for refreshments and cleanup.
6. To provide support and oversight for funerals, receptions (such as new members and staff retirements), Outdoor Service Potluck, Thanksgiving Feast, Maundy Thursday Soup Supper, and Easter Breakfast.
7. To assist pastor in communicating with inactive members and to report to Council on recommended action.

— end of Congregational Care Ministry Responsibilities —

Spring Creek United Church of Christ Ministry Areas of Responsibility

Education guidelines were updated and approved by Council on June 22, 2015

EDUCATION MINISTRY

The Education Ministry is responsible for programs of teaching and learning that enable people of all ages to gain awareness, knowledge, understanding and skill for living a faithful and effective life of service, following the example and teaching of Jesus Christ. Mindful of the Bylaws requirement that each ministry develop an Annual Work Plan, setting priorities and proposing a budget for the year, the ministry will consider the following on-going church needs:

1. To assess the educational needs of members at their various ages and stages of life, with special attention to the needs of those with disabilities that may inhibit their learning and growing.
2. To develop and implement an annual, year-round program of religious education to meet the needs of our membership.
3. To engage members to be teachers and assistants in the educational program, and provide those members with appropriate training, curriculum, supplies, equipment, and on-going guidance and support.
4. To engage members to be counselors in ministry to youth (middle and high school) and their families, and provide those counselors with appropriate training, resources, and on-going guidance and support.
5. To work with the Pastor and with parents of youth (traditionally after age 13) to develop and implement a program of preparation for Confirmation: Affirmation of Baptism as members of the church.
6. To coordinate with the Finance Ministry to guide the use of designated scholarship funds for college tuition, retreats, leadership development programs, and camps.
7. To seek the guidance and support of authorized religious educators when needed to meet ministry goals.
8. To monitor new developments and trends in religious education and bring them to the attention of lay leaders, Pastors, and staff, encouraging the adoption of new educational approaches that meet our needs.

— end of Education Ministry Responsibilities —

Spring Creek United Church of Christ Ministry Areas of Responsibility

Finance guidelines were adopted on June 9, 2009 and no revisions have been made.

FINANCE MINISTRY

The Finance Ministry has overall responsibility for the collection and disbursement of all funds required to operate the church and support the church's activities. This includes the collection and use of regular contributions, special gifts, memorial gifts, and endowments.

A. Composition:

1. The Treasurer, Financial Secretary, and Moderator-elect shall be members.
2. The Finance Ministry Leader and at least one other member of the church shall be members.

B. Specific Responsibilities: Mindful of the Bylaws requirement that each ministry develop an Annual Work Plan, setting priorities and proposing a budget for the year, the ministry will consider the following on-going church needs:

1. To monitor the financial health of the church, advise the Council of current or future financial challenges, and recommend actions to address them, consistent with the Mission of the church.
2. To direct the Treasurer in the disbursement of church funds.
3. To recommend to the Council the uses of funds given as memorial when the uses have not been designated by the giver or family of the one remembered; and when the designated uses are not previously approved ones, recommend to the giver, the family, and the Council alternative uses. In regard to scholarships, work cooperatively with the Education Ministry to disperse those funds.
4. To receive and evaluate reports of giving from the Financial Secretary.
5. To provide monthly written reports of income and expenses to the Council.
6. To provide fiscal year end written reports for the Annual Congregational Meeting.
7. To receive and evaluate funding requests from the Ministry Leaders, Officers, and Pastor.
8. To plan and propose an annual appeal for financial pledges to be led by the Council and Pastor.
9. To prepare an annual operating budget based on requests for funding, pledges of member support, and other anticipated income; present the budget for Council consideration; and once approved by the Council, present it for adoption by the Annual Meeting of the Congregation.
10. To insure all reasonable means are employed to avoid a deficit budget.
11. To prepare for the Council a strategic financial plan, including both operational and capital needs, to be presented for approval by the Congregation and updated annually.
12. To prepare for the Council a program to promote major gifts and bequests to the Capital Reserve Fund and the Enrichment Fund.
13. To participate in an audit of the financial records prior to the Annual Meeting.

C. Capital Reserve Fund.

1. The Capital Reserve Fund is to receive all endowments and gifts specifically designated for it or for the longer-term capital needs of the church.
2. The Finance Ministry shall:
 - a) Be responsible for the investment of the Reserve Fund. This includes, if deemed necessary, selecting and supervising an investment advisor or trustee whose responsibility is the day-to-day management of the funds.
 - b) Recommended guidelines for the usage of the Reserve Fund for review and approval by the Council and then at the Annual Congregational Meeting.
 - c) Maintain on file in the church office the investment strategy for the Reserve Fund as approved the Council and subsequently by vote of a Congregational Meeting.
3. Spending of any of the principal or changes in the investment strategy for the Capital Reserve Fund shall require approval by two thirds of the members present and voting at a Congregational Meeting duly called for that purpose.

D. Enrichment Fund.

1. The Enrichment Fund is to receive all estate gifts to the church not designated for the Capital Reserve Fund or for some other specific purpose. This fund will be used for the "enrichment" of the church, including its programs, facilities, and any other uses deemed worthy by the Council or by vote of the Congregation.
2. The Finance Ministry shall:
 - a) Be responsible for the investment of the Enrichment Fund, including selection and supervision of an investment advisor or trustee for the day-to-day management of the fund.
 - b) Recommend guidelines for usage of the Enrichment Fund for review and approval at the Annual Congregational Meeting.
 - c) Review proposed uses of the Enrichment Fund that may be spent at Council discretion, up to a maximum of \$25,000 per year; as well as uses in excess of \$25,000 by approval of a simple majority (51%) of members present at a duly called Congregational Meeting.

— end of Finance Ministry Responsibilities (2 pages) —

Spring Creek United Church of Christ Ministry Areas of Responsibility

Personnel guidelines were adopted on June 9, 2009 and no revisions have been made.

PERSONNEL MINISTRY

The Personnel Ministry is responsible for facilitating faithful and effective personal and professional relationships between the paid personnel of the church and its members. In doing so, the ministry shall work closely with the Communication Ministry, with the Moderators, and with the Pastor as staff leader.

Mindful of the Bylaws requirement that each ministry develop an Annual Work Plan, setting priorities and proposing a budget for the year, the ministry will consider the following on-going church needs:

1. With the Communication Ministry, to provide opportunities for members to experience personal, face-to-face communication with the Pastor and other church staff regarding their relationships and our Mission.
2. To develop and maintain current job descriptions for all paid personnel, assuring that descriptions for Pastors are consistent with the Call (initial contract) extended to each. Review descriptions annually.
3. To develop and monitor the application of an employee benefits policy for all paid personnel that includes vacation, holidays, other paid and unpaid leave, work schedules, and other benefits as may be appropriate. Maintain a record of all benefits. Submit personnel policies for the required approval of the Council.
4. To make annual compensation recommendations to the Finance Ministry for all paid personnel.
5. To conduct annual performance reviews that recognize the cooperative nature of ministry, both lay and ordained, of all paid personnel. Keep records of reviews and report outcomes to the Council.
6. To maintain good communication with the Committee on Ministry of the Prairie Association of the UCC in regard to any Authorized Ministers among the paid personnel of the church. See the counsel of the Association Minister in matters regarding Authorized Ministers, whenever that is appropriate, and specifically in the instance of conflict between the congregation and an Authorized Minister.
7. To advise the Council regarding changes to the personnel of the church, including the creation of new positions, engagement of new persons, discipline of personnel, and dismissal of personnel; and to arrange for exit interviews for all departing staff members.
8. To facilitate management of any conflict between paid personnel or between paid personnel and members.
9. During an absence of the Pastor of more than one week, to arrange for pastoral care and other services, to be coordinated with the Finance and Worship Ministries, and subject to approval of the Council.

— end of Personnel Ministry Responsibilities —

Spring Creek United Church of Christ Ministry Areas of Responsibility

Properties guidelines were adopted on June 9, 2009 and no revisions have been made.

PROPERTIES MINISTRY

The Properties Ministry has the responsibility for guiding the use, maintenance, and repair of all the physical components of the church, including buildings, grounds, and equipment; for providing optimal property and liability insurance; and for contracts relating to the use and care of the physical components. Mindful of the Bylaws requirement that each ministry develop an Annual Work Plan, setting priorities and proposing a budget for the year, the ministry will consider the following on-going church needs:

1. To annually assess the state of the buildings, grounds, and equipment; develop a plan to meet needs for maintenance, repair, and change; and in cooperation with the Finance Ministry, propose operations and capital budgets for Council and Congregational approval. Review plan implementation at least monthly.
2. To engage members with appropriate skills in the maintenance and repair of the buildings, grounds, and equipment. Employ paid professionals to do those tasks that are beyond member time and abilities, in accordance with policies of the church and the annual budget. In consultation with the Finance Ministry, negotiate service contracts with longer-term maintenance and repair service providers, subject to Council approval, and employ those providers.
3. To plan and implement an annual plan of routine cleaning the buildings and grounds, such as the annual fall and spring clean-up days that have become church traditions.
4. To annually review the costs of building ownership and develop a use fee schedule based on costs. Communicate that use fee schedule to members and non-member users. Arrange for negotiations of use agreements with non-members who are longer-term users of our facilities, subject to Council approval.
5. To develop for Council approval and monitor application of building use policies for members and for non-members, individuals and organizations. Engage members to serve as liaisons to regular users.
6. In cooperation with the Finance Ministry to oversee the use of memorial and other designated gifts for the buildings, grounds, and equipment of the church – including the Spring Creek Woodlands Memorial.
7. To work closely with the Church Secretary in maintaining a schedule of the use of church property.
8. To annually review property and liability insurance coverage of all property and on-site activities.
9. To develop for Council and Congregational approval a long range plan for property use, maintenance, repair, acquisition, and development of buildings, grounds, and equipment; and in cooperation with the Finance Ministry, develop a long range budget to fund those needs and wishes of the congregation.
10. In cooperation with Finance and Congregational Care, to oversee fundraising uses.

— end of Properties Ministry Responsibilities —

Spring Creek United Church of Christ Ministry Areas of Responsibility

Worship and Music guidelines were adopted on June 9, 2009 and no revisions have been made.

WORSHIP AND MUSIC MINISTRY

The Worship and Music Ministry is responsible for working with the Pastor(s), Music Director, and other staff to provide worship experiences that strengthen our identity as “a people of God centered in Christ” and our capacity for “responding actively to God’s love.” Mindful of the Bylaws requirement that each ministry develop an Annual Work Plan, setting priorities and proposing a budget for the year, the ministry will consider the following on-going church needs:

1. To regularly assess the worship needs of members at their various ages and stages of life, with special attention to the needs of those with disabilities that may inhibit their capacity to worship with others.
2. To annually develop a worship plan for the liturgical year (starting with Advent) that responds to our needs in the light of the Gospel, consistent with the Reformed Tradition of the UCC, and responsive to new possibilities for meaningful, contemporary worship; including a schedule of services to be approved by the Council and Congregation at its Annual Meeting; and then to implement that plan.
3. To engage lay leaders for worship in as many roles as there are gifts to share, and provide them with training, resources, and support for their ministries of reading, praying, acolyte, ushering, serving the sacraments, acting, dancing, singing, playing, or whatever they may be gifted and called to do.
4. To engage lay members in preparing for worship in as many ways as they may be gifted and called, providing them with training, resources, and support for ministries such as preparing the sacraments, decorating the space, preparing and presenting audio-visual resources, and folding bulletins.
5. To create and maintain a process whereby members and friends may offer gifts for worship such as flowers, banners, written expressions of faith, food and drink, and funds for special needs.
6. To give particular attention to providing opportunities for children, youth, elders, and persons with disabilities to offer their gifts of time, talent, and treasures for the planning and leadership of worship.
7. To secure pastoral leadership for worship in the Pastor’s absence, utilizing resources of the UCC.
8. To cooperate with the Properties Ministry in maintaining the space and equipment for worship, specifically including musical instruments, audio-visual equipment, seating, and lighting.

— end of Worship and Music Ministry Responsibilities —

springcreekucc.org



Our Mission Statement

*We, the members of Spring Creek United Church of Christ,
are a people of God centered in Christ.
Responding actively to God's love,
we strive to be inclusive, reconciling, and caring
in our ministry to each other
and to the wider community.*

Our Vision

*is to be a church that is embracing our diversity
to make a "divine difference"
...Together.*