

# CONSTITUTION

## ARTICLE I

### NAME

The name of this church shall be “Bethel United Church of Christ”, 6650 Elizabeth Lake Road, Waterford, Oakland County, Michigan.

## ARTICLE II

### PURPOSE & AFFILIATION

#### A. PURPOSE

It shall be the purpose of this organization to serve in its community as a Christian congregation for the worship of God; to promote the Christian life; and to advance the Kingdom of God by all available means, both at home and abroad.

#### B. AFFILIATION

This congregation shall be a member of the United Church of Christ, and shall be governed by the constitution, laws and rules of the United Church of Christ.

## ARTICLE III

### DOCTRINE

The articles of faith of this congregation shall be those of the United Church of Christ.

The United Church of Christ acknowledges as its sole Head, Jesus Christ, Son of God and Savior. It acknowledges as kindred in Christ all who share in this confession. It looks to the Word of God in the scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It affirms the responsibility of the church in each generation to make this faith its own in reality of worship, in honesty of thought and expression, and in purity of heart before God. In accordance with the teaching of our Lord, it recognizes two sacraments: Baptism and the Lord’s Supper or Holy Communion.

## ARTICLE IV

### MEMBERSHIP

- A. All baptized persons who have been duly received into its communion by confirmation, by letter of transfer, or by profession of faith, shall be communicant members of this congregation and shall be entitled to all its rights and privileges.
- B. Members shall have the right to voice and vote in the congregation, and also to represent the congregation on the Church Council or other judicatories of the church, as provided for in the By-laws.

## ARTICLE V

### ADMINISTRATION

#### A. CONGREGATION

The supreme legislative and administrative power of the congregation is vested in the congregation itself. The congregation shall have an annual meeting and such other meetings as are provided in the By-laws.

#### B. CONGREGATIONAL PREROGATIVE

It is the prerogative of the congregation to decide such matters as the buying and selling of property, building projects, the call and dismissal of a minister, and changes in the Constitution and By-laws. For the transaction of all other business, the administration of the church is entrusted to the Church Council.

#### C. CHURCH COUNCIL

The congregation shall have a Church Council which shall be composed of the Pastor and duly elected Church Council members. It shall have jurisdiction and oversight of the activities of the congregation and its organizations. It shall organize as provided in the By-laws.

#### D. TRUSTEES

The President, Secretary, and Treasurer of the Church Council shall constitute a committee of three (3) to be known as "Trustees", who shall execute all legal documents on behalf of the church when so authorized by the Church Council or the congregation.

## ARTICLE VI

### PASTOR

- A. The congregation shall elect as Pastor only ordained ministers who have standing in the United Church of Christ.
- B. When a pastoral vacancy occurs, the Church Council shall appoint a Search Committee to seek candidates for the position of Pastor. The Search Committee shall seek counsel of the Conference Placement Committee and Conference Office. The Search Committee shall make recommendation to the Church Council. The Church Council shall nominate one candidate for the pastoral position, to be voted upon by the congregation. The congregation shall consider only one candidate at a time and vote by written ballot for or against the candidate's election. Only members present have a right to cast their votes. The candidate is to be elected by a two-thirds majority of the voting members present for an indefinite period. If he/she is elected, the Church Council shall then tender him/her a call, according to the form prescribed by the Conference.
- C. The congregation may call an additional Pastor as it deems necessary.

## ARTICLE VII

### PROPERTY

- A. The congregation may, in its corporate name, sue and be sued; hold, purchase, and receive title by gift, grant, or other conveyance of and to any property, real or personal, with power to mortgage, sell, or convey the same, according to the provisions of the laws of the State of Michigan.
- B. In case of a division in the membership of the congregation, and it is determined that Bethel UCC of Waterford should be closed forever, all assets should be disposed of by distribution to non-profit charitable organizations as determined by the then remaining congregation members.

## ARTICLE VIII

### ORGANIZATIONS

All organizations and committees are subordinate to the Church Council and shall report to the congregation at the annual meeting.

## ARTICLE IX

### AMENDMENTS

Additions and alterations to this Constitution may be proposed in any duly called meeting of the congregation. They shall be referred to the Church Council which shall consider the same and report to the next duly called meeting of the congregation. Such additions and alterations can be adopted only by a two-thirds majority of the voting members present. The By-laws may be amended in any duly called meeting of the congregation by a simple majority of the members present.

Approved by Church Council 12/8/87

Approved by Congregation 2/14/88

# BY-LAWS

## ARTICLE I

### OBLIGATIONS TO THE UNITED CHURCH OF CHRIST

- A. Delegates to the Michigan Conference are to be elected by the congregation each year at the annual congregational meeting. This shall be in accordance with the Michigan Conference By-laws, which state that each church may be represented by up to three lay delegates. If three, one shall be a youth representative under 22 years of age. Travel expenses, registration fees, meals, and housing expenses of the pastor and delegates shall be paid by the congregation.
- B. Two representatives to the Detroit Metropolitan Association shall be elected each year at the annual congregational meeting. These delegates shall represent Bethel Church at the spring and fall meetings of the Association and be authorized to vote on behalf of the congregation. Appropriate delegate expenses shall be paid by the congregation.
- C. The congregation shall regularly contribute towards the support of the United Church of Christ, the Michigan Conference and the Detroit Metropolitan Association.
- D. The congregation, either through its Pastor or Church Council, shall make such reports to the Michigan Conference as may be required.
- E. The official year of the congregation shall be from January 1 to December 31.

## ARTICLE II

### PRIVILEGES AND DUTIES OF MEMBERS

- A. PRIVILEGES
  - 1. All members are entitled to a full share in the fellowship and the spiritual blessings of the church and to the service of its Pastor, officials and other workers, as well as to the Christian sympathy and support of all members.
  - 2. All communicant members of this congregation in good standing are entitled to voice and vote provided, however, that no members shall be entitled to vote upon the question of purchase or sale of property unless he/she shall have been a member in good standing for a period of upwards of six months, and shall have attained the age of 18.
- B. DUTIES

1. It is the duty of all members to take an active part in all functions of the church. This includes:
  - a. Attending divine worship regularly.
  - b. Availing themselves of the blessings of the holy sacraments, e.g., to bring their children early to be baptized, and to partake of the Sacrament of Holy Communion.
2. To have his/her children baptized as soon as possible and instructed in the Christian faith, thus receiving the Rite of Confirmation.
3. To give liberal support of time, talent and possessions toward the maintenance and benevolent programs of the church.

### ARTICLE III

#### CONFIRMATION

Age and fitness for confirmation shall at all times be determined by the Pastor. In general, however, it shall be desirable that on or before the day of confirmation, confirmands shall have been thirteen (13) years of age.

### ARTICLE IV

#### WEDDINGS

This church has been built and maintained by the contributions of its members. No fee will be charged for the use of buildings if the bride or groom, or their parent(s) are either members of our congregation, or non-members who contribute regularly to its support. All others shall be expected to bear this cost for their own use.

### ARTICLE V

#### ACTIVE MEMBERSHIP REMOVAL

- A. If, for one year, a member neglects to partake of Holy Communion, or fails to contribute to the support of the church, or is absent from public worship, he/she shall be classified on the church register as an inactive member. Each member to be placed on the inactive list shall be notified by the Church Council that they shall be placed on the inactive list unless the above minimum requisite of membership is observed within thirty (30) days.

January, 2009

- B. A member placed on the inactive list shall be advised of such action by the Church Council, by personal notice, or letter mailed to the last known address. If at the end of one year after being notified of such action, he/she has not indicated a desire to be a member by observing the above minimum requisites of membership, he/she shall again be notified by the Church Council that in thirty (30) days his/her name shall be removed from the church register. He/she shall no longer be considered a member of Bethel Church.
- C. It is understood that members who, at the decision of the Church Council, are unable to fulfill the above minimum requirements shall not be classified as inactive, but shall remain on the register as active members of the congregation.
- D. If any member shall unite with another church without a letter of transfer, the Church Council shall remove his/her name from the church register.
- E. Members who have moved from the area shall be immediately placed on the inactive list until they unite with another congregation or until the Church Council removes them.

## ARTICLE VI

### ADMINISTRATION

#### A. CONGREGATIONAL MEETINGS

1. The annual meeting of the congregation shall be held in the month of January of each year. The members in attendance shall constitute a quorum.
2. In the annual meeting, any business can be transacted by the members present at the meeting with the exception of the election or dismissal of a Pastor and decisions concerning the acquiring or sale of property belonging to the congregation unless specified in the call of the meeting. In the annual meetings, reports are to be given of the happenings of the congregation and its organizations.
3. Special meetings of the congregation may be called by the Church Council or the Pastor. Upon written request of ten per cent of the voting members of the congregation, clearly setting forth the object of the proposed meeting, the Church Council shall issue a call for such a meeting within two weeks after the request has been received. Proper notice shall be given of the time, place and purpose of a special meeting of the congregation. Only such business as has been stated in the call may be transacted at such meetings.
4. All regular and special meetings shall be announced in two successive Sunday services previous to the day of the meeting, or by notification to every

member in good standing through the mail at least three (3) days prior to the time of the meeting. In the latter case, notices sent to the last known address shall constitute proper and sufficient notice.

5. A simple majority of votes cast shall be required to pass a motion, with the exception of election of a pastor or the sale or buying of property, in which case, two-thirds of the eligible votes cast shall be required. Voting shall be by voice or by a show of hands unless a simple majority of the voting members present favor a written ballot, or unless specified otherwise in this Constitution or By-laws.

## B. CHURCH COUNCIL

1. The administration of the congregation is vested in the Church Council. The Church Council is composed of eight (8) members. The Pastor shall be an additional member of the Church Council with both voice and vote.
2. Nominations shall be made for the office of Church Council members by a Nominating Committee to be appointed by the President of the Church Council at its September meeting. Public notice of such nominating shall be given at least one week before the election. Additional nominations may be made from the floor by the congregation.
3. Church Council members shall be elected by a majority vote cast at a special congregational meeting called in November. They shall be elected for one term of office every two years, but it shall be so arranged that four Church Council members are elected every year. They shall be eligible for re-election to a second term. After serving two succeeding terms, they shall not be eligible for re-election to the Church Council until one year has elapsed. A term of office shall begin with the first Sunday of the calendar year.
4. In case of death, resignation, change of residence or dismissal of any Church Council member, the Church Council must appoint a successor to that office within a month after vacancy occurs. This appointment shall be only for the remainder of the calendar year. At the next following annual meeting of election of Church Council members, there shall be elected a Church Council member to fill the unexpired term. In either case, the interim period appointment, or unexpired term shall not be included in the six year tenure of office.
5. The Church Council shall transact the business of the church, make provision for the preparation and raising of the budget for the congregation as well as for the apportionment of the church and other benevolent purpose, and make complete provision for the adequate support of the staff of workers. It shall keep a complete and accurate record of its proceedings, be the custodian of all congregational records and reports to the congregation and its regular and

special meetings. It shall submit any or all records to the Conference when the occasion requires or the Conference requests.

6. The Church Council shall meet within a month after the election of new Council members for the purpose of organization. They shall elect from their number a (1) President; (2) Vice-president; and (3) Recording Secretary; and from the official membership at large, or from their number a (1) Financial Secretary; and a (2) Treasurer for a term of one year.
7. The Church Council shall meet at least once every month at a place and time convenient to the members for the transaction of such business as may properly come before it. Special meetings are subject to the call of the President or the Pastor, proper notice having been given to all members of the Council by the same.

Council Meetings are “**open**” meetings, meaning that members of the congregation may observe if they care to sit in. Visitors must ask permission to speak before addressing the Council. Visitor participation should be held to a minimum however, so that Council Meetings do not become Town Hall Meetings.

If privacy is needed, to discuss specific persons or personalities, Council Meetings can go into what is called “**Executive Session**”. At any time any Council Member can say “I move that we go into “Executive Session”. If passed, by a simple majority, all visitors must leave the room, allowing Council Members to discuss especially sensitive or confidential matters. No **member** Council should ever be required to leave an “Executive Session” if that person/persons participation will contribute to the particular discussion. At the conclusion of an “Executive Session”, visitors may be asked to return to the Council Meeting. No records of the conversation are to be kept. Results will be recorded in the Council minutes. Discussions within an “Executive Session” are to remain confidential.

Approved By Congregational vote 01/28/2007

8. Standing Committees
  - a. Standing Committees to carry out the work of the church may be as follows:
    - (1) Finance
    - (2) Property
    - (3) Fellowship/Membership/Worship
    - (4) Missions/Christian Ed

- b. See Policies and Procedures Manual for description of committee responsibilities.
  - c. All committees will be chaired by a Council member or have a representative from the Council on the committee.
9. The Church Council shall direct the Pastor to keep a complete record of baptisms, confirmations, communicant members, reception of new members, transfers, erasure of names, marriages and deaths.
  10. The Church Council shall approve all bills.
  11. The Church Council members at least two member will be responsible for assisting the Pastor in the distribution of the elements at the Lord's Supper worship services.
  12. Five (5) members of the Church Council shall constitute a quorum. A simple majority of those in attendance and voting shall be required to pass a motion.
  13. Three (3) unexcused absences during a twelve month period by a Church Council member constitutes an automatic resignation.

#### C. DUTIES OF OFFICERS OF THE CHURCH COUNCIL

1. The President
  - a. Upon appointment, meet in December with the current Vice President and the outgoing President to review the information in the office file cabinet and the duties of the President.
  - b. Opens and conducts all meetings.
  - c. Sees to the execution of all resolutions, and has a report of the progress of these resolutions at the next regular meeting of the Council.
  - d. Casts the deciding vote in the case of balloting when the vote is tied.
  - e. Appoints a representative of the Council to the following standing committees, and any other committees which the Council may deem necessary.
    - (1) Membership
    - (2) Worship
    - (3) Finance
    - (4) Christian Education

- (5) Property
- (6) Fellowship
- (7) Missions

- f. Sees that an annual audit is conducted of all financial records of the church.
- g. Prepare and submit a newsletter article each month if appropriate.
- h. Is a member ex-officio of all standing and ad hoc committees and shall be invited to attend all such meetings.
- i. Is a member of the Bethel United Church of Christ Legacy Committee.
- j. Upon completion of the President's appointment, meet in December with the current Vice President and the newly appointed President to review the information in the office file cabinet and the duties of the President.

2. The Vice President

- a. Upon appointment, meet in December with the current Vice President to review the information in the office file cabinet and the duties of the Vice President.
- b. Presides at all meetings where the President is not present and when business pertaining to the President and his/her administration is before the Council or congregation.
- c. Helps the President whenever possible.
- d. Helps to oversee the activities and transitioning of the standing and ad hoc committees.
- e. Upon completion of the Vice President's appointment, meet in December with the newly appointed Vice President to review the information in the office file cabinet and the duties of the Vice President.

3. The Recording Secretary

- a. Upon appointment, meet in December with the Vice President and the outgoing Recording Secretary to review the information in the office file cabinet and the duties of the Recording Secretary.
- b. Keeps a record of all transactions at the meetings of the congregation and of the Church Council.
- c. Attends to all correspondence.

- d. Will have sent completed meeting minutes to Church Council President and Pastor and distributed to Council Members at least one week before the next Council meeting.
- e. Upon completion of the Recording Secretary's appointment, meet in December with the Vice President and the newly appointed Recording Secretary to review the information in the office file cabinet and the duties of the Recording Secretary.

#### D. DUTIES OF THE FINANCIAL SECRETARY

1. Upon appointment, meet in December with the Vice President and the outgoing Financial Secretary to review the information in the office file cabinet and the duties of the Financial Secretary.
2. Is a member of the Finance Committee.
3. Is a member of the Bethel United Church of Christ Legacy Committee.
4. Receives all monies and keeps an accurate record of the giving of all members and contributors.
5. Sends statements of their giving to members and contributors.
6. Gives deposit slips to the Treasurer.
7. Renders a monthly written report to the Council with an evaluation of giving vs. budget, and an annual written report to the congregation.
8. Upon completion of the appointment, meet in December with the Vice President and the newly appointed Financial Secretary to review the information in the office file cabinet and the duties of the Financial Secretary.

#### E. DUTIES OF THE TREASURER

1. Upon appointment, meet in December with the Vice President and the outgoing Treasurer to review the information in the office file cabinet and the duties of the Treasurer.
2. Is a member of the Finance Committee.
3. Is a member of the Bethel United Church of Christ Legacy Committee.
4. Has charge of all monies received through the Financial Secretary.
5. Makes all payments authorized by the Church Council.

6. Renders a monthly written report to the Council and an annual written report to the congregation.
7. Participate on Personnel Evaluation Review Team for Church Secretary to be accomplished by June of each year.
8. Upon completion of the appointment, meet in December with the Vice President and the newly appointed Treasurer to review the information in the office file cabinet and the duties of the Treasurer.

## ARTICLE VII

### NEW MEMBERS AND TRANSFER OF MEMBERS

The Pastor shall act upon applications for membership and requests for letters of transfer. A letter of transfer shall specify the congregation to which the person is being received. A letter of general transfer shall not be given.

## ARTICLE VIII

### PASTOR

- A. The Pastor shall be elected by the congregation for an indefinite period. In order to terminate this relationship, three months notice shall be given by either the Pastor or the congregation, unless by mutual consent the time of notice is shortened or lengthened.
- B. It shall be the duty of the Pastor to set a good example to his/her congregation, to conduct all services on Sundays, Holy Days, and such other days as are desired by the congregation; to direct the work of religious education; administer the Holy Sacraments; visit the sick; comfort the distressed; and to perform all such duties as belong to the Pastor's office in the United Church of Christ. He/she shall keep a record of all services performed and make a report of this work to the congregation at the annual meeting.
- C. The Pastor is a member ex-officio of the Church Council and all other organizations and committees in the congregation except for the Bethel United Church of Christ Legacy Fund Committee. No other minister shall perform any religious ceremony in the church without his/her consent. To invite a speaker either during a temporary absence of the Pastor or for special occasions, the consent of the Pastor and/or the Church Council is necessary. The salary of the Pastor shall be paid promptly in bi-monthly installments and shall be sufficient to relieve him/her of temporal cares as far as possible and to preserve the dignity of his/her calling, subject to the provisions of the contract between the Pastor and the congregation. Moving expenses, when required by the congregation, shall be borne in full by the congregation.

- D. In case of the Pastor's death, the widow/widower of his/her family shall receive the full salary for three months after death, with the privilege of living in the parsonage free of charge during that time, or such time as has been mutually agreed upon by the Church Council and the widow/widower.

## ARTICLE IX

### ORGANIZATIONS

- A. Since the congregation can be held responsible for all its organizations, these are all under the jurisdiction of the congregation and the supervision of the Church Council.
- B. An Executive Board, consisting of the Church Council and at least two officers from each of the various congregational organizations shall meet, as may be deemed necessary, at the call of the President of the Church Council or the Pastor.
- C. At no time will any organization or individual be permitted to contract for any renovating, painting, adding of any addition, or purchasing of any articles for any church property until it is so authorized by the Church Council, except that authority which is granted elsewhere in these By-laws.

## ARTICLE X

### REGULATIONS CONCERNING CHURCH PROPERTY

No property shall be taken out of the church buildings without the permission of the Church Council President and the Pastor. Non-members shall not remove any property from the church buildings.

ARTICLE XI

BETHEL UNITED CHURCH OF CHRIST LEGACY FUND

- A. The Bethel United Church of Christ Legacy Fund is established to manage the proceeds, received in May 2005, from the sale of 20 of the 30 acres of land purchased by the Bethel Congregation in 1963 and any other contributions or bequests which are designated for the fund.
  
- B. The Legacy Fund shall be administered according to the BETHEL UNITED CHURCH OF CHRIST LEGACY FUND GUIDELINES.

## **DUTIES**

### **STANDING COMMITTEES**

1. Standing Committees of the Church Council shall be set up by the Council President. The President shall appoint a representative of each committee.
2. The Treasurer and Financial Secretary shall be members of the Finance Committee.
3. Each committee chairperson shall appoint the rest of the members of the committee. As much as possible, these members should come from the congregation at large.
4. The committee chairperson may be someone other than a Church Council member, provided that the committee has a Council member representative on the committee.
5. Committee chairpersons shall be appointed no later than two weeks following the December Church Council meeting.
6. Each committee chairperson shall appoint the rest of the members of the committee by the January Council meeting and be actively engaged in their responsibilities as a committee by February 1.
7. The appointment of committee chairpersons and committee members shall be for one year.

## DUTIES

### STANDING COMMITTEE - MEMBERSHIP

**Purpose:** To assume concern and exercise care for all members and prospective members of the congregation in their life in the church.

1. Upon appointment, the Chairperson of the Membership Committee shall meet in December with the Vice President and the outgoing Chairperson of the Membership Committee to review the information in the office file cabinet and the duties of the Committee.
2. Send welcome letters to visitors, giving names and addresses to Pastor.
3. Maintain a dated visitor's file.
4. Report new member prospects to the Pastor.
5. Prepare a reception for new members, baptisms, graduations, confirmations, and other special celebrations.
6. Contact those members who are not in regular attendance at worship services.
7. Conduct a card ministry for celebrations, illnesses, and bereavements.
8. Keep "Talents and Interests" list complete and current.
9. Prepare and conduct membership campaigns.
10. Recommend to the Church Council at their December meeting an official membership list for the coming year.
11. Make a report at each monthly meeting of the Church Council.
12. Prepare and submit a newsletter article each month if appropriate.
13. Recommend budget requirements of the Membership Committee to the Finance Committee by the September Church Council meeting.
14. Submit a written report of the work of the Membership Committee to the church office by December 15 to be included in the annual report to the congregation.
15. Upon completion of the Chairperson's appointment, meet in December with the Vice President and the newly appointed Chairperson to review the membership information in the office file cabinet and the duties of the Committee.

## DUTIES

### STANDING COMMITTEE - WORSHIP

**Purpose:** To assure that appropriate facility, personnel and programs are provided for orderly, reverent and meaningful worship by this congregation.

1. Upon appointment by the President of the Council, the Chairperson of the Worship Committee shall meet with the Vice President of the Council and the outgoing Chairperson of the Worship Committee to review the worship information in the office file cabinet and the duties of the Committee.
2. Appoint a head usher who oversees the Ushers League. (See duties for Head Usher and Usher)
3. Appoint a chairperson who oversees the Altar Guild. (See Altar Guild duties)
4. Oversee the Choir Director and Organist and participate on their Personnel Evaluation Review Team to be accomplished by June of each year.
5. Provide two persons to greet worshippers each Sunday. Instruct greeters of their responsibilities. (See Greeter duties)
6. Provide for nursery care during worship. (See Child Care Attendant duties)
7. Obtain a supply pastor or fill in whenever necessary.
8. Replenish baptismal font with distilled water weekly.
9. Oversee the hanging of banners in the sanctuary.
10. Drape the cross and altar in purple on Ash Wednesday, black on Maundy Thursday, and white on Easter.
11. Order palms for Palm Sunday.
12. Sell, order, and arrange plants for Easter and Christmas. Label plants indicating who gave them and in whose memory or honor they were given.
13. Present a report at each monthly meeting of the Church Council, including attendance and a comparison to the previous year.
14. Prepare and submit a newsletter article each month if appropriate.
15. Recommend budget requirements of the Worship Committee to the Finance Committee by the September Church Council meeting.
16. Submit a written report of the work of the Worship Committee to the church office by December 15 to be included in the annual report to the congregation.
17. Review fee schedule for Wedding Guidelines in June of each year.
18. Upon completion of the Chairperson's appointment, meet with the Vice President and the newly appointed Chairperson to review the worship information in the office file cabinet and the duties of the Committee.

## DUTIES

### STANDING COMMITTEE - FINANCE

**Purpose:** To give oversight, management and direction to the business affairs, finances and stewardship program of the church.

1. Upon appointment of the Chairperson of the Finance Committee, meet in December with the Vice President and the outgoing Chairperson to review the information in the office file cabinet and the duties of the Committee.
2. Is a member of the Bethel United Church of Christ Legacy Committee.
3. Make sure an accurate record of the finances of the church is kept by the Financial Secretary and the Treasurer.
4. See to the preparation and conducting of such stewardship campaigns as are deemed necessary for the good of the congregation and its interest in stewardship.
5. Be responsible for the ordering and distribution of weekly stewardship envelopes early in the month of December, or when new members are received.
6. See that members and other contributors receive a record of their giving semi-annually.
7. Review all fees. e.g. not for profit, corporate fee.
8. Evaluate the insurance coverage of the church properties yearly or whenever necessary.
9. See that the Treasurer and Financial Secretary make a monthly report at each meeting of the Church Council of the income and disbursements of all funds, together with an evaluation of the total giving in relationship to the budget.
10. Prepare and submit a newsletter article each month if appropriate.
11. Recommend budget requirements of the Finance Committee by the September Church Council meeting.
12. Prepare and present a budget for the coming year to the Church Council at its October meeting.
13. Order pew offering envelopes and ensure that pews are stocked.
14. Motion in January to authorize payment of all recurring bills.
15. Upon completion of the Chairperson's appointment, meet in December with the current Vice President and the newly appointed Chairperson to review the finance information in the office file cabinet and the duties of the Committee.

## **DUTIES**

### **STANDING COMMITTEE - CHRISTIAN EDUCATION**

**Purpose:** To provide and promote a viable program of teaching and Christian nurture that will aid in spiritual development of all ages in our church family.

1. Upon appointment, the Chairperson of the Christian Education Committee shall meet in December with the Vice President and the outgoing Chairperson to review the information in the office file cabinet and the duties of the Committee.
2. Define goals for the total program of Christian Education.
3. Provide for the selection of the Sunday church school materials.
4. Appoint teachers for the church school program.
5. Provide for leadership training and education (i.e. workshops, speakers, magazines).
6. Promote church-home relationships.
7. Appoint church school superintendent when necessary.
8. Encourage mission projects within the church school (i.e. OGHS, NIN, and Hunger).
9. Select leadership and oversee program for other Christian education programs such as:
  - a. Youth Groups
  - b. Vacation Church School
  - c. Youth Choirs (if there is no Music Committee)
  - d. Confirmation classes
  - e. Social activities (i.e. parties, hayrides, caroling)
10. Make a report at each monthly meeting of the Church Council.
11. Prepare and submit a newsletter article each month if appropriate.
12. Recommend budget requirements of the Christian Education Committee to the Finance Committee by the September Church Council meeting.
13. Submit a written annual report of the work of the Christian Education Committee to the church office by December 15 to be included in the annual report to the congregation.
14. Upon completion of the Chairperson's appointment, meet in December with the Vice President and the newly appointed Chairperson to review the information in the office file cabinet and the duties of the Committee.

## **DUTIES**

January, 2009

## STANDING COMMITTEE - PROPERTY

**Purpose:** To supervise and provide for the upkeep, care and protection of the buildings, grounds and facilities of the church.

1. Upon appointment, the Chairperson of the Property Committee shall meet in December with the Vice President and the outgoing Chairperson to review the information in the office file cabinet and the duties of the Committee.
2.
  - A. Maintain all properties belonging to the congregation which include:
    - a. Church building
    - b. Parsonage
    - c. Grounds
    - d. Garages
    - e. Shed
  - B. Specific annual concerns may include:
    - a. Installation of well pump by May.
    - b. Removal of well pump by October.
    - c. Inspection of church heating unit and draining of expansion tank in August.
    - d. Installation of plastic over west doors by 1<sup>st</sup> of November.
    - e. Maintenance of church tractor(s).
    - f. Installation of grass mower or snow blade/blower on tractor each season.
    - g. Pumping of church septic system every 10 years; parsonage septic every 5 years.
    - h. Change batteries in smoke detectors in April when daylight savings time goes into effect.
    - i. Drain the emergency light batteries completely every six months. The calendar should be earmarked to accomplish this each April and October.
3. Oversee the Community Services program. Identify, assign and supervise work duties for individuals and groups of individuals seeking to perform community service work to comply with correctional requirements. Provide written verification of the actual number of hours worked either to the individual or their corrections officer as required.
4. Coordinate the setup, availability of the church building and associated responsibilities of holding an election in the church.
5. Coordinate the temporary furnishing of the parsonage for use by an interim pastor.
6. Oversee the work of the Custodian, seeing that supplies are made available for his/her work.

7. Ensure that pews are stocked with sharpened pencils.
8. Make a report at each monthly meeting of the Church Council.
9. Prepare and submit a newsletter article each month if appropriate.
10. Recommend budget requirements of the Property Committee to the Finance Committee by the September Church Council meeting.
11. Submit a written report of the work of the Property Committee to the church office by December 15 to be included in the annual report to the congregation.
12. Participate on Personnel Evaluation Review Team for the Custodian to be accomplished by June of each year.
13. Upon completion of the Chairperson's appointment, meet in December with the Vice President and the newly appointed Chairperson to review the information in the office file cabinet and the duties of the Committee.

## DUTIES

### STANDING COMMITTEE - FELLOWSHIP

**Purpose:** To provide regular and seasonal ways whereby through Christian fellowship we might grow in mutual acquaintance and understanding.

1. Upon appointment, the Chairperson of the Fellowship Committee shall meet in December with the Vice President and the outgoing Chairperson to review the information in the office file cabinet and the duties of the Committee.
2. Provide a fellowship period following Sunday morning worship.
3. Provide periodic fellowship potlucks.
4. Provide a yearly family picnic.
5. a. Arrange for the decorating of the church for Advent (hanging of the greens).  
  
Note: Advent wreath should be placed in sanctuary for the first Sunday in Advent.  
  
b. Arrange for “de-decorating” church after Advent.
6. Make a report at each monthly meeting of the Church Council.
7. Prepare and submit a newsletter article each month if appropriate.
8. Recommend budget requirements of the Fellowship Committee to the Finance Committee by the September Church Council meeting.
9. Submit a written report of the work of the Fellowship Committee to the church office by December 15 to be included in the annual report to the congregation.
10. Upon completion of the Chairperson’s appointment, meet in December with the Vice President and the newly appointed Chairperson to review the information in the office file cabinet and the duties of the Committee.

## DUTIES

### STANDING COMMITTEE - MISSIONS

**Purpose:** To help the members recognize and assume their responsibilities in personal Christian service to the congregation, the community and to all the world.

1. Upon appointment, the Chairperson of the Missions Committee shall meet in December with the Vice President and the outgoing Chairperson to review the information in the office file cabinet and the duties of the Committee.
2. Study and list the benevolence programs of the Detroit Association, the Michigan Conference, the United Church of Christ, the Pontiac and Waterford Township area, and other world missions.
3. Select those benevolence programs for recommendation to the Church Council by the September meeting to be presented to the congregation for support for the year.
4. Determine and implement ways of educating the congregation about our mission needs and goals.
5. Display our missions concerns attractively on the Missions Bulletin Board.
6. Make a report at each monthly meeting of the Church Council.
7. Prepare and submit a newsletter article each month if appropriate.
8. Recommend budget goals for each benevolent concern to the Finance Committee by the September Church Council meeting.
9. Submit a written report of the work of the Missions Committee to the church office by December 15 to be included in the annual report to the congregation.
10. Upon completion of the Chairperson's appointment, meet in December with the Vice President and the newly appointed Chairperson to review the information in the office file cabinet and the duties of the Committee.

## **DUTIES**

### **BOARD OF PLANNED GIVING AND ENDOWMENTS**

The purpose of the Board of Planned Giving and Endowments is to encourage the Christian stewardship of accumulated, inherited and appreciated resources; and administer the receipt, management and disposition of planned gifts or other endowments that are received by this congregation.

The Board shall:

1. Upon appointment, the Chairperson of the Board of Planned Giving and Endowments shall meet with the Vice President of the Council and the outgoing Chairperson of the Board to review the information in the office file cabinet and the duties of the Chairperson.
2. Be responsible to the congregation through the Church Council.
3. Organize itself by electing a chairperson, recording secretary and financial secretary. The chairperson shall preside at all Board meetings. The recording secretary shall maintain complete and accurate minutes of all meetings of the Board. The financial secretary shall maintain complete and accurate books of account for the fund and shall sign checks and all necessary documents on behalf of the congregation in the furtherance of the fund. The books shall be audited annually by a certified public accountant or other appropriate person who is not a member of the Board. The audited annual report shall become part of the permanent records of the Church Council Secretary.
4. Operate within a modest budget that is used for mailings, printed material or educational activities.
5. Meet at least quarterly or more often if deemed necessary. A quorum shall consist of three (3) members. A majority of those present and voting shall carry any motion or resolution.
6. Be responsible for acknowledgment of gifts and bequests, oversight of receipts and disbursement of earnings.
7. Provide education and assistance on planned giving to the membership and community.
8. Make recommendations to the Church Council regarding the assets of the fund, and with Council approval, take appropriate actions on the recommendations.
9. Act as custodians of gifts until such assets can be turned over to professional investment managers of the Endowment Fund.

10. Be responsible for implementing all provisions of the “General Policy” of the program.
11. Report to the Council on a quarterly basis and to the congregation at each annual meeting. Annual meeting report shall include a full and complete audited account of the administration of the fund during the preceding year.
12. Upon completion of the Chairperson’s appointment, meet with the Vice President of Council and the newly appointed Chairperson of the Board to review the information in the office file cabinet and the duties of the Chairperson.

## **DUTIES**

### **CHURCH AND MINISTRY COMMITTEE**

#### **SELECTION CRITERIA:**

The Church and Ministry Committee shall be selected using the following process:

The Pastor and the Council President shall select persons who are:

1. A resident year around.
2. Well respected and active in the life of the congregation.
3. Preferably not currently serving on major Boards and Committees.
4. Good listeners and communicators of not only their own messages but the messages of others even if they don't agree with those messages.

#### **ORGANIZATION CRITERIA:**

The committee will consist of six persons who are most representative of the congregation. Except for staggered terms for the first 3 years of operation, each person will serve a three-year term with two new members each year. Positions may be extended by re-appointment. The Pastor and any other ordained staff person who will be supported by such a committee, in consultation with the President of the council will select replacements for the two members as their terms end each year or as necessary to maintain the six members. Continuity is encouraged. The committee will appoint a Chair and Scribe. All members and officers will serve until replacements are identified. The Church and Ministry Committee will meet at least six times annually, spaced throughout the year, e.g., bi-monthly beginning in January. Notice of meetings will be announced routinely in Sunday bulletins.

#### **DUTIES:**

The duties of the Church and Ministry Committee are as follows:

1. To serve as liaison among the ordained and lay staff and the congregation.
2. To provide a network of open communication by:
  - a. Defining areas of potential conflict between the leadership styles of ordained staff and the ministry and mission of the congregation.
  - b. Being an advocate and sounding board with the congregation and the ordained staff, regarding programs and ministries.

- c. Being an advocate and sounding board regarding the involvement of ordained staff beyond the local church, e.g., community, denomination, continuing education, sabbatical, etc.
  - d. Being a place of dialogue where responses from congregation and ordained staff, regarding both emerging needs and reactions can be addressed.
  - e. Providing a safe space for the ordained staff to be real persons by reflecting their hopes, dreams, concerns, frustrations and ambitions.
3. To provide a professional support system by:
- a. Clarifying job descriptions, letters of call and mutual expectations.
  - b. Communicating about programs, events or ideas and new or renewing ministries for the congregation or the wider community.
  - c. Planning for and assisting in implementing professional recognition, e.g. special days, anniversary of ordinations, assisting in welcoming/beginning and closure of ministry.
4. To provide a clergy family support system by:
- a. Demonstrating concern, for and understanding of the financial needs of the clergy by recommending financial support and other benefits that are adequate for the households of ordained staff.
  - b. Providing social opportunities for the households of ordained staff to become a real and vital part of the gathered congregation, by recognizing in some way special times in their lives and by introducing them to persons, groups and events in the area.

## DUTIES

### NOMINATING COMMITTEE

1. The Nominating Committee chairperson is appointed by the Church Council President at the regular September Council meeting with instructions as to which members of the Council are completing their third and sixth years. The chairperson selects his/her committee members (two additional Church Council members) and schedules the committee meeting in time to have the list of suggested nominees for the October Council meeting.
2. The Council President and Pastor are ex-officio members and should be invited to all meetings of the committee.
3. Four Council members are elected each year. Council members completing their sixth year are ineligible for re-election. Council members completing their third year are eligible for re-election.
4. A Council member completing three years is not automatically asked to run again. The committee should evaluate whether that member should be nominated for an additional three years.
5. Council members are representatives of the total congregation. As much as possible the Nominating Committee should select nominees from all segments of the total congregation in respect to age grouping, sex, etc.
6. NO MEMBER OF THE COMMITTEE SHOULD ASK A PERSON TO RUN WITHOUT THE CONSENSUS OF THE TOTAL COMMITTEE.
7. In contacting possible nominees, stress the importance of the job, the need for regular attendance at meetings and worship services. Be sure the nominee understands he/she is only being suggested for nomination to the Church Council, and if nominated, needs to be elected by the congregation in November.
8. Do not suggest to the nominee that a new Council member may not be given an office his/her first year.
9. Two representatives to the Detroit Metropolitan Association are to be elected each year. These delegates will represent Bethel Church, along with the Pastor, at the spring and fall meetings of the Association and be authorized to vote on behalf of the congregation.
10. Delegates to the Michigan Conference are to be elected each year in accordance with the Michigan Conference By-laws which read:  
“Each church may be represented by up to three lay delegates; if three, one shall be a youth representative.” A youth representative is defined as “A person under 22 years of age at the time of election or appointment”.
11. Select the necessary number of nominees to complete the five member Board of Planned Giving and Endowments.

- 12 Legacy Fund Committee nominees need to be selected from the general congregation to fill one position each year for a three-year term.

## **DUTIES**

### **ACOLYTE**

1. An Acolyte serves under the direction of the Head Usher, and is responsible for lighting and extinguishing the candles used in the worship service.
2. Be at church at least 10 minutes prior to the start of the service.
3. If unable to be in attendance, arrange for a substitute and inform the Head Usher.

## **DUTIES**

### **ALTAR GUILD**

Under the guidance of the Worship Committee, the Altar Guild shall:

1. Change the altar and pulpit cloths according to the church calendar.
2. Notify Worship Committee Chairperson when necessary to order oil and/or wicks.
3. Maintain proper wick and oil levels of candles.
4. Purchase bread, wafers and wine (grape juice) for communion.
5. Prepare the altar for communion, wash and take care of communion cups and communion pieces.
6. Record the number of persons receiving communion.
7. Clean the candle sticks, brass flower vases and bible stand before Easter and before Christmas.
8. Change the flowers behind the altar.

## **DUTIES**

### **CHILD CARE ATTENDANT**

1. A Child Care Attendant, who serves under the direction of the Worship Committee, is responsible for the care and well being of children during the worship service.
2. Be at church at least 30 minutes prior to the start of the service.
3. If unable to be in attendance, arrange for a substitute and inform a member of the Worship Committee.

## **DUTIES**

### **CHURCH SCHOOL SUPERINTENDENT**

1. Upon appointment by the Christian Education Chairperson, the Church School Superintendent shall meet in December with the Vice-President and the outgoing Church School Superintendent to review the information in the office file cabinet and the duties of the Superintendent.
2. Meet with the committee on Christian Education as a regular member.
3. Plan and conduct meetings of the church school workers which will better enable them to fulfill their jobs.
4. See that children of the church school are recognized for birthdays, graduations, special achievements, etc.
5. Keep an accurate record of attendance and offerings each Sunday.
6. Give the church school offerings to the Church Financial Secretary each week.
7. Upon completion of the Church School Superintendent's appointment, meet in December with the Vice President and the newly appointed Church School Superintendent to review the information in the office file cabinet and the duties of the Superintendent.

## **DUTIES**

### **GREETER**

1. Greeters, who serve under the direction of the Worship Committee, welcome people to the church.
2. Be at church at least 30 minutes prior to the start of the service.
3. Wear a name tag and encourage worshippers to wear his/her name tag.
4. If unable to be in attendance, arrange for a substitute and inform a member of the Worship Committee.
5. Greet worshippers by the inside door.

## **DUTIES**

### **HEAD USHER**

1. Oversee the Usher's League.
2. Oversee the tasks of the ushers and fill in when necessary.
3. Obtain volunteers to serve as ushers.
4. Be at church at least 30 minutes prior to the start of the service to make sure the church is unlocked.
5. Check with Pastor for any special requirements for the service and communicate that information to the ushers.
6. Turn on lights in all appropriate parts of the building including decorative lighting such as special Christmas lights.
7. Make sure the temperature is at a reasonable level (at least 68° in winter). Open windows and turn on fans when suitable. Be prepared during the service to adjust these as necessary.
8. Check that the offering plates are in place and the sanctuary is ready and welcoming for service.
9. Approximately 15 minutes prior to the start of the service, coordinate with the Sound System Operator to start an appropriate CD provided by the Worship Committee.
10. Indicate the time for Worship to begin by ringing the carillon bells at the appropriate time according to the order of worship.
11. Assist the Acolyte with the lighting of the taper. If there is no acolyte, choose someone to perform the task.
12. Take attendance and record in the book located in the office.
13. After the service, turn off the lights, fans and close windows.

14. If unable to be in attendance, arrange for a substitute and inform the Pastor or Chairperson of Worship.
15. Perform other related duties as assigned.

## **DUTIES**

### **SOUND SYSTEM OPERATOR**

1. The Sound System Operator controls the sound system and serves under the direction and guidance of the Head Usher.
2. Be at church at least 30 minutes prior to the start of the service.
3. If unable to be in attendance, arrange for a substitute and inform the Head Usher.
4. Fifteen minutes prior to the beginning of service, play an appropriate CD or tape provided by the Worship Committee.
5. Make adjustments to the sound levels of the speakers and the microphones as necessary.
6. Record the service for use by shut-ins. Obtain tapes from office and return to office after service.

## **DUTIES**

### **USHER**

1. Ushers who serve under the direction and guidance of the Head Usher, make people feel comfortable and welcome as they enter the sanctuary.
2. Wear a name tag and encourage worshippers to wear his/her name tag.
3. If unable to be in attendance, arrange for a substitute and inform the Head Usher.
4. Distribute bulletins at sanctuary door.
5. If the Head Usher is not available, take attendance and record it in the attendance book located in the office.
6. By direction of the Pastor, receive collection plates and collect offerings.
7. After the service, return books to their racks, and collect any used bulletins and debris from sanctuary.

## **DUTIES**

### **USHER LEAGUE**

For Sunday worship service and other services as requested by the Pastor, (e.g. funerals, weddings, installations and services other than Sunday morning worship) the Usher League shall:

1. Obtain volunteers to serve as ushers.
2. Obtain a volunteer to serve as Sound System Operator.
3. Obtain a volunteer to serve as an Acolyte.
4. Oversee the duties of the ushers as described in the Volunteer Guidelines.
5. The Head Usher, appointed by the Worship Committee, shall oversee the Usher League which should consist of no less than 4 people.

## **JOB DESCRIPTION**

### **CHOIR DIRECTOR**

The Choir Director contributes to the total effect of worship by selecting choral music and directing the choir in rehearsals and regularly scheduled worship services.

The Choir Director must possess the following knowledge, skills and abilities:

1. Demonstrate ability to guide and direct a Christian music program.
2. Possess knowledge of basic vocal/choral techniques.
3. Possess knowledge of basic choral conducting.
4. Ability to communicate and coordinate with pastoral and office staff.
5. Must possess ability to motivate choir to achieve their potential.

The following list is not intended to be all inclusive of the duties of the Choir Director and may be subject to change by the Pastor and/or Worship Committee.

1. Prepare and provide choral music and direct the choir for regularly scheduled worship services.
2. Rehearse with the choir once weekly and brief rehearsals prior to services from September through May. Schedule extra rehearsals as needed to prepare for special events and to improve the quality of the choir. Ensure that music selected is within the choir's capabilities.
3. Recruit choir members and direct the church choir. Foster fellowship and commitment among choir members.
4. Oversee provision of adequate information and materials to assistants or substitutes as they are needed for each service and rehearsal.
5. Encourage enthusiastic, participatory congregational singing.
6. Work closely with Pastor, Organist and Worship Committee to ensure a cohesive and integrated worship experience including hymn selection.

7. Meet weekly with Organist prior to choir practice to facilitate an efficient rehearsal.
8. Select all choral music. Ensure that the music, including text, complements and enhances the worship experience.
9. Arrange for appropriate music for all special services during the church year, i.e., Christmas, Easter, etc.
10. Work cooperatively, yet not in a supervisory role, with the Organist and be responsible to the Worship Committee.
11. Responsible for the care and maintenance of the choral music library.
12. Purchase music for choir within the prescribed budget.
13. Obtain a substitute Choir Director or make other arrangements with the Pastor or Worship Committee in case of absence.
14. Meet for a performance review with the Personnel Evaluation/Review Team by June of each year.
15. Participate on Personnel Evaluation Review/Team for Organist to be accomplished by June of each year.
16. Write and submit a newsletter article each month if appropriate.
17. Submit a written report of the Music/Choir to the church office by December 15 to be included in the annual report to the congregation.
18. Recommend budget requirements of the Music/Choir to the Finance Committee by the September Church Council meeting.
19. Perform other related duties as assigned.

## **JOB DESCRIPTION**

### **CUSTODIAN**

The Custodian contributes to the total effect of worship by preparing the church environment for regularly scheduled worship services and special events or services. The Custodian helps create an atmosphere in which people like to gather to worship and work. He/she must meet for a performance review with the Personnel Evaluation/Review Team by June of each year. During the annual performance review, the Custodian may assess the wedding fee schedule.

In the event the Custodian is unable to report to work for any reason, he/she must notify the Property Chairperson by Saturday morning. If the Chairperson is unavailable, he/she must contact the Church President. Since the Custodian position is part-time, the individual serving in this capacity is paid only for time worked.

The following list is not intended to be all inclusive of the duties of the Custodian and may be subject to change by the Personnel Evaluation/Review Team. The following must be performed following Sunday's activities and completed before the next scheduled activity in the church.

1. Sanctuary
  - a. Vacuum carpet
  - b. Dust organ, piano, pews, ledges, etc.
  - c. Remove old bulletins, papers, etc. from book racks, pews and floor
  - d. First of month clean lights, ceiling of cobwebs and wash windows
  
2. Narthex and Entrance
  - a. Sweep or mop tile floors
  - b. Vacuum door mats
  - c. Wash door windows
  - d. First of month wash windows
  
3. Bathrooms
  - a. Replenish supplies
    - (1) Refill soap dispensers
    - (2) Replace toilet paper and place spare roll on back of toilet
    - (3) Replace tissue
  - b. Clean toilets with disinfectant
  - c. Clean mirrors

- d. Wet mop floors
  - e. Clean sinks, counter tops, toilet tops and top of towel dispensers
  - f. Empty waste baskets
  - g. Maintain cupboard storage area in women's room in an orderly fashion
  - h. Return keys to boiler room
4. Fellowship and Middle Rooms
- a. Vacuum carpet and area rugs, sweep or wet mop floors
  - b. Clean table tops using liquid soap
  - c. Place chairs against walls where there are no heat registers
  - d. Clean drinking fountain
  - e. Clean window sills
  - f. After cleaning nursery, replace furniture and equipment in proper position ready for use in the nursery
5. Kitchen
- a. Wet mop floor
6. Office and Pastor's study
- a. Vacuum carpet in study
  - b. Clean floor in office
  - c. Empty waste baskets
  - d. Clean window sills and top of registers
- NOTE: Nothing on surface tops is to be disturbed, i.e., desks, table, etc.
7. Library
- a. Dust shelves
  - b. Vacuum carpet
8. Miscellaneous
- a. Empty and wash waste baskets throughout building
  - b. Mop, dust or buff tile floors, whichever is appropriate
  - c. Empty vacuum
  - d. Clean after weddings or special events as needed
  - e. Place trash into outside receptacle
  - f. Report any need for maintenance or supplies to the Property Chairperson. In the absence of the Property Chairperson, contact the Church President.

## **JOB DESCRIPTION**

### **ORGANIST**

The Organist contributes to the total effect of worship by preparing and providing music, accompanying the choir and other special musicians for rehearsals and regularly scheduled worship services. The Organist helps create an atmosphere in which the worshippers may become receptive to the spoken word.

The Organist must possess the following knowledge, skills and abilities:

1. A demonstrated proficiency on the piano and organ to adequately present all the variety of music used in worship.
2. Must possess organizational skills for advance preparation and attention to detail.
3. Must possess both written and verbal communication skills.
4. Must maintain a cooperative and supportive attitude toward the Choir Director and the music ministry of the church.
5. Must possess ability to interact and work well with various groups of people.

The following list is not intended to be all inclusive of the duties of the Organist and may be subject to change by the Pastor and/or Worship Committee.

1. In cooperation with the Pastor, select and present appropriate and fitting music for preludes, interludes, offertories, postludes and communion services.
2. Play for Sunday morning service.
3. Play for special services such as Maundy Thursday, Christmas Eve and any other special services planned by the Pastor.
4. Accompany the choir under the direction of the Choir Director at weekly rehearsals, during warm up on Sunday mornings and worship services. Additional rehearsal times may be necessary with soloists or special music upon request.
5. Record all hymns and Choir anthems on disks for use on the Clavinova.

6. Cooperatively plan and work with the Pastor, Choir Director and Worship Committee.
7. Meet weekly with Choir Director prior to choir practice to facilitate an efficient rehearsal.
8. In the case of scheduled absences, the Organist will arrange for his/her own substitutes.
9. Play for weddings and funerals in the church and set his/her own fees.
10. Attend monthly meetings with the Pastor and Worship Committee.
11. Meet for a performance review with the Personnel Evaluation/Review Team by June of each year.
12. During the annual performance review, assess and make recommendations for the wedding fee schedule.
13. Participate on Personnel Evaluation Review/Team for Choir Director to be accomplished by June of each year.
14. Advise Worship Committee regarding the maintenance needs for the organ and pianos.
15. Rehearse and develop his/her own skills and attend workshops sponsored by professional organizations, denominations or other institutions related to the profession.
16. Performs related duties as assigned.

## **JOB DESCRIPTION**

### **SECRETARY**

Under the supervision of the Pastor, the Secretary works approximately 12 to 15 hours per week or additional hours when needed. The Secretary performs secretarial and clerical duties requiring a high degree of accuracy, initiative and judgment. He/she performs all duties of the position with the highest degree of confidentiality and professionalism.

The Secretary must possess the following knowledge, skills and abilities:

1. Strong organizational skills and ability to maintain a filing system.
2. Considerable knowledge in the operation of a computer; knowledge of “Microsoft Windows” is essential.
3. Willingness and ability to learn new computer skills.
4. Considerable ability to meet deadlines and work schedules with minimal supervision.
5. Ability to plan and organize own work.
6. Ability to communicate orally to give and/or receive information.
7. Ability to interact with various groups of people.

The following is not intended to be all inclusive of the duties and responsibilities of the Secretary and may be subject to change by the Pastor and/or the Personnel Evaluation/Review Team.

1. Serve as receptionist and church liaison to the congregation, community and public via telephone and personal contacts.
2. Maintain a professional demeanor and office environment as an employee representative of the church.
3. Maintain highest degree of confidentiality related to ministerial counseling sessions or other church related activities deemed private.

4. Prepare the weekly bulletin on the computer with information provided by the Pastor. Run the necessary number of copies on the duplicator machine and fold. Prepare large print bulletins and associated materials on the copy machine. Make copies of children's activity materials.
5. Prepare, publish and mail the monthly newsletter.
6. Answer telephones, direct calls, take messages. Check answering machine and e-mail daily and greet visitors.
7. Distribute mail as appropriate. When in doubt, place in Pastor's or Church President's mail box.
8. Type, duplicate, fold, sort and mail church letters, correspondence and special projects.
9. Type, duplicate and collate the Congregational Annual Report.
10. Maintain the master calendar of events displaying all church and community events, including scheduling of building space for informational purposes and for publication in the monthly newsletter.
11. Organize and maintain church office, including filing, ordering supplies within a prescribed budget and contacting equipment service personnel when necessary.
12. Update and submit State tax exempt document annually.
13. Prepare, record and complete information and correspondence for memorial presentations.
14. Maintain an accurate and updated office procedures manual.
15. Maintain and publish the church telephone directory.
16. Maintain current computerized membership list.
17. In January of each year, purge the application/resume file of applications and resumes which have past the three-year limitation date.
18. Meet for a performance review with the Personnel Evaluation/Review Team by June of each year.



## **BETHEL UNITED CHURCH OF CHRIST LEGACY FUND GUIDELINES**

Section 1. **INTRODUCTION:** The Bethel UCC Legacy Fund shall consist of the proceeds, received in May 2005, from the sale of 20 of the 30 acres of land purchased by the Bethel Congregation in 1963 and any other contributions or bequests which are designated for the fund. The fund shall be administered in a manner consistent with the Bethel UCC Mission Statement:

We are seeking the guidance and power of the Holy Spirit, and the faithful response of our congregation to:

- Spread God's Word,
- Reach out to the community and world by imitating Christ's service,
- Share the comfort of knowing Jesus Christ, and
- Grow in the knowledge and love of God in Christ.

Section 2. **INVESTMENT GOALS:** The investment goals of the Bethel UCC Legacy Fund shall be to provide an ever-increasing source of funds and to provide these funds for an indefinite number of future generations to carry out the mission of Bethel UCC. The investment instruments should take into account the ethical beliefs of the United Church Of Christ.

Section 3. **FUND ADMINISTRATION:** A committee of seven members shall administer the Legacy Fund. The seven members shall be the church council president, the church treasurer, the financial secretary, the finance chairperson and three members at large from the congregation. The at large members shall serve for a three-year term with one member being replaced each year. No at large member may be appointed to a second term unless one year has elapsed since serving. Preferably, the at large members should not be serving on the church council. The committee shall elect a president, secretary and treasurer.

Section 4. **LEGACY FUND COMMITTEE DUTIES:**

- A. **INVESTMENT:** The committee shall oversee management of the fund monies. It shall review the investment instruments at least annually. It shall take into account social and ethical responsibilities in its overseeing of the fund. It shall seek the advice of a professional investment counselor. It shall promote additional contributions and bequests to the fund.
- B. **GRANT APPLICATION AND REVIEW:** The committee shall oversee the grant application process. The committee shall oversee the application review and selection process. It should invite the Pastor and two or three members of the Council Missions Committee to join in the review process. The committee shall identify the applicants selected to receive grants and set the dollar amounts for each according to the guidelines per paragraphs C and D below.
- C. **DISBURSEMENT FORMULA:** The funds available for disbursement shall be determined by the following formula:

1. Determine the investment market value as of June 30 each year.
  2. Determine the average market value since inception or for the previous five years, whichever is smaller. An interval less than five years may be used at the discretion of the Fund Committee
  3. Determine the increase in the average market value from the previous year.
  4. 80% of that increase shall be available for disbursement.
  5. Up to 5% of the available funds shall be deposited into the general fund to cover the Legacy Fund Committee's expenses with the balance of the available funds to be disbursed per paragraph D below.
- D. **DISBURSEMENT ALLOCATION:** The committee shall authorize disbursement of the available funds as follows:
- Up to 10% for the support of the church general fund.
  - Up to 10% for scholarships or direct support of educational institutions.
  - Up to 40% for outreach projects.
  - Up to 40% may be requested by the Church Council for innovative programs or other projects.
  - Any funds not disbursed shall remain in the principal investments.
- E. **ACTUAL DISBURSEMENT:** The committee shall establish a checking account at a local financial institution for purposes of receiving funds from the investments and disbursing those funds via check to the various recipients identified per paragraph B above. Committee members authorized to sign the checks shall be the committee president, secretary and treasurer, all of whom shall be bonded/insured. The checks shall require two signatures.

Section 5. APPLICATION PROCESS: Organizations wishing to apply for a grant may do so by obtaining a Bethel UCC Legacy Fund Grant Application form and Application Information and Checklist from:

Bethel United Church Of Christ Legacy Fund  
 Bethel United Church Of Christ  
 6650 Elizabeth Lake Road  
 Waterford, MI 48327  
 (248) 682-9240  
 betheluccwat@netzero.com

The deadline for submitting application will be specified on the Application Information and Checklist sheet that will be supplied along with the application form.

Section 6. GRANT AUTHORIZATION AND DISTRIBUTION PROCESS: The Bethel UCC Legacy Fund Committee shall notify the organizations selected to receive grants using the Grant Award form by December 31 each year. The committee shall also supply the selected organizations with a Request For Grant Release form. That form must be returned to the Legacy Committee Treasurer prior to June 30 the following year. Upon

receipt of the form, the treasurer shall disburse the grant money per Section 4 E. If an organization fails to return the form by the June 30 deadline, that grant money shall remain in the fund principal.

Section 7. GRANT USE REPORTING PROCESS: Each organization receiving a grant from the Bethel UCC Legacy Fund must report back to the Fund Committee by November 1. A Recipient Report form will be supplied to each recipient along with the grant check. The report should include a brief description of how the funds were used to support the stated project and the status of the project. Failure to submit the report prior to the deadline will be cause to deny the organization any grant for the following year and consideration of any application received in subsequent years will be at the discretion of the committee.

Section 8. EVALUATION OF THESE GUIDELINES: These guidelines shall be evaluated at least every five years or more often if deemed necessary. (2010, 2015, 2020, etc.) The review will include consultation with the Church Council, the various committees and the congregation.

Section 9. AMENDMENT OF THESE GUIDELINES: These guidelines may be amended at any regular or special congregational meeting in accordance with the Bethel United Church of Christ Constitution and By-Laws.

## **GUIDELINES**

### **FUNERAL AND MEMORIAL SERVICE**

The family and/or funeral director should meet with the Pastor as soon as possible to discuss arrangements.

The Pastor or Church Secretary will notify the Head Usher of the arrangements in time to make the physical arrangements necessary for the service and reception (if desired).

The Head Usher will:

1. Contact the Church Custodian to clean before and after the service, if needed.
2. Coordinate with the funeral luncheon committee.
3. Provide if needed:
  - a. Ushers
  - b. Sound system operator
  - c. Acolyte
  - d. Extra seating

## **GUIDELINES**

### **WEDDINGS**

1. The Pastor will have several unhurried talks with each couple. They should arrange this with him/her at least three months before the proposed wedding.
2. The marriage license is to be presented to the Pastor at the rehearsal. If no rehearsal is to be held, the license must be in the hands of the Pastor before the wedding ceremony. Without the license, the ceremony will not proceed.
3. Please have your ushers inform their guests that there will be no flash pictures taken during the ceremony by anyone. After the ceremony, pictures may be posed and flash pictures taken.
4. Under no circumstances is rice to be used at the church since it is harmful to the birds.
5. Flowers are the wedding party's responsibility and prior arrangements must be made with the church for delivery.
6. The organist of this congregation will normally play for the weddings in the church. If someone else is to be invited to play, this must be approved by the Pastor and the Worship Committee. The organist must be informed early of any special music.
7. Should you wish to use a runner, it should be arranged by the wedding couple. The runner should be 50' long.
8. Arrangements must be made in advance if the bridal party wishes to dress at the church.
9. The Church will provide Chancel candles. If a unity candle is desired, it will be provided by the wedding couple.
10. If a printed wedding bulletin is to be prepared by the church, the wedding couple will select and provide these bulletins. The bulletins must be brought to the church office for approval at least two weeks before the date of the wedding along with the information. The church will then prepare the bulletins and make them available to the ushers at the time of the wedding.
11. No fee will be charged for the use of the building if the bride or groom, or the parent of either, are members of our congregation, or contribute regularly to its support as determined by the Church Council.
12. A fee for non-members will be charged in accordance with the current fee schedule.
13. Additional fees, in accordance with the current fee schedule, will be for the Custodian, Organist, and wedding bulletins if printed by Bethel Church.
14. The fee schedule should be assessed by the Organist and Custodian during his/her annual review by the Personnel Evaluation/Review Team.

## **GUIDELINES**

### **CURRENT WEDDING FEES**

Non-members fees:

1. \$175 for the use of the building plus an additional \$50 for use of the fellowship room for receptions.
2. Our custodian is not a full-time employee of the church, so a minimum fee of \$75 is set for his/her services. If a reception is held at the church, this fee is increased to \$100.
3. The organist has a set fee of \$100 for members and \$150 for non-members. An additional \$20 will be charged for extra music.
4. There is an additional fee of \$75 if wedding programs are prepared by Bethel Church.
5. If there is any “above and beyond clean-up”, example, cigarette butts in parking lot, hymnal or Bibles out of pews, toys or books not in place, there will be an additional \$25 fee.

Please see that you leave the church in the same way as when you entered. Remember this is God’s House.

## **GUIDELINES**

### **MEMORIALS**

1. The Memorial Book is established for the purpose of memorializing an individual who dies, or honoring an individual who is living.
2. The Memorial Fund is an accumulating fund through memorial gifts to be used for purchasing articles needed by the church.
3. Memorial gifts may be given for specific use or placed in the memorial fund.
4. The Church Council shall determine what use will be made of the memorial funds that will be an appropriate memorial to those for whom the gifts were made.
5. A minimum of \$10.00 is suggested for gifts to the Memorial Fund.
6. No memorial plates shall be placed on any specific gift within the church.

## GUIDELINES

### KITCHEN USAGE

Individual Responsible: For each occasion requiring the use of the kitchen, one person should be designated to be in charge. It is their responsibility to see that the instructions for the use of the kitchen and its equipment is followed. In addition, all questions pertaining to the kitchen or its equipment will be directed to this individual for final decision.

- Dishes: Wash and put back in proper place.  
First sink for washing;  
Middle sink bleach rinse water;  
Third sink for final rinse.
- Coffee Pots: Clean and put away.
- Refrigerator: Clean and take all leftover food home.
- Stoves: Read instructions posted over stove for use. Clean and turn all burners and ovens off.
- Counter Tops: Use hot pads to set dishes on from oven to stove. Clean off all counter tops.
- Garbage Disposal: Always grind food waste with a strong flow of **COLD WATER ONLY**.  
Dispose of grease in trash can.  
Allow disposer and cold water to run after grinding or after draining sink of dish water.  
Place trash into outside receptacle.
- Floors: Leave clean. Ants will be attracted by any food particles left.
- Lights: Turn off all lights except Exit sign.
- Dish Towels: Take towels home to wash and return as promptly as possible.
- Kitchen Door: DO NOT put mat in door to hold open. Use wooden door stop.
- Kitchen Equipment: The equipment is for church functions only and is not to be loaned out.
- Food Left: Any food left in kitchen or refrigerator will be used or discarded unless labeled for specific use with date.

# CONSTITUTION

## ARTICLE I

### NAME

The name of this church shall be “Bethel United Church of Christ”, 6650 Elizabeth Lake Road, Waterford, Oakland County, Michigan.

## ARTICLE II

### PURPOSE & AFFILIATION

#### A. PURPOSE

It shall be the purpose of this organization to serve in its community as a Christian congregation for the worship of God; to promote the Christian life; and to advance the Kingdom of God by all available means, both at home and abroad.

#### B. AFFILIATION

This congregation shall be a member of the United Church of Christ, and shall be governed by the constitution, laws and rules of the United Church of Christ.

## ARTICLE III

### DOCTRINE

The articles of faith of this congregation shall be those of the United Church of Christ.

The United Church of Christ acknowledges as its sole Head, Jesus Christ, Son of God and Savior. It acknowledges as kindred in Christ all who share in this confession. It looks to the Word of God in the scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It affirms the responsibility of the church in each generation to make this faith its own in reality of worship, in honesty of thought and expression, and in purity of heart before God. In accordance with the teaching of our Lord, it recognizes two sacraments: Baptism and the Lord’s Supper or Holy Communion.

## ARTICLE IV

### MEMBERSHIP

- A. All baptized persons who have been duly received into its communion by confirmation, by letter of transfer, or by profession of faith, shall be communicant members of this congregation and shall be entitled to all its rights and privileges.
- B. Members shall have the right to voice and vote in the congregation, and also to represent the congregation on the Church Council or other judicatories of the church, as provided for in the By-laws.

## ARTICLE V

### ADMINISTRATION

#### A. CONGREGATION

The supreme legislative and administrative power of the congregation is vested in the congregation itself. The congregation shall have an annual meeting and such other meetings as are provided in the By-laws.

#### B. CONGREGATIONAL PREROGATIVE

It is the prerogative of the congregation to decide such matters as the buying and selling of property, building projects, the call and dismissal of a minister, and changes in the Constitution and By-laws. For the transaction of all other business, the administration of the church is entrusted to the Church Council.

#### C. CHURCH COUNCIL

The congregation shall have a Church Council which shall be composed of the Pastor and duly elected Church Council members. It shall have jurisdiction and oversight of the activities of the congregation and its organizations. It shall organize as provided in the By-laws.

#### D. TRUSTEES

The President, Secretary, and Treasurer of the Church Council shall constitute a committee of three (3) to be known as "Trustees", who shall execute all legal documents on behalf of the church when so authorized by the Church Council or the congregation.

## ARTICLE VI

### PASTOR

- A. The congregation shall elect as Pastor only ordained ministers who have standing in the United Church of Christ.
- B. When a pastoral vacancy occurs, the Church Council shall appoint a Search Committee to seek candidates for the position of Pastor. The Search Committee shall seek counsel of the Conference Placement Committee and Conference Office. The Search Committee shall make recommendation to the Church Council. The Church Council shall nominate one candidate for the pastoral position, to be voted upon by the congregation. The congregation shall consider only one candidate at a time and vote by written ballot for or against the candidate's election. Only members present have a right to cast their votes. The candidate is to be elected by a two-thirds majority of the voting members present for an indefinite period. If he/she is elected, the Church Council shall then tender him/her a call, according to the form prescribed by the Conference.
- C. The congregation may call an additional Pastor as it deems necessary.

## ARTICLE VII

### PROPERTY

- A. The congregation may, in its corporate name, sue and be sued; hold, purchase, and receive title by gift, grant, or other conveyance of and to any property, real or personal, with power to mortgage, sell, or convey the same, according to the provisions of the laws of the State of Michigan.
- B. In case of a division in the membership of the congregation, and it is determined that Bethel UCC of Waterford should be closed forever, all assets should be disposed of by distribution to non-profit charitable organizations as determined by the then remaining congregation members.

## ARTICLE VIII

### ORGANIZATIONS

All organizations and committees are subordinate to the Church Council and shall report to the congregation at the annual meeting.

## ARTICLE IX

### AMENDMENTS

Additions and alterations to this Constitution may be proposed in any duly called meeting of the congregation. They shall be referred to the Church Council which shall consider the same and report to the next duly called meeting of the congregation. Such additions and alterations can be adopted only by a two-thirds majority of the voting members present. The By-laws may be amended in any duly called meeting of the congregation by a simple majority of the members present.

Approved by Church Council 12/8/87

Approved by Congregation 2/14/88

# BY-LAWS

## ARTICLE I

### OBLIGATIONS TO THE UNITED CHURCH OF CHRIST

- A. Delegates to the Michigan Conference are to be elected by the congregation each year at the annual congregational meeting. This shall be in accordance with the Michigan Conference By-laws, which state that each church may be represented by up to three lay delegates. If three, one shall be a youth representative under 22 years of age. Travel expenses, registration fees, meals, and housing expenses of the pastor and delegates shall be paid by the congregation.
- B. Two representatives to the Detroit Metropolitan Association shall be elected each year at the annual congregational meeting. These delegates shall represent Bethel Church at the spring and fall meetings of the Association and be authorized to vote on behalf of the congregation. Appropriate delegate expenses shall be paid by the congregation.
- C. The congregation shall regularly contribute towards the support of the United Church of Christ, the Michigan Conference and the Detroit Metropolitan Association.
- D. The congregation, either through its Pastor or Church Council, shall make such reports to the Michigan Conference as may be required.
- E. The official year of the congregation shall be from January 1 to December 31.

## ARTICLE II

### PRIVILEGES AND DUTIES OF MEMBERS

- A. PRIVILEGES
  - 1. All members are entitled to a full share in the fellowship and the spiritual blessings of the church and to the service of its Pastor, officials and other workers, as well as to the Christian sympathy and support of all members.
  - 2. All communicant members of this congregation in good standing are entitled to voice and vote provided, however, that no members shall be entitled to vote upon the question of purchase or sale of property unless he/she shall have been a member in good standing for a period of upwards of six months, and shall have attained the age of 18.
- B. DUTIES

1. It is the duty of all members to take an active part in all functions of the church. This includes:
  - a. Attending divine worship regularly.
  - b. Availing themselves of the blessings of the holy sacraments, e.g., to bring their children early to be baptized, and to partake of the Sacrament of Holy Communion.
2. To have his/her children baptized as soon as possible and instructed in the Christian faith, thus receiving the Rite of Confirmation.
3. To give liberal support of time, talent and possessions toward the maintenance and benevolent programs of the church.

### ARTICLE III

#### CONFIRMATION

Age and fitness for confirmation shall at all times be determined by the Pastor. In general, however, it shall be desirable that on or before the day of confirmation, confirmands shall have been thirteen (13) years of age.

### ARTICLE IV

#### WEDDINGS

This church has been built and maintained by the contributions of its members. No fee will be charged for the use of buildings if the bride or groom, or their parent(s) are either members of our congregation, or non-members who contribute regularly to its support. All others shall be expected to bear this cost for their own use.

### ARTICLE V

#### ACTIVE MEMBERSHIP REMOVAL

- A. If, for one year, a member neglects to partake of Holy Communion, or fails to contribute to the support of the church, or is absent from public worship, he/she shall be classified on the church register as an inactive member. Each member to be placed on the inactive list shall be notified by the Church Council that they shall be placed on the inactive list unless the above minimum requisite of membership is observed within thirty (30) days.

January, 2009

- B. A member placed on the inactive list shall be advised of such action by the Church Council, by personal notice, or letter mailed to the last known address. If at the end of one year after being notified of such action, he/she has not indicated a desire to be a member by observing the above minimum requisites of membership, he/she shall again be notified by the Church Council that in thirty (30) days his/her name shall be removed from the church register. He/she shall no longer be considered a member of Bethel Church.
- C. It is understood that members who, at the decision of the Church Council, are unable to fulfill the above minimum requirements shall not be classified as inactive, but shall remain on the register as active members of the congregation.
- D. If any member shall unite with another church without a letter of transfer, the Church Council shall remove his/her name from the church register.
- E. Members who have moved from the area shall be immediately placed on the inactive list until they unite with another congregation or until the Church Council removes them.

## ARTICLE VI

### ADMINISTRATION

#### A. CONGREGATIONAL MEETINGS

1. The annual meeting of the congregation shall be held in the month of January of each year. The members in attendance shall constitute a quorum.
2. In the annual meeting, any business can be transacted by the members present at the meeting with the exception of the election or dismissal of a Pastor and decisions concerning the acquiring or sale of property belonging to the congregation unless specified in the call of the meeting. In the annual meetings, reports are to be given of the happenings of the congregation and its organizations.
3. Special meetings of the congregation may be called by the Church Council or the Pastor. Upon written request of ten per cent of the voting members of the congregation, clearly setting forth the object of the proposed meeting, the Church Council shall issue a call for such a meeting within two weeks after the request has been received. Proper notice shall be given of the time, place and purpose of a special meeting of the congregation. Only such business as has been stated in the call may be transacted at such meetings.
4. All regular and special meetings shall be announced in two successive Sunday services previous to the day of the meeting, or by notification to every

member in good standing through the mail at least three (3) days prior to the time of the meeting. In the latter case, notices sent to the last known address shall constitute proper and sufficient notice.

5. A simple majority of votes cast shall be required to pass a motion, with the exception of election of a pastor or the sale or buying of property, in which case, two-thirds of the eligible votes cast shall be required. Voting shall be by voice or by a show of hands unless a simple majority of the voting members present favor a written ballot, or unless specified otherwise in this Constitution or By-laws.

## B. CHURCH COUNCIL

1. The administration of the congregation is vested in the Church Council. The Church Council is composed of eight (8) members. The Pastor shall be an additional member of the Church Council with both voice and vote.
2. Nominations shall be made for the office of Church Council members by a Nominating Committee to be appointed by the President of the Church Council at its September meeting. Public notice of such nominating shall be given at least one week before the election. Additional nominations may be made from the floor by the congregation.
3. Church Council members shall be elected by a majority vote cast at a special congregational meeting called in November. They shall be elected for one term of office every two years, but it shall be so arranged that four Church Council members are elected every year. They shall be eligible for re-election to a second term. After serving two succeeding terms, they shall not be eligible for re-election to the Church Council until one year has elapsed. A term of office shall begin with the first Sunday of the calendar year.
4. In case of death, resignation, change of residence or dismissal of any Church Council member, the Church Council must appoint a successor to that office within a month after vacancy occurs. This appointment shall be only for the remainder of the calendar year. At the next following annual meeting of election of Church Council members, there shall be elected a Church Council member to fill the unexpired term. In either case, the interim period appointment, or unexpired term shall not be included in the six year tenure of office.
5. The Church Council shall transact the business of the church, make provision for the preparation and raising of the budget for the congregation as well as for the apportionment of the church and other benevolent purpose, and make complete provision for the adequate support of the staff of workers. It shall keep a complete and accurate record of its proceedings, be the custodian of all congregational records and reports to the congregation and its regular and

special meetings. It shall submit any or all records to the Conference when the occasion requires or the Conference requests.

6. The Church Council shall meet within a month after the election of new Council members for the purpose of organization. They shall elect from their number a (1) President; (2) Vice-president; and (3) Recording Secretary; and from the official membership at large, or from their number a (1) Financial Secretary; and a (2) Treasurer for a term of one year.
7. The Church Council shall meet at least once every month at a place and time convenient to the members for the transaction of such business as may properly come before it. Special meetings are subject to the call of the President or the Pastor, proper notice having been given to all members of the Council by the same.

Council Meetings are “**open**” meetings, meaning that members of the congregation may observe if they care to sit in. Visitors must ask permission to speak before addressing the Council. Visitor participation should be held to a minimum however, so that Council Meetings do not become Town Hall Meetings.

If privacy is needed, to discuss specific persons or personalities, Council Meetings can go into what is called “**Executive Session**”. At any time any Council Member can say “I move that we go into “Executive Session”. If passed, by a simple majority, all visitors must leave the room, allowing Council Members to discuss especially sensitive or confidential matters. No **member** Council should ever be required to leave an “Executive Session” if that person/persons participation will contribute to the particular discussion. At the conclusion of an “Executive Session”, visitors may be asked to return to the Council Meeting. No records of the conversation are to be kept. Results will be recorded in the Council minutes. Discussions within an “Executive Session” are to remain confidential.

Approved By Congregational vote 01/28/2007

8. Standing Committees
  - a. Standing Committees to carry out the work of the church may be as follows:
    - (1) Finance
    - (2) Property
    - (3) Fellowship/Membership/Worship
    - (4) Missions/Christian Ed

- b. See Policies and Procedures Manual for description of committee responsibilities.
  - c. All committees will be chaired by a Council member or have a representative from the Council on the committee.
9. The Church Council shall direct the Pastor to keep a complete record of baptisms, confirmations, communicant members, reception of new members, transfers, erasure of names, marriages and deaths.
  10. The Church Council shall approve all bills.
  11. The Church Council members at least two member will be responsible for assisting the Pastor in the distribution of the elements at the Lord's Supper worship services.
  12. Five (5) members of the Church Council shall constitute a quorum. A simple majority of those in attendance and voting shall be required to pass a motion.
  13. Three (3) unexcused absences during a twelve month period by a Church Council member constitutes an automatic resignation.

#### C. DUTIES OF OFFICERS OF THE CHURCH COUNCIL

1. The President
  - a. Upon appointment, meet in December with the current Vice President and the outgoing President to review the information in the office file cabinet and the duties of the President.
  - b. Opens and conducts all meetings.
  - c. Sees to the execution of all resolutions, and has a report of the progress of these resolutions at the next regular meeting of the Council.
  - d. Casts the deciding vote in the case of balloting when the vote is tied.
  - e. Appoints a representative of the Council to the following standing committees, and any other committees which the Council may deem necessary.
    - (1) Membership
    - (2) Worship
    - (3) Finance
    - (4) Christian Education

- (5) Property
- (6) Fellowship
- (7) Missions

- f. Sees that an annual audit is conducted of all financial records of the church.
- g. Prepare and submit a newsletter article each month if appropriate.
- h. Is a member ex-officio of all standing and ad hoc committees and shall be invited to attend all such meetings.
- i. Is a member of the Bethel United Church of Christ Legacy Committee.
- j. Upon completion of the President's appointment, meet in December with the current Vice President and the newly appointed President to review the information in the office file cabinet and the duties of the President.

2. The Vice President

- a. Upon appointment, meet in December with the current Vice President to review the information in the office file cabinet and the duties of the Vice President.
- b. Presides at all meetings where the President is not present and when business pertaining to the President and his/her administration is before the Council or congregation.
- c. Helps the President whenever possible.
- d. Helps to oversee the activities and transitioning of the standing and ad hoc committees.
- e. Upon completion of the Vice President's appointment, meet in December with the newly appointed Vice President to review the information in the office file cabinet and the duties of the Vice President.

3. The Recording Secretary

- a. Upon appointment, meet in December with the Vice President and the outgoing Recording Secretary to review the information in the office file cabinet and the duties of the Recording Secretary.
- b. Keeps a record of all transactions at the meetings of the congregation and of the Church Council.
- c. Attends to all correspondence.

- d. Will have sent completed meeting minutes to Church Council President and Pastor and distributed to Council Members at least one week before the next Council meeting.
- e. Upon completion of the Recording Secretary's appointment, meet in December with the Vice President and the newly appointed Recording Secretary to review the information in the office file cabinet and the duties of the Recording Secretary.

#### D. DUTIES OF THE FINANCIAL SECRETARY

1. Upon appointment, meet in December with the Vice President and the outgoing Financial Secretary to review the information in the office file cabinet and the duties of the Financial Secretary.
2. Is a member of the Finance Committee.
3. Is a member of the Bethel United Church of Christ Legacy Committee.
4. Receives all monies and keeps an accurate record of the giving of all members and contributors.
5. Sends statements of their giving to members and contributors.
6. Gives deposit slips to the Treasurer.
7. Renders a monthly written report to the Council with an evaluation of giving vs. budget, and an annual written report to the congregation.
8. Upon completion of the appointment, meet in December with the Vice President and the newly appointed Financial Secretary to review the information in the office file cabinet and the duties of the Financial Secretary.

#### E. DUTIES OF THE TREASURER

1. Upon appointment, meet in December with the Vice President and the outgoing Treasurer to review the information in the office file cabinet and the duties of the Treasurer.
2. Is a member of the Finance Committee.
3. Is a member of the Bethel United Church of Christ Legacy Committee.
4. Has charge of all monies received through the Financial Secretary.
5. Makes all payments authorized by the Church Council.

6. Renders a monthly written report to the Council and an annual written report to the congregation.
7. Participate on Personnel Evaluation Review Team for Church Secretary to be accomplished by June of each year.
8. Upon completion of the appointment, meet in December with the Vice President and the newly appointed Treasurer to review the information in the office file cabinet and the duties of the Treasurer.

## ARTICLE VII

### NEW MEMBERS AND TRANSFER OF MEMBERS

The Pastor shall act upon applications for membership and requests for letters of transfer. A letter of transfer shall specify the congregation to which the person is being received. A letter of general transfer shall not be given.

## ARTICLE VIII

### PASTOR

- A. The Pastor shall be elected by the congregation for an indefinite period. In order to terminate this relationship, three months notice shall be given by either the Pastor or the congregation, unless by mutual consent the time of notice is shortened or lengthened.
- B. It shall be the duty of the Pastor to set a good example to his/her congregation, to conduct all services on Sundays, Holy Days, and such other days as are desired by the congregation; to direct the work of religious education; administer the Holy Sacraments; visit the sick; comfort the distressed; and to perform all such duties as belong to the Pastor's office in the United Church of Christ. He/she shall keep a record of all services performed and make a report of this work to the congregation at the annual meeting.
- C. The Pastor is a member ex-officio of the Church Council and all other organizations and committees in the congregation except for the Bethel United Church of Christ Legacy Fund Committee. No other minister shall perform any religious ceremony in the church without his/her consent. To invite a speaker either during a temporary absence of the Pastor or for special occasions, the consent of the Pastor and/or the Church Council is necessary. The salary of the Pastor shall be paid promptly in bi-monthly installments and shall be sufficient to relieve him/her of temporal cares as far as possible and to preserve the dignity of his/her calling, subject to the provisions of the contract between the Pastor and the congregation. Moving expenses, when required by the congregation, shall be borne in full by the congregation.

- D. In case of the Pastor's death, the widow/widower of his/her family shall receive the full salary for three months after death, with the privilege of living in the parsonage free of charge during that time, or such time as has been mutually agreed upon by the Church Council and the widow/widower.

## ARTICLE IX

### ORGANIZATIONS

- A. Since the congregation can be held responsible for all its organizations, these are all under the jurisdiction of the congregation and the supervision of the Church Council.
- B. An Executive Board, consisting of the Church Council and at least two officers from each of the various congregational organizations shall meet, as may be deemed necessary, at the call of the President of the Church Council or the Pastor.
- C. At no time will any organization or individual be permitted to contract for any renovating, painting, adding of any addition, or purchasing of any articles for any church property until it is so authorized by the Church Council, except that authority which is granted elsewhere in these By-laws.

## ARTICLE X

### REGULATIONS CONCERNING CHURCH PROPERTY

No property shall be taken out of the church buildings without the permission of the Church Council President and the Pastor. Non-members shall not remove any property from the church buildings.

ARTICLE XI

BETHEL UNITED CHURCH OF CHRIST LEGACY FUND

- A. The Bethel United Church of Christ Legacy Fund is established to manage the proceeds, received in May 2005, from the sale of 20 of the 30 acres of land purchased by the Bethel Congregation in 1963 and any other contributions or bequests which are designated for the fund.
  
- B. The Legacy Fund shall be administered according to the BETHEL UNITED CHURCH OF CHRIST LEGACY FUND GUIDELINES.

## **DUTIES**

### **STANDING COMMITTEES**

1. Standing Committees of the Church Council shall be set up by the Council President. The President shall appoint a representative of each committee.
2. The Treasurer and Financial Secretary shall be members of the Finance Committee.
3. Each committee chairperson shall appoint the rest of the members of the committee. As much as possible, these members should come from the congregation at large.
4. The committee chairperson may be someone other than a Church Council member, provided that the committee has a Council member representative on the committee.
5. Committee chairpersons shall be appointed no later than two weeks following the December Church Council meeting.
6. Each committee chairperson shall appoint the rest of the members of the committee by the January Council meeting and be actively engaged in their responsibilities as a committee by February 1.
7. The appointment of committee chairpersons and committee members shall be for one year.

## **DUTIES**

### **STANDING COMMITTEE - MEMBERSHIP**

**Purpose:** To assume concern and exercise care for all members and prospective members of the congregation in their life in the church.

1. Upon appointment, the Chairperson of the Membership Committee shall meet in December with the Vice President and the outgoing Chairperson of the Membership Committee to review the information in the office file cabinet and the duties of the Committee.
2. Send welcome letters to visitors, giving names and addresses to Pastor.
3. Maintain a dated visitor's file.
4. Report new member prospects to the Pastor.
5. Prepare a reception for new members, baptisms, graduations, confirmations, and other special celebrations.
6. Contact those members who are not in regular attendance at worship services.
7. Conduct a card ministry for celebrations, illnesses, and bereavements.
8. Keep "Talents and Interests" list complete and current.
9. Prepare and conduct membership campaigns.
10. Recommend to the Church Council at their December meeting an official membership list for the coming year.
11. Make a report at each monthly meeting of the Church Council.
12. Prepare and submit a newsletter article each month if appropriate.
13. Recommend budget requirements of the Membership Committee to the Finance Committee by the September Church Council meeting.
14. Submit a written report of the work of the Membership Committee to the church office by December 15 to be included in the annual report to the congregation.
15. Upon completion of the Chairperson's appointment, meet in December with the Vice President and the newly appointed Chairperson to review the membership information in the office file cabinet and the duties of the Committee.

## DUTIES

### STANDING COMMITTEE - WORSHIP

**Purpose:** To assure that appropriate facility, personnel and programs are provided for orderly, reverent and meaningful worship by this congregation.

1. Upon appointment by the President of the Council, the Chairperson of the Worship Committee shall meet with the Vice President of the Council and the outgoing Chairperson of the Worship Committee to review the worship information in the office file cabinet and the duties of the Committee.
2. Appoint a head usher who oversees the Ushers League. (See duties for Head Usher and Usher)
3. Appoint a chairperson who oversees the Altar Guild. (See Altar Guild duties)
4. Oversee the Choir Director and Organist and participate on their Personnel Evaluation Review Team to be accomplished by June of each year.
5. Provide two persons to greet worshippers each Sunday. Instruct greeters of their responsibilities. (See Greeter duties)
6. Provide for nursery care during worship. (See Child Care Attendant duties)
7. Obtain a supply pastor or fill in whenever necessary.
8. Replenish baptismal font with distilled water weekly.
9. Oversee the hanging of banners in the sanctuary.
10. Drape the cross and altar in purple on Ash Wednesday, black on Maundy Thursday, and white on Easter.
11. Order palms for Palm Sunday.
12. Sell, order, and arrange plants for Easter and Christmas. Label plants indicating who gave them and in whose memory or honor they were given.
13. Present a report at each monthly meeting of the Church Council, including attendance and a comparison to the previous year.
14. Prepare and submit a newsletter article each month if appropriate.
15. Recommend budget requirements of the Worship Committee to the Finance Committee by the September Church Council meeting.
16. Submit a written report of the work of the Worship Committee to the church office by December 15 to be included in the annual report to the congregation.
17. Review fee schedule for Wedding Guidelines in June of each year.
18. Upon completion of the Chairperson's appointment, meet with the Vice President and the newly appointed Chairperson to review the worship information in the office file cabinet and the duties of the Committee.

## DUTIES

### STANDING COMMITTEE - FINANCE

**Purpose:** To give oversight, management and direction to the business affairs, finances and stewardship program of the church.

1. Upon appointment of the Chairperson of the Finance Committee, meet in December with the Vice President and the outgoing Chairperson to review the information in the office file cabinet and the duties of the Committee.
2. Is a member of the Bethel United Church of Christ Legacy Committee.
3. Make sure an accurate record of the finances of the church is kept by the Financial Secretary and the Treasurer.
4. See to the preparation and conducting of such stewardship campaigns as are deemed necessary for the good of the congregation and its interest in stewardship.
5. Be responsible for the ordering and distribution of weekly stewardship envelopes early in the month of December, or when new members are received.
6. See that members and other contributors receive a record of their giving semi-annually.
7. Review all fees. e.g. not for profit, corporate fee.
8. Evaluate the insurance coverage of the church properties yearly or whenever necessary.
9. See that the Treasurer and Financial Secretary make a monthly report at each meeting of the Church Council of the income and disbursements of all funds, together with an evaluation of the total giving in relationship to the budget.
10. Prepare and submit a newsletter article each month if appropriate.
11. Recommend budget requirements of the Finance Committee by the September Church Council meeting.
12. Prepare and present a budget for the coming year to the Church Council at its October meeting.
13. Order pew offering envelopes and ensure that pews are stocked.
14. Motion in January to authorize payment of all recurring bills.
15. Upon completion of the Chairperson's appointment, meet in December with the current Vice President and the newly appointed Chairperson to review the finance information in the office file cabinet and the duties of the Committee.

## **DUTIES**

### **STANDING COMMITTEE - CHRISTIAN EDUCATION**

**Purpose:** To provide and promote a viable program of teaching and Christian nurture that will aid in spiritual development of all ages in our church family.

1. Upon appointment, the Chairperson of the Christian Education Committee shall meet in December with the Vice President and the outgoing Chairperson to review the information in the office file cabinet and the duties of the Committee.
2. Define goals for the total program of Christian Education.
3. Provide for the selection of the Sunday church school materials.
4. Appoint teachers for the church school program.
5. Provide for leadership training and education (i.e. workshops, speakers, magazines).
6. Promote church-home relationships.
7. Appoint church school superintendent when necessary.
8. Encourage mission projects within the church school (i.e. OGHS, NIN, and Hunger).
9. Select leadership and oversee program for other Christian education programs such as:
  - a. Youth Groups
  - b. Vacation Church School
  - c. Youth Choirs (if there is no Music Committee)
  - d. Confirmation classes
  - e. Social activities (i.e. parties, hayrides, caroling)
10. Make a report at each monthly meeting of the Church Council.
11. Prepare and submit a newsletter article each month if appropriate.
12. Recommend budget requirements of the Christian Education Committee to the Finance Committee by the September Church Council meeting.
13. Submit a written annual report of the work of the Christian Education Committee to the church office by December 15 to be included in the annual report to the congregation.
14. Upon completion of the Chairperson's appointment, meet in December with the Vice President and the newly appointed Chairperson to review the information in the office file cabinet and the duties of the Committee.

## **DUTIES**

January, 2009

## STANDING COMMITTEE - PROPERTY

**Purpose:** To supervise and provide for the upkeep, care and protection of the buildings, grounds and facilities of the church.

1. Upon appointment, the Chairperson of the Property Committee shall meet in December with the Vice President and the outgoing Chairperson to review the information in the office file cabinet and the duties of the Committee.
2.
  - A. Maintain all properties belonging to the congregation which include:
    - a. Church building
    - b. Parsonage
    - c. Grounds
    - d. Garages
    - e. Shed
  - B. Specific annual concerns may include:
    - a. Installation of well pump by May.
    - b. Removal of well pump by October.
    - c. Inspection of church heating unit and draining of expansion tank in August.
    - d. Installation of plastic over west doors by 1<sup>st</sup> of November.
    - e. Maintenance of church tractor(s).
    - f. Installation of grass mower or snow blade/blower on tractor each season.
    - g. Pumping of church septic system every 10 years; parsonage septic every 5 years.
    - h. Change batteries in smoke detectors in April when daylight savings time goes into effect.
    - i. Drain the emergency light batteries completely every six months. The calendar should be earmarked to accomplish this each April and October.
3. Oversee the Community Services program. Identify, assign and supervise work duties for individuals and groups of individuals seeking to perform community service work to comply with correctional requirements. Provide written verification of the actual number of hours worked either to the individual or their corrections officer as required.
4. Coordinate the setup, availability of the church building and associated responsibilities of holding an election in the church.
5. Coordinate the temporary furnishing of the parsonage for use by an interim pastor.
6. Oversee the work of the Custodian, seeing that supplies are made available for his/her work.

7. Ensure that pews are stocked with sharpened pencils.
8. Make a report at each monthly meeting of the Church Council.
9. Prepare and submit a newsletter article each month if appropriate.
10. Recommend budget requirements of the Property Committee to the Finance Committee by the September Church Council meeting.
11. Submit a written report of the work of the Property Committee to the church office by December 15 to be included in the annual report to the congregation.
12. Participate on Personnel Evaluation Review Team for the Custodian to be accomplished by June of each year.
13. Upon completion of the Chairperson's appointment, meet in December with the Vice President and the newly appointed Chairperson to review the information in the office file cabinet and the duties of the Committee.

## DUTIES

### STANDING COMMITTEE - FELLOWSHIP

**Purpose:** To provide regular and seasonal ways whereby through Christian fellowship we might grow in mutual acquaintance and understanding.

1. Upon appointment, the Chairperson of the Fellowship Committee shall meet in December with the Vice President and the outgoing Chairperson to review the information in the office file cabinet and the duties of the Committee.
2. Provide a fellowship period following Sunday morning worship.
3. Provide periodic fellowship potlucks.
4. Provide a yearly family picnic.
5. a. Arrange for the decorating of the church for Advent (hanging of the greens).  
  
Note: Advent wreath should be placed in sanctuary for the first Sunday in Advent.  
  
b. Arrange for “de-decorating” church after Advent.
6. Make a report at each monthly meeting of the Church Council.
7. Prepare and submit a newsletter article each month if appropriate.
8. Recommend budget requirements of the Fellowship Committee to the Finance Committee by the September Church Council meeting.
9. Submit a written report of the work of the Fellowship Committee to the church office by December 15 to be included in the annual report to the congregation.
10. Upon completion of the Chairperson’s appointment, meet in December with the Vice President and the newly appointed Chairperson to review the information in the office file cabinet and the duties of the Committee.

## DUTIES

### STANDING COMMITTEE - MISSIONS

**Purpose:** To help the members recognize and assume their responsibilities in personal Christian service to the congregation, the community and to all the world.

1. Upon appointment, the Chairperson of the Missions Committee shall meet in December with the Vice President and the outgoing Chairperson to review the information in the office file cabinet and the duties of the Committee.
2. Study and list the benevolence programs of the Detroit Association, the Michigan Conference, the United Church of Christ, the Pontiac and Waterford Township area, and other world missions.
3. Select those benevolence programs for recommendation to the Church Council by the September meeting to be presented to the congregation for support for the year.
4. Determine and implement ways of educating the congregation about our mission needs and goals.
5. Display our missions concerns attractively on the Missions Bulletin Board.
6. Make a report at each monthly meeting of the Church Council.
7. Prepare and submit a newsletter article each month if appropriate.
8. Recommend budget goals for each benevolent concern to the Finance Committee by the September Church Council meeting.
9. Submit a written report of the work of the Missions Committee to the church office by December 15 to be included in the annual report to the congregation.
10. Upon completion of the Chairperson's appointment, meet in December with the Vice President and the newly appointed Chairperson to review the information in the office file cabinet and the duties of the Committee.

## **DUTIES**

### **BOARD OF PLANNED GIVING AND ENDOWMENTS**

The purpose of the Board of Planned Giving and Endowments is to encourage the Christian stewardship of accumulated, inherited and appreciated resources; and administer the receipt, management and disposition of planned gifts or other endowments that are received by this congregation.

The Board shall:

1. Upon appointment, the Chairperson of the Board of Planned Giving and Endowments shall meet with the Vice President of the Council and the outgoing Chairperson of the Board to review the information in the office file cabinet and the duties of the Chairperson.
2. Be responsible to the congregation through the Church Council.
3. Organize itself by electing a chairperson, recording secretary and financial secretary. The chairperson shall preside at all Board meetings. The recording secretary shall maintain complete and accurate minutes of all meetings of the Board. The financial secretary shall maintain complete and accurate books of account for the fund and shall sign checks and all necessary documents on behalf of the congregation in the furtherance of the fund. The books shall be audited annually by a certified public accountant or other appropriate person who is not a member of the Board. The audited annual report shall become part of the permanent records of the Church Council Secretary.
4. Operate within a modest budget that is used for mailings, printed material or educational activities.
5. Meet at least quarterly or more often if deemed necessary. A quorum shall consist of three (3) members. A majority of those present and voting shall carry any motion or resolution.
6. Be responsible for acknowledgment of gifts and bequests, oversight of receipts and disbursement of earnings.
7. Provide education and assistance on planned giving to the membership and community.
8. Make recommendations to the Church Council regarding the assets of the fund, and with Council approval, take appropriate actions on the recommendations.
9. Act as custodians of gifts until such assets can be turned over to professional investment managers of the Endowment Fund.

10. Be responsible for implementing all provisions of the “General Policy” of the program.
11. Report to the Council on a quarterly basis and to the congregation at each annual meeting. Annual meeting report shall include a full and complete audited account of the administration of the fund during the preceding year.
12. Upon completion of the Chairperson’s appointment, meet with the Vice President of Council and the newly appointed Chairperson of the Board to review the information in the office file cabinet and the duties of the Chairperson.

## **DUTIES**

### **CHURCH AND MINISTRY COMMITTEE**

#### **SELECTION CRITERIA:**

The Church and Ministry Committee shall be selected using the following process:

The Pastor and the Council President shall select persons who are:

1. A resident year around.
2. Well respected and active in the life of the congregation.
3. Preferably not currently serving on major Boards and Committees.
4. Good listeners and communicators of not only their own messages but the messages of others even if they don't agree with those messages.

#### **ORGANIZATION CRITERIA:**

The committee will consist of six persons who are most representative of the congregation. Except for staggered terms for the first 3 years of operation, each person will serve a three-year term with two new members each year. Positions may be extended by re-appointment. The Pastor and any other ordained staff person who will be supported by such a committee, in consultation with the President of the council will select replacements for the two members as their terms end each year or as necessary to maintain the six members. Continuity is encouraged. The committee will appoint a Chair and Scribe. All members and officers will serve until replacements are identified. The Church and Ministry Committee will meet at least six times annually, spaced throughout the year, e.g., bi-monthly beginning in January. Notice of meetings will be announced routinely in Sunday bulletins.

#### **DUTIES:**

The duties of the Church and Ministry Committee are as follows:

1. To serve as liaison among the ordained and lay staff and the congregation.
2. To provide a network of open communication by:
  - a. Defining areas of potential conflict between the leadership styles of ordained staff and the ministry and mission of the congregation.
  - b. Being an advocate and sounding board with the congregation and the ordained staff, regarding programs and ministries.

- c. Being an advocate and sounding board regarding the involvement of ordained staff beyond the local church, e.g., community, denomination, continuing education, sabbatical, etc.
  - d. Being a place of dialogue where responses from congregation and ordained staff, regarding both emerging needs and reactions can be addressed.
  - e. Providing a safe space for the ordained staff to be real persons by reflecting their hopes, dreams, concerns, frustrations and ambitions.
3. To provide a professional support system by:
- a. Clarifying job descriptions, letters of call and mutual expectations.
  - b. Communicating about programs, events or ideas and new or renewing ministries for the congregation or the wider community.
  - c. Planning for and assisting in implementing professional recognition, e.g. special days, anniversary of ordinations, assisting in welcoming/beginning and closure of ministry.
4. To provide a clergy family support system by:
- a. Demonstrating concern, for and understanding of the financial needs of the clergy by recommending financial support and other benefits that are adequate for the households of ordained staff.
  - b. Providing social opportunities for the households of ordained staff to become a real and vital part of the gathered congregation, by recognizing in some way special times in their lives and by introducing them to persons, groups and events in the area.

## **DUTIES**

### **NOMINATING COMMITTEE**

1. The Nominating Committee chairperson is appointed by the Church Council President at the regular September Council meeting with instructions as to which members of the Council are completing their third and sixth years. The chairperson selects his/her committee members (two additional Church Council members) and schedules the committee meeting in time to have the list of suggested nominees for the October Council meeting.
2. The Council President and Pastor are ex-officio members and should be invited to all meetings of the committee.
3. Four Council members are elected each year. Council members completing their sixth year are ineligible for re-election. Council members completing their third year are eligible for re-election.
4. A Council member completing three years is not automatically asked to run again. The committee should evaluate whether that member should be nominated for an additional three years.
5. Council members are representatives of the total congregation. As much as possible the Nominating Committee should select nominees from all segments of the total congregation in respect to age grouping, sex, etc.
6. **NO MEMBER OF THE COMMITTEE SHOULD ASK A PERSON TO RUN WITHOUT THE CONSENSUS OF THE TOTAL COMMITTEE.**
7. In contacting possible nominees, stress the importance of the job, the need for regular attendance at meetings and worship services. Be sure the nominee understands he/she is only being suggested for nomination to the Church Council, and if nominated, needs to be elected by the congregation in November.
8. Do not suggest to the nominee that a new Council member may not be given an office his/her first year.
9. Two representatives to the Detroit Metropolitan Association are to be elected each year. These delegates will represent Bethel Church, along with the Pastor, at the spring and fall meetings of the Association and be authorized to vote on behalf of the congregation.
10. Delegates to the Michigan Conference are to be elected each year in accordance with the Michigan Conference By-laws which read:  
“Each church may be represented by up to three lay delegates; if three, one shall be a youth representative.” A youth representative is defined as “A person under 22 years of age at the time of election or appointment”.
11. Select the necessary number of nominees to complete the five member Board of Planned Giving and Endowments.

- 12 Legacy Fund Committee nominees need to be selected from the general congregation to fill one position each year for a three-year term.

## **DUTIES**

### **ACOLYTE**

1. An Acolyte serves under the direction of the Head Usher, and is responsible for lighting and extinguishing the candles used in the worship service.
2. Be at church at least 10 minutes prior to the start of the service.
3. If unable to be in attendance, arrange for a substitute and inform the Head Usher.

## **DUTIES**

### **ALTAR GUILD**

Under the guidance of the Worship Committee, the Altar Guild shall:

1. Change the altar and pulpit cloths according to the church calendar.
2. Notify Worship Committee Chairperson when necessary to order oil and/or wicks.
3. Maintain proper wick and oil levels of candles.
4. Purchase bread, wafers and wine (grape juice) for communion.
5. Prepare the altar for communion, wash and take care of communion cups and communion pieces.
6. Record the number of persons receiving communion.
7. Clean the candle sticks, brass flower vases and bible stand before Easter and before Christmas.
8. Change the flowers behind the altar.

## **DUTIES**

### **CHILD CARE ATTENDANT**

1. A Child Care Attendant, who serves under the direction of the Worship Committee, is responsible for the care and well being of children during the worship service.
2. Be at church at least 30 minutes prior to the start of the service.
3. If unable to be in attendance, arrange for a substitute and inform a member of the Worship Committee.

## **DUTIES**

### **CHURCH SCHOOL SUPERINTENDENT**

1. Upon appointment by the Christian Education Chairperson, the Church School Superintendent shall meet in December with the Vice-President and the outgoing Church School Superintendent to review the information in the office file cabinet and the duties of the Superintendent.
2. Meet with the committee on Christian Education as a regular member.
3. Plan and conduct meetings of the church school workers which will better enable them to fulfill their jobs.
4. See that children of the church school are recognized for birthdays, graduations, special achievements, etc.
5. Keep an accurate record of attendance and offerings each Sunday.
6. Give the church school offerings to the Church Financial Secretary each week.
7. Upon completion of the Church School Superintendent's appointment, meet in December with the Vice President and the newly appointed Church School Superintendent to review the information in the office file cabinet and the duties of the Superintendent.

## **DUTIES**

### **GREETER**

1. Greeters, who serve under the direction of the Worship Committee, welcome people to the church.
2. Be at church at least 30 minutes prior to the start of the service.
3. Wear a name tag and encourage worshippers to wear his/her name tag.
4. If unable to be in attendance, arrange for a substitute and inform a member of the Worship Committee.
5. Greet worshippers by the inside door.

## **DUTIES**

### **HEAD USHER**

1. Oversee the Usher's League.
2. Oversee the tasks of the ushers and fill in when necessary.
3. Obtain volunteers to serve as ushers.
4. Be at church at least 30 minutes prior to the start of the service to make sure the church is unlocked.
5. Check with Pastor for any special requirements for the service and communicate that information to the ushers.
6. Turn on lights in all appropriate parts of the building including decorative lighting such as special Christmas lights.
7. Make sure the temperature is at a reasonable level (at least 68° in winter). Open windows and turn on fans when suitable. Be prepared during the service to adjust these as necessary.
8. Check that the offering plates are in place and the sanctuary is ready and welcoming for service.
9. Approximately 15 minutes prior to the start of the service, coordinate with the Sound System Operator to start an appropriate CD provided by the Worship Committee.
10. Indicate the time for Worship to begin by ringing the carillon bells at the appropriate time according to the order of worship.
11. Assist the Acolyte with the lighting of the taper. If there is no acolyte, choose someone to perform the task.
12. Take attendance and record in the book located in the office.
13. After the service, turn off the lights, fans and close windows.

14. If unable to be in attendance, arrange for a substitute and inform the Pastor or Chairperson of Worship.
15. Perform other related duties as assigned.

## **DUTIES**

### **SOUND SYSTEM OPERATOR**

1. The Sound System Operator controls the sound system and serves under the direction and guidance of the Head Usher.
2. Be at church at least 30 minutes prior to the start of the service.
3. If unable to be in attendance, arrange for a substitute and inform the Head Usher.
4. Fifteen minutes prior to the beginning of service, play an appropriate CD or tape provided by the Worship Committee.
5. Make adjustments to the sound levels of the speakers and the microphones as necessary.
6. Record the service for use by shut-ins. Obtain tapes from office and return to office after service.

## **DUTIES**

### **USHER**

1. Ushers who serve under the direction and guidance of the Head Usher, make people feel comfortable and welcome as they enter the sanctuary.
2. Wear a name tag and encourage worshippers to wear his/her name tag.
3. If unable to be in attendance, arrange for a substitute and inform the Head Usher.
4. Distribute bulletins at sanctuary door.
5. If the Head Usher is not available, take attendance and record it in the attendance book located in the office.
6. By direction of the Pastor, receive collection plates and collect offerings.
7. After the service, return books to their racks, and collect any used bulletins and debris from sanctuary.

## **DUTIES**

### **USHER LEAGUE**

For Sunday worship service and other services as requested by the Pastor, (e.g. funerals, weddings, installations and services other than Sunday morning worship) the Usher League shall:

1. Obtain volunteers to serve as ushers.
2. Obtain a volunteer to serve as Sound System Operator.
3. Obtain a volunteer to serve as an Acolyte.
4. Oversee the duties of the ushers as described in the Volunteer Guidelines.
5. The Head Usher, appointed by the Worship Committee, shall oversee the Usher League which should consist of no less than 4 people.

## **JOB DESCRIPTION**

### **CHOIR DIRECTOR**

The Choir Director contributes to the total effect of worship by selecting choral music and directing the choir in rehearsals and regularly scheduled worship services.

The Choir Director must possess the following knowledge, skills and abilities:

1. Demonstrate ability to guide and direct a Christian music program.
2. Possess knowledge of basic vocal/choral techniques.
3. Possess knowledge of basic choral conducting.
4. Ability to communicate and coordinate with pastoral and office staff.
5. Must possess ability to motivate choir to achieve their potential.

The following list is not intended to be all inclusive of the duties of the Choir Director and may be subject to change by the Pastor and/or Worship Committee.

1. Prepare and provide choral music and direct the choir for regularly scheduled worship services.
2. Rehearse with the choir once weekly and brief rehearsals prior to services from September through May. Schedule extra rehearsals as needed to prepare for special events and to improve the quality of the choir. Ensure that music selected is within the choir's capabilities.
3. Recruit choir members and direct the church choir. Foster fellowship and commitment among choir members.
4. Oversee provision of adequate information and materials to assistants or substitutes as they are needed for each service and rehearsal.
5. Encourage enthusiastic, participatory congregational singing.
6. Work closely with Pastor, Organist and Worship Committee to ensure a cohesive and integrated worship experience including hymn selection.

7. Meet weekly with Organist prior to choir practice to facilitate an efficient rehearsal.
8. Select all choral music. Ensure that the music, including text, complements and enhances the worship experience.
9. Arrange for appropriate music for all special services during the church year, i.e., Christmas, Easter, etc.
10. Work cooperatively, yet not in a supervisory role, with the Organist and be responsible to the Worship Committee.
11. Responsible for the care and maintenance of the choral music library.
12. Purchase music for choir within the prescribed budget.
13. Obtain a substitute Choir Director or make other arrangements with the Pastor or Worship Committee in case of absence.
14. Meet for a performance review with the Personnel Evaluation/Review Team by June of each year.
15. Participate on Personnel Evaluation Review/Team for Organist to be accomplished by June of each year.
16. Write and submit a newsletter article each month if appropriate.
17. Submit a written report of the Music/Choir to the church office by December 15 to be included in the annual report to the congregation.
18. Recommend budget requirements of the Music/Choir to the Finance Committee by the September Church Council meeting.
19. Perform other related duties as assigned.

## **JOB DESCRIPTION**

### **CUSTODIAN**

The Custodian contributes to the total effect of worship by preparing the church environment for regularly scheduled worship services and special events or services. The Custodian helps create an atmosphere in which people like to gather to worship and work. He/she must meet for a performance review with the Personnel Evaluation/Review Team by June of each year. During the annual performance review, the Custodian may assess the wedding fee schedule.

In the event the Custodian is unable to report to work for any reason, he/she must notify the Property Chairperson by Saturday morning. If the Chairperson is unavailable, he/she must contact the Church President. Since the Custodian position is part-time, the individual serving in this capacity is paid only for time worked.

The following list is not intended to be all inclusive of the duties of the Custodian and may be subject to change by the Personnel Evaluation/Review Team. The following must be performed following Sunday's activities and completed before the next scheduled activity in the church.

1. Sanctuary
  - a. Vacuum carpet
  - b. Dust organ, piano, pews, ledges, etc.
  - c. Remove old bulletins, papers, etc. from book racks, pews and floor
  - d. First of month clean lights, ceiling of cobwebs and wash windows
  
2. Narthex and Entrance
  - a. Sweep or mop tile floors
  - b. Vacuum door mats
  - c. Wash door windows
  - d. First of month wash windows
  
3. Bathrooms
  - a. Replenish supplies
    - (1) Refill soap dispensers
    - (2) Replace toilet paper and place spare roll on back of toilet
    - (3) Replace tissue
  - b. Clean toilets with disinfectant
  - c. Clean mirrors

- d. Wet mop floors
  - e. Clean sinks, counter tops, toilet tops and top of towel dispensers
  - f. Empty waste baskets
  - g. Maintain cupboard storage area in women's room in an orderly fashion
  - h. Return keys to boiler room
4. Fellowship and Middle Rooms
- a. Vacuum carpet and area rugs, sweep or wet mop floors
  - b. Clean table tops using liquid soap
  - c. Place chairs against walls where there are no heat registers
  - d. Clean drinking fountain
  - e. Clean window sills
  - f. After cleaning nursery, replace furniture and equipment in proper position ready for use in the nursery
5. Kitchen
- a. Wet mop floor
6. Office and Pastor's study
- a. Vacuum carpet in study
  - b. Clean floor in office
  - c. Empty waste baskets
  - d. Clean window sills and top of registers
- NOTE: Nothing on surface tops is to be disturbed, i.e., desks, table, etc.
7. Library
- a. Dust shelves
  - b. Vacuum carpet
8. Miscellaneous
- a. Empty and wash waste baskets throughout building
  - b. Mop, dust or buff tile floors, whichever is appropriate
  - c. Empty vacuum
  - d. Clean after weddings or special events as needed
  - e. Place trash into outside receptacle
  - f. Report any need for maintenance or supplies to the Property Chairperson. In the absence of the Property Chairperson, contact the Church President.

## **JOB DESCRIPTION**

### **ORGANIST**

The Organist contributes to the total effect of worship by preparing and providing music, accompanying the choir and other special musicians for rehearsals and regularly scheduled worship services. The Organist helps create an atmosphere in which the worshippers may become receptive to the spoken word.

The Organist must possess the following knowledge, skills and abilities:

1. A demonstrated proficiency on the piano and organ to adequately present all the variety of music used in worship.
2. Must possess organizational skills for advance preparation and attention to detail.
3. Must possess both written and verbal communication skills.
4. Must maintain a cooperative and supportive attitude toward the Choir Director and the music ministry of the church.
5. Must possess ability to interact and work well with various groups of people.

The following list is not intended to be all inclusive of the duties of the Organist and may be subject to change by the Pastor and/or Worship Committee.

1. In cooperation with the Pastor, select and present appropriate and fitting music for preludes, interludes, offertories, postludes and communion services.
2. Play for Sunday morning service.
3. Play for special services such as Maundy Thursday, Christmas Eve and any other special services planned by the Pastor.
4. Accompany the choir under the direction of the Choir Director at weekly rehearsals, during warm up on Sunday mornings and worship services. Additional rehearsal times may be necessary with soloists or special music upon request.
5. Record all hymns and Choir anthems on disks for use on the Clavinova.

6. Cooperatively plan and work with the Pastor, Choir Director and Worship Committee.
7. Meet weekly with Choir Director prior to choir practice to facilitate an efficient rehearsal.
8. In the case of scheduled absences, the Organist will arrange for his/her own substitutes.
9. Play for weddings and funerals in the church and set his/her own fees.
10. Attend monthly meetings with the Pastor and Worship Committee.
11. Meet for a performance review with the Personnel Evaluation/Review Team by June of each year.
12. During the annual performance review, assess and make recommendations for the wedding fee schedule.
13. Participate on Personnel Evaluation Review/Team for Choir Director to be accomplished by June of each year.
14. Advise Worship Committee regarding the maintenance needs for the organ and pianos.
15. Rehearse and develop his/her own skills and attend workshops sponsored by professional organizations, denominations or other institutions related to the profession.
16. Performs related duties as assigned.

## **JOB DESCRIPTION**

### **SECRETARY**

Under the supervision of the Pastor, the Secretary works approximately 12 to 15 hours per week or additional hours when needed. The Secretary performs secretarial and clerical duties requiring a high degree of accuracy, initiative and judgment. He/she performs all duties of the position with the highest degree of confidentiality and professionalism.

The Secretary must possess the following knowledge, skills and abilities:

1. Strong organizational skills and ability to maintain a filing system.
2. Considerable knowledge in the operation of a computer; knowledge of “Microsoft Windows” is essential.
3. Willingness and ability to learn new computer skills.
4. Considerable ability to meet deadlines and work schedules with minimal supervision.
5. Ability to plan and organize own work.
6. Ability to communicate orally to give and/or receive information.
7. Ability to interact with various groups of people.

The following is not intended to be all inclusive of the duties and responsibilities of the Secretary and may be subject to change by the Pastor and/or the Personnel Evaluation/Review Team.

1. Serve as receptionist and church liaison to the congregation, community and public via telephone and personal contacts.
2. Maintain a professional demeanor and office environment as an employee representative of the church.
3. Maintain highest degree of confidentiality related to ministerial counseling sessions or other church related activities deemed private.

4. Prepare the weekly bulletin on the computer with information provided by the Pastor. Run the necessary number of copies on the duplicator machine and fold. Prepare large print bulletins and associated materials on the copy machine. Make copies of children's activity materials.
5. Prepare, publish and mail the monthly newsletter.
6. Answer telephones, direct calls, take messages. Check answering machine and e-mail daily and greet visitors.
7. Distribute mail as appropriate. When in doubt, place in Pastor's or Church President's mail box.
8. Type, duplicate, fold, sort and mail church letters, correspondence and special projects.
9. Type, duplicate and collate the Congregational Annual Report.
10. Maintain the master calendar of events displaying all church and community events, including scheduling of building space for informational purposes and for publication in the monthly newsletter.
11. Organize and maintain church office, including filing, ordering supplies within a prescribed budget and contacting equipment service personnel when necessary.
12. Update and submit State tax exempt document annually.
13. Prepare, record and complete information and correspondence for memorial presentations.
14. Maintain an accurate and updated office procedures manual.
15. Maintain and publish the church telephone directory.
16. Maintain current computerized membership list.
17. In January of each year, purge the application/resume file of applications and resumes which have past the three-year limitation date.
18. Meet for a performance review with the Personnel Evaluation/Review Team by June of each year.



## **BETHEL UNITED CHURCH OF CHRIST LEGACY FUND GUIDELINES**

Section 1. **INTRODUCTION:** The Bethel UCC Legacy Fund shall consist of the proceeds, received in May 2005, from the sale of 20 of the 30 acres of land purchased by the Bethel Congregation in 1963 and any other contributions or bequests which are designated for the fund. The fund shall be administered in a manner consistent with the Bethel UCC Mission Statement:

We are seeking the guidance and power of the Holy Spirit, and the faithful response of our congregation to:

- Spread God's Word,
- Reach out to the community and world by imitating Christ's service,
- Share the comfort of knowing Jesus Christ, and
- Grow in the knowledge and love of God in Christ.

Section 2. **INVESTMENT GOALS:** The investment goals of the Bethel UCC Legacy Fund shall be to provide an ever-increasing source of funds and to provide these funds for an indefinite number of future generations to carry out the mission of Bethel UCC. The investment instruments should take into account the ethical beliefs of the United Church Of Christ.

Section 3. **FUND ADMINISTRATION:** A committee of seven members shall administer the Legacy Fund. The seven members shall be the church council president, the church treasurer, the financial secretary, the finance chairperson and three members at large from the congregation. The at large members shall serve for a three-year term with one member being replaced each year. No at large member may be appointed to a second term unless one year has elapsed since serving. Preferably, the at large members should not be serving on the church council. The committee shall elect a president, secretary and treasurer.

Section 4. **LEGACY FUND COMMITTEE DUTIES:**

- A. **INVESTMENT:** The committee shall oversee management of the fund monies. It shall review the investment instruments at least annually. It shall take into account social and ethical responsibilities in its overseeing of the fund. It shall seek the advice of a professional investment counselor. It shall promote additional contributions and bequests to the fund.
- B. **GRANT APPLICATION AND REVIEW:** The committee shall oversee the grant application process. The committee shall oversee the application review and selection process. It should invite the Pastor and two or three members of the Council Missions Committee to join in the review process. The committee shall identify the applicants selected to receive grants and set the dollar amounts for each according to the guidelines per paragraphs C and D below.
- C. **DISBURSEMENT FORMULA:** The funds available for disbursement shall be determined by the following formula:

1. Determine the investment market value as of June 30 each year.
  2. Determine the average market value since inception or for the previous five years, whichever is smaller. An interval less than five years may be used at the discretion of the Fund Committee
  3. Determine the increase in the average market value from the previous year.
  4. 80% of that increase shall be available for disbursement.
  5. Up to 5% of the available funds shall be deposited into the general fund to cover the Legacy Fund Committee's expenses with the balance of the available funds to be disbursed per paragraph D below.
- D. **DISBURSEMENT ALLOCATION:** The committee shall authorize disbursement of the available funds as follows:
- Up to 10% for the support of the church general fund.
  - Up to 10% for scholarships or direct support of educational institutions.
  - Up to 40% for outreach projects.
  - Up to 40% may be requested by the Church Council for innovative programs or other projects.
  - Any funds not disbursed shall remain in the principal investments.
- E. **ACTUAL DISBURSEMENT:** The committee shall establish a checking account at a local financial institution for purposes of receiving funds from the investments and disbursing those funds via check to the various recipients identified per paragraph B above. Committee members authorized to sign the checks shall be the committee president, secretary and treasurer, all of whom shall be bonded/insured. The checks shall require two signatures.

Section 5. APPLICATION PROCESS: Organizations wishing to apply for a grant may do so by obtaining a Bethel UCC Legacy Fund Grant Application form and Application Information and Checklist from:

Bethel United Church Of Christ Legacy Fund  
 Bethel United Church Of Christ  
 6650 Elizabeth Lake Road  
 Waterford, MI 48327  
 (248) 682-9240  
 betheluccwat@netzero.com

The deadline for submitting application will be specified on the Application Information and Checklist sheet that will be supplied along with the application form.

Section 6. GRANT AUTHORIZATION AND DISTRIBUTION PROCESS: The Bethel UCC Legacy Fund Committee shall notify the organizations selected to receive grants using the Grant Award form by December 31 each year. The committee shall also supply the selected organizations with a Request For Grant Release form. That form must be returned to the Legacy Committee Treasurer prior to June 30 the following year. Upon

receipt of the form, the treasurer shall disburse the grant money per Section 4 E. If an organization fails to return the form by the June 30 deadline, that grant money shall remain in the fund principal.

Section 7. GRANT USE REPORTING PROCESS: Each organization receiving a grant from the Bethel UCC Legacy Fund must report back to the Fund Committee by November 1. A Recipient Report form will be supplied to each recipient along with the grant check. The report should include a brief description of how the funds were used to support the stated project and the status of the project. Failure to submit the report prior to the deadline will be cause to deny the organization any grant for the following year and consideration of any application received in subsequent years will be at the discretion of the committee.

Section 8. EVALUATION OF THESE GUIDELINES: These guidelines shall be evaluated at least every five years or more often if deemed necessary. (2010, 2015, 2020, etc.) The review will include consultation with the Church Council, the various committees and the congregation.

Section 9. AMENDMENT OF THESE GUIDELINES: These guidelines may be amended at any regular or special congregational meeting in accordance with the Bethel United Church of Christ Constitution and By-Laws.

## **GUIDELINES**

### **FUNERAL AND MEMORIAL SERVICE**

The family and/or funeral director should meet with the Pastor as soon as possible to discuss arrangements.

The Pastor or Church Secretary will notify the Head Usher of the arrangements in time to make the physical arrangements necessary for the service and reception (if desired).

The Head Usher will:

1. Contact the Church Custodian to clean before and after the service, if needed.
2. Coordinate with the funeral luncheon committee.
3. Provide if needed:
  - a. Ushers
  - b. Sound system operator
  - c. Acolyte
  - d. Extra seating

## **GUIDELINES**

### **WEDDINGS**

1. The Pastor will have several unhurried talks with each couple. They should arrange this with him/her at least three months before the proposed wedding.
2. The marriage license is to be presented to the Pastor at the rehearsal. If no rehearsal is to be held, the license must be in the hands of the Pastor before the wedding ceremony. Without the license, the ceremony will not proceed.
3. Please have your ushers inform their guests that there will be no flash pictures taken during the ceremony by anyone. After the ceremony, pictures may be posed and flash pictures taken.
4. Under no circumstances is rice to be used at the church since it is harmful to the birds.
5. Flowers are the wedding party's responsibility and prior arrangements must be made with the church for delivery.
6. The organist of this congregation will normally play for the weddings in the church. If someone else is to be invited to play, this must be approved by the Pastor and the Worship Committee. The organist must be informed early of any special music.
7. Should you wish to use a runner, it should be arranged by the wedding couple. The runner should be 50' long.
8. Arrangements must be made in advance if the bridal party wishes to dress at the church.
9. The Church will provide Chancel candles. If a unity candle is desired, it will be provided by the wedding couple.
10. If a printed wedding bulletin is to be prepared by the church, the wedding couple will select and provide these bulletins. The bulletins must be brought to the church office for approval at least two weeks before the date of the wedding along with the information. The church will then prepare the bulletins and make them available to the ushers at the time of the wedding.
11. No fee will be charged for the use of the building if the bride or groom, or the parent of either, are members of our congregation, or contribute regularly to its support as determined by the Church Council.
12. A fee for non-members will be charged in accordance with the current fee schedule.
13. Additional fees, in accordance with the current fee schedule, will be for the Custodian, Organist, and wedding bulletins if printed by Bethel Church.
14. The fee schedule should be assessed by the Organist and Custodian during his/her annual review by the Personnel Evaluation/Review Team.

## **GUIDELINES**

### **CURRENT WEDDING FEES**

Non-members fees:

1. \$175 for the use of the building plus an additional \$50 for use of the fellowship room for receptions.
2. Our custodian is not a full-time employee of the church, so a minimum fee of \$75 is set for his/her services. If a reception is held at the church, this fee is increased to \$100.
3. The organist has a set fee of \$100 for members and \$150 for non-members. An additional \$20 will be charged for extra music.
4. There is an additional fee of \$75 if wedding programs are prepared by Bethel Church.
5. If there is any “above and beyond clean-up”, example, cigarette butts in parking lot, hymnal or Bibles out of pews, toys or books not in place, there will be an additional \$25 fee.

Please see that you leave the church in the same way as when you entered. Remember this is God’s House.

## **GUIDELINES**

### **MEMORIALS**

1. The Memorial Book is established for the purpose of memorializing an individual who dies, or honoring an individual who is living.
2. The Memorial Fund is an accumulating fund through memorial gifts to be used for purchasing articles needed by the church.
3. Memorial gifts may be given for specific use or placed in the memorial fund.
4. The Church Council shall determine what use will be made of the memorial funds that will be an appropriate memorial to those for whom the gifts were made.
5. A minimum of \$10.00 is suggested for gifts to the Memorial Fund.
6. No memorial plates shall be placed on any specific gift within the church.

## GUIDELINES

### KITCHEN USAGE

Individual Responsible: For each occasion requiring the use of the kitchen, one person should be designated to be in charge. It is their responsibility to see that the instructions for the use of the kitchen and its equipment is followed. In addition, all questions pertaining to the kitchen or its equipment will be directed to this individual for final decision.

- Dishes: Wash and put back in proper place.  
First sink for washing;  
Middle sink bleach rinse water;  
Third sink for final rinse.
- Coffee Pots: Clean and put away.
- Refrigerator: Clean and take all leftover food home.
- Stoves: Read instructions posted over stove for use. Clean and turn all burners and ovens off.
- Counter Tops: Use hot pads to set dishes on from oven to stove. Clean off all counter tops.
- Garbage Disposal: Always grind food waste with a strong flow of **COLD WATER ONLY**.  
Dispose of grease in trash can.  
Allow disposer and cold water to run after grinding or after draining sink of dish water.  
Place trash into outside receptacle.
- Floors: Leave clean. Ants will be attracted by any food particles left.
- Lights: Turn off all lights except Exit sign.
- Dish Towels: Take towels home to wash and return as promptly as possible.
- Kitchen Door: DO NOT put mat in door to hold open. Use wooden door stop.
- Kitchen Equipment: The equipment is for church functions only and is not to be loaned out.
- Food Left: Any food left in kitchen or refrigerator will be used or discarded unless labeled for specific use with date.