

North Euclid Church of God

Committees, Ministry Teams & Directors

Responsibilities and Policies Directory

Directors

Children's Ministry – Desiree Willett, Phone #

Youth Ministry -- Denise Perz

Worship Ministry – Arlyn Willett

Committee Chairs

Audit: Dick VanAkker

Audio Visual: John Wenz

Benevolence

Directors

Children's Ministry Director (Nursery – 5th Grade)

The Children's Ministry Director Shall:

1. Intentionally think with a "visitor's perspective" about the Children's Ministry of the church. The goal is to create an environment that reflects and communicates our mission to love people into a saving relationship with Jesus Christ and to help them become fully mature disciples.
2. Oversee the Children's Ministry of the church.
3. Be accountable to the Lead Pastor, who will meet with him/her regularly.
4. Be mentored as a leader, by the Lead Pastor. They will also be encouraged to receive ongoing training in Children's Ministry.
5. Serve a one (1) year term. They shall be nominated by the nominating committee and ratified by the congregation at the annual business meeting of the church. The Children's Ministry Director may serve continuous terms at the pleasure of the Lead Pastor and Board of Elders.
6. Recruit, train and oversee Children's Ministry Team members.
7. Oversee the creation and management of volunteer schedules, such as Jr. Church, Nursery, etc.
8. Develop a spiritual growth plan for children (toddlers – 5th grade) and secure curriculum for this purpose.
9. Oversee and maintain all Children's Ministry supplies and equipment—including, but not limited to nursery supplies and toys, class room items, etc.

10. Work with the Lead Pastor to establish a budget for the Children's Ministry each year. The budget will be approved by the Board of Elders and ratified by the church at the annual business meeting. The Children's Ministry Director will manage the Children's Ministry budget. In the event of an unforeseen emergency expenditure the Children's Ministry Director may request additional funds from the Board of Elders.
11. Work with the Lead Pastor to set goals for the Children's Ministry each year.
12. Be evaluated by the Lead Pastor at the end of each year. The evaluation will focus on the fulfillment of responsibilities and the accomplishment of the mission.

Youth Ministry Director (Middle-School and High School)

The Youth Ministry Director Shall:

1. Intentionally think with a "mission perspective" about the Youth Ministry of the church. The goal is to create an environment that reflects and communicates our mission to love people into a saving relationship with Jesus Christ and to help them become fully mature disciples.
2. Execute the Youth Ministry of the church.
3. Be accountable to the Lead Pastor, who will meet with him/her regularly.
4. Be mentored as a leader, by the Lead Pastor. They will also be encouraged to receive ongoing training in Youth Ministry.
5. Serve a one (1) year term. They shall be nominated by the nominating committee and ratified by the congregation at the annual business meeting of the church. The Youth Ministry Director may serve continuous terms at the pleasure of the Lead Pastor and Board of Elders.
6. Recruit, train and oversee Youth Ministry Team members.
7. Work with the Lead Pastor to establish a budget for the Youth Ministry each year. The budget will be approved by the Board of Elders and ratified by the church at the annual business meeting. The Youth Ministry Director will manage the Youth Ministry budget. In the event of an unforeseen emergency expenditure the Youth Ministry Director may request additional funds from the Board of Elders.
8. Be evaluated by the Lead Pastor at the end of each year. The evaluation will focus on the fulfillment of responsibilities and the accomplishment of the mission.

Worship Director

The Worship Director Shall:

1. Be accountable to the Lead Pastor, who will meet with him/her regularly.
2. Intentionally think with a “mission perspective” about the Worship Ministry of the church. The goal is to create an environment that reflects and communicates our mission to love people into a saving relationship with Jesus Christ and to help them become fully mature disciples.
3. Plan the music portion of the weekly worship service and any special services of the church.
4. Oversee the coordination of special music, solos, etc.
5. Oversee the coordination of the worship team(s).
6. Work closely with the Audio-Visual Committee Leader to synchronize schedules for A.V. team members and worship team rehearsals.
7. Plan and oversee worship rehearsals.
8. Be mentored as a leader, by the Lead Pastor. The Worship Director will also be encouraged to receive ongoing training in Worship Ministry.
9. Serve a one (1) year term. The Worship Director shall be nominated by the nominating committee and ratified by the congregation at the annual business meeting of the church. The Worship Director may serve continuous terms at the pleasure of the Lead Pastor and Board of Elders.
10. Recruit, train and oversee musicians, vocalists, etc. to serve within the Worship Ministry of the church.
11. Oversee and maintain all Worship Ministry supplies, including sheet music, audio music, music stands, etc.
12. Communicate a dress code that directs all worship team members, soloists, groups, etc. who will participate in worship services to dress modestly and respectfully—but shall not force anyone to wear a particular style.
13. Work with the Lead Pastor to establish a budget for the Worship Ministry each year. The budget will be approved by the Board of Elders and ratified by the church at the annual business meeting. The Worship Director will manage the Worship Ministry budget. In the event of an unforeseen emergency expenditure the Worship Director may request additional funds from the Board of Elders.
14. Be evaluated by the Lead Pastor at the end of each year. The evaluation will focus on the fulfillment of responsibilities and the accomplishment of the mission.

COMMITTEES

Audit Committee

1. The Audit Committee shall be accountable to the Lead Pastor and the Elder Board.
2. The Audit Committee shall consist of a minimum of two (2) persons, nominated by the nominating committee and ratified by the congregation.
3. All church organizations not funded by the church budget (example CWC) are responsible for handling their own funds and for maintaining accurate and up-to-date records (spread-sheet) which will be annually examined and reviewed by the Audit Committee and reported to the Elders and to the congregation at the annual church business meeting.
4. The audit should be completed by march of the following year.
5. Old audit records and bank statements should be turned into the Church Secretary and stored in a safe place for seven (7) years.

Audio-Visual Team

The Audio-Visual Team Leader Shall:

1. Be accountable to the Lead Pastor.
2. Serve a one (1) year term. The Leader shall be nominated by the nominating committee and ratified by the congregation at the annual business meeting of the church. Both the Audio-Visual Team Leader and the committee members may serve continuous terms at the pleasure of the Lead Pastor and Board of Elders.
3. Recruit, train and oversee audio-visual team members.
4. Create and manage schedules for both the audio and visual aspects of the ministry.
5. Oversee the maintenance of all audio-visual equipment and form a plan for ongoing upgrades and improvements—based on the church's mission, vision, goals and needs.
6. Work with the Lead Pastor to establish a budget for the Audio-Visual Ministry each year. The budget will be approved by the Board of Elders. The Audio-Visual Team leader will manage the audio-visual budget. In the event of an unforeseen emergency expenditure the Audio-Visual Team Leader may request additional funds from the Board of Elders.

7. Work with the Lead Pastor to set goals for the Audio-Visual Ministry each year.
8. Be evaluated by the Lead Pastor at the end of each term. The evaluation will focus on the fulfillment of responsibilities and the accomplishment of the mission.

The Audio-Visual Team Shall:

1. Intentionally think with a “visitor’s perspective” about the audio-visual ministry of the church. The goal is to create an environment that reflects and communicates our mission to love people into a saving relationship with Jesus Christ and to help them become fully mature disciples.
2. Execute the audio-visual ministry of the church.
3. Be present on Sunday mornings at 10 am to do sound checks with the worship team and any soloists or groups participating in the service.
4. Be trained, on an ongoing basis, in both the technical and relational aspects of the audio-visual ministry.

Benevolence Committee

The Benevolence Committee is accountable to the Lead Pastor. The committee exists to provide compassionate assistance to those in need.

The Benevolence Committee shall:

Establish guidelines for food assistance to both the public and to church members.

Food Pantry Use Guidelines

1. An electronic spread sheet will be maintained on the church office computer showing: Family name, Number of adults and children and phone number.
2. Committee members shall prepare food (from food pantry) for those receiving it (as opposed to allowing them to pack their own).
3. Pick-up times will be scheduled for one day each week. In the event of an immediate need, the office administrator or other staff may assist those in need.
4. The committee will seek to develop a list of service providers in the area who may be able to offer assistance when we are unable to do so.

Decorating Committee

The Decorating Committee Leader shall:

1. Be accountable to the Lead Pastor.
2. Intentionally think with a “mission perspective” about the décor of the church. The goal is to create an environment that reflects and communicates our mission to love people into a saving relationship with Jesus Christ and to help them become fully mature disciples.
3. Oversee the interior décor of the church, including—the sanctuary, narthex, hallways, etc.
4. Purchase and organize the storage of all décor items.
5. Recruit and train volunteers as needed.
6. Be accountable to the Lead Pastor
7. Work with the Lead Pastor to establish a budget for the Decorating Committee each year. The budget will be approved by the Board of Elders and ratified by the church at the annual business meeting. The Decorating Committee Leader will manage the Decorating Committee budget. In the event of an unforeseen emergency expenditure the Decorating Committee Leader may request additional funds from the Board of Elders.
8. Work with the Lead Pastor to set goals for the Decorating Committee each year.
9. Be evaluated by the Lead Pastor at the end of each year. The evaluation will focus on the fulfillment of responsibilities and the accomplishment of goals.

Memorial Committee

1. Be accountable to the Lead Pastor and the Elder Board.
2. The Memorial Committee exists to receive and disburse memorial funds and promote planned Giving such as wills, trusts, etc. within the church. The committee shall disburse memorial moneys as directed by the family member (or designate person), with the approval of the Board of Elders
3. The Memorial Committee Chairperson shall serve a one (1) year term. They shall be nominated by the nominating committee and ratified by the congregation at the annual business meeting of the church.
4. The Memorial Committee Chairperson may serve continuous terms at the pleasure of the Lead Pastor and Board of Elders.

5. The committee shall consist of five (5) persons, the Committee Chairperson plus four committee members. The Committee Chairperson shall recruit four (4) persons (with Elder Board approval) to serve on the committee.
6. The committee will have a chairperson and a vice-chairperson who will also serve as secretary for the committee.
7. All Memorial Fund monies will be channeled through the Memorial Committee.
8. No memorial will be placed in the church without Elder Board approval.

Nominating Committee

The Nominating Committee shall:

1. Consist of seven persons: The Lead Pastor, two (2) Elders, two (2) Trustees and two (2) persons from the congregation.
2. Be appointed by the Elders.
3. Nominate Elders, Church Officers (as defined in the bylaws) and all Committee Leaders—not including ad hoc committees which are created by the Elders for specific, short-term purposes.
4. Place Nominees on the ballot for ratification at the annual business meeting of the church.
5. Convene at the call of the Pastor who is the chairperson.
6. Stand for one year to supply nominations for vacancies which may arise during the year.

Social Committee

MISSIONAL PERSPECTIVE:

Understanding that the goal is to touch and impact the lives of people at every level of commitment. “Social activity” is about more than providing fellowship opportunities. It’s about facilitating spiritual growth steps.

The Leader of the Social Committee Shall:

1. Be accountable to the Lead Pastor.
2. Serve a one (1) year term. They shall be nominated by the nominating committee and ratified by the congregation at the annual business meeting of the church. The Social Committee Leader may serve continuous terms at the pleasure of the Lead Pastor and Board of Elders.

3. Recruit, train and oversee social committee members.
4. Work with the Pastor and other ministry team leaders to create a schedule of social events.
5. Oversee the maintenance of the kitchen and recommend to the Elders or Trustees when updates or repairs are needed.
6. Be evaluated by the Lead Pastor at the end of each term. The evaluation will focus on the fulfillment of responsibilities and the accomplishment of the mission.

The Social Committee Shall:

1. Intentionally think with a “missional perspective” about the social ministry of the church. The goal is to create events that reflect and communicate our mission to love people into a saving relationship with Jesus Christ and to help them become fully mature disciples.
2. Appoint committees or do planning themselves for all church social activities.
3. Meet once-per quarter to discuss/plan the ministry. In addition, they Social Committee may meet as often as necessary to fulfill their ministry.

Trustees

The Trustee Chair s shall:

1. Be accountable to the Lead Pastor, who will meet with him/her regularly.
2. Be mentored as a leader, by the Lead Pastor.
3. Serve a one (1) year term. They shall be nominated by the nominating committee and ratified by the congregation at the annual business meeting of the church.
4. Recruit (with Elder approval) at least four (4) persons (in addition to themselves) to serve on the committee for a period of one (1) year. Both the Trustee Leader and the committee members may serve continuous terms at the pleasure of the Lead Pastor and Board of Elders.
5. Call and lead all meetings of the Trustees.
6. Appoint a Vice-Chairman who will assist them in leading the committee and shall lead trustee meetings in the absence of the Chairman.
7. Appoint a Secretary for the purpose of recording the minutes of each meeting.

8. Work with the Lead Pastor to establish a budget for the Trustees each year. The budget will be approved by the Board of Elders. The trustee leader will manage the Trustee budget. In the event of an unforeseen emergency expenditure the Trustee Leader may request additional funds from the Board of Elders.

9. Work with the Lead Pastor to set goals for the trustees each year.

10. Be evaluated by the Lead Pastor at the end of each term. The evaluation will focus on the fulfillment of responsibilities and the accomplishment of the mission.

The Trustees shall:

1. Intentionally think with a “mission perspective” about the appearance and upkeep of the church building and grounds. The goal is to create an environment that reflects and communicates our mission to love people into a saving relationship with Jesus Christ and to help them become fully mature disciples.

2. Oversee the maintenance and upkeep of the physical plant of the church, including routine janitorial work, building maintenance (inside and out) and the church grounds.

3. Assess any damage or loss resulting from the rental of any part of the church (by a nonmember), determine the cost of repair/replacement and issue a bill for remuneration.

4. Lock up the church building on Sundays after morning worship.

5. Meet at least once each calendar quarter. In addition to this, they may meet as often as they deem necessary to fulfill their duties and responsibilities.

6. Work with the Lead Pastor to develop and implement building rental policies for members and non-members.