

Ways of Work of Community of Faith  
United Church of Christ  
Elyria, Ohio

Approved September 20, 2023

The business of the church, along with its various activities and programming, is the responsibility of elected officers and volunteer ministry teams. Members who are elected comprise the Executive Team. Representatives from the volunteer ministry teams meet regularly with the Executive Team to comprise the Leadership Team.

Additional information such as job descriptions, policies, and forms may be found in the Policy and Procedures binder located in the church office. Examples of policies are the Gift Acceptance and Endowment/Investment Policies. Forms for requesting reimbursement, holding fundraisers, and facilities rental can also be found in the Policy and Procedures Manual. All documents contained in the Policy and Procedures Manual must be approved for inclusion in the Manual by the Executive Team.

**Executive Team**

In addition to the following, see Article V of the Constitution and Article IV of the Bylaws for information regarding the Executive Team.

**Administrative/Operational Responsibilities**

- Direct the regular operations of the church, implementing good stewardship of financial, physical, and human resources.
- Provide a process for the nomination and election of officers.
- Monitor the use of the church facilities by outside groups.
- Review the need for changes in the Constitution, By-Laws, and Ways of Work.
- Regularly receive and approve all financial reports from the Finance Team and the Endowment/Investment Team.
- With legal advice as needed, may enter into and oversee leases, contracts, and other legal agreements deemed necessary for the maintenance, welfare, and continuance of the Church. All real estate transactions must have the consent of the Congregation.
- Maintain oversight of gifts to the church as described in the Gift Acceptance Policy dated June 29, 2020.

**Staff/Personnel Responsibilities**

- Develop and maintain accurate job descriptions for all employees.
- Conduct annual evaluations of clergy and non-clergy employees in consultation with the Staff/Parish Relations Team.

**Finance Team**

The Chairperson of the Finance Team is the only elected member of the Team. The Chairperson's term and limits are specified in Article IV of the Bylaws of Community of Faith. The remainder of the Team, not to exceed six additional members, is appointed by the Executive Team. The Finance Team Chairperson shall recommend one of the six members for the position of Church Treasurer. A second member shall be recommended for the position of Financial Secretary. Both recommendations are subject to approval by the Executive Team. The terms of Church Treasurer and Financial Secretary shall be at the will of the Executive Team.

The remaining four members serve two-year terms, not to exceed two consecutive terms. Two members shall begin their terms in even numbered years. The remaining two members shall begin their terms in odd numbered years. Members who have served two consecutive terms must wait one year before being reappointed to the Finance Team.

The Finance Team has the responsibility of supporting and overseeing the financial health of the church. This Team reports to the Executive Team and establishes and monitors the funding strategies of the church. The Team provides support to the Treasurer, Financial Secretary, and the Endowment/Investment Team.

The Finance Team is responsible for reviewing “major” projects and all contracts to understand the risks and commitments to which the church may be obligated. Projects requiring Congregational approval require a minimum of three estimates. It is recommended projects with costs estimated to be in excess of \$1,000 be discussed with the Finance Team. The Team may recommend additional quotes be obtained. These reviews may include recommendations to the Executive Team to approve or deny the project.

The Finance Team is responsible for monthly, quarterly, and annual financial reports. The Team facilitates audits of the church’s finances, including funds managed by the Endowment/Investment Team, on a regular basis.

Only the Chairperson, Church Treasurer, and a third member of the Finance Team, approved by the Executive Team, will be granted check signing authority on behalf of the Church. Two authorized signatures will be required on all checks written in the amount of \$1,500 or more.

The Finance Team works with the Pastor to educate the Congregation about stewardship of our God-given resources on an on-going basis. This Team annually receives budget requests from the groups who require funding to implement their ministry. After prayerful consideration, the Finance Team presents a budget to the Executive Team, who then presents the budget to the Congregation for approval.

Note: Once the budget has been approved by the Congregation, Volunteer\_Ministry Teams do not need approval to fund projects or services directly out of the Team’s budget unless the amount is over \$5,000. However, if any Team requires a disbursement of funds to an individual in an amount over \$50.00, they must submit a form supplied by the Finance Team which requires approval by the officers indicated on the disbursement approval form. These forms are available in the church office.

#### **Endowment/Investment Fund Team**

The composition and purpose of the Endowment/Investment Fund Team is specified in Article VI of the Bylaws.

Details related to investment accounts managed by the Endowment/Investment Fund Team are detailed in the Endowment/Investment Fund Policy on file in the Policy and Procedures manual located in the church office.

#### **Nominating Team**

The Chairperson of the Nominating Team is elected by the Congregation as specified in Article IV of the Bylaws of Community of Faith. With input from the Pastor, the remainder of the Team is appointed by the Executive Team, not to exceed three members in addition to the Chairperson.

The Nominating Team will maintain records and report the names of all elected Executive Team members and positions appointed/approved by the Executive Team whose terms are expiring at the end of a given year. In consultation with the Pastor, the Team will approach church members whose talents could be used in the ministry of leadership and request their consent to be nominated for office.

The Nominating Team will present a slate of officers at the Annual Meeting to the Congregation for approval by majority vote. Other nominations may be made from the floor, provided permission from that individual has been obtained in advance, and the individual is present at the meeting. Voting will be by paper ballot.

If a member has served the term limits associated with their elected/appointed position, they must remain off the Team they were elected/appointed to for a period of one year.

If a member vacates an elected position before the end of the term, the Executive Team will appoint an individual to fill the vacancy for the current year. At the next Annual Meeting, an election shall be held to fill the unexpired term.

### **Staff/Parish Relations Team**

The Staff/Parish Relations Team (SPR Team) is comprised of five members. Four members of the Congregation are appointed by the Executive Team, in consultation with the Pastor. Appointed members serve two-year terms, not to exceed two consecutive terms. The fifth member, and Chairperson, of the Team will be the Vice President of the Executive Team. The Chairperson's term will run concurrently with that of the position of Vice President of the Executive Team.

The SPR Team will meet at least once a quarter, and more often should the need arise. The Pastor and any member of the Congregation can request consultation with the SPR Team.

The SPR Team will function as a confidential support team for the Congregation, Pastor, and employees. The Team will listen to the concerns and celebrations of the Congregation, Pastor, and employees, and assist them in problem-solving, offering feedback on ideas and visions. Assigning employees to specific members of the SPR Team is not permitted. The Team, in its entirety, will act as a liaison between the Congregation, Pastor, and employees. When needed, the SPR Team will strive to resolve conflict in creative and care-filled ways, working for improved communication and understanding between the Congregation, Pastor, and employees.

The SPR Team will consult with the Executive Team regarding employee evaluations.

### **Safe Church Response Team**

The Safe Church Response Team is appointed by the Executive Team, comprised of no less than four members, and has an equal number of men and women, who are responsible for all matters related to safety within the church. This Response Team will be trained every year on the content of the Safe Church Policy and will be responsible for hearing any complaints that may arise in response to any infractions of the policy. More details of the responsibilities of the Safe Church Response Team can be found in the Safe Church Policy, which is on file in the church office and posted on our website.

### **Volunteer Ministry Teams**

Volunteer\_Ministry Teams facilitate the various ministries of our church, living out our mission to be the living presence of Jesus Christ. These Teams are volunteers, not elected, who feel led to serve our church in various ministries. The Chairperson of each Team is elected or appointed by the individuals serving on the Team and represents the team at Leadership Meetings. Refer to Article V of the Bylaws of Community of Faith for more detail on the Leadership Team.

Teams establish their financial priorities and submit a proposed budget to fund their programming for the upcoming year to the Finance Team. Through the monthly financial reports published by the Finance Team, the Teams can track their available funds throughout the year. Requests for additional funds above the budgeted funds must be presented to the Executive Team for approval. Any teams maintaining their own financial accounts are required to provide the Finance Team with October 1 beginning balance, income and expenses for the year, and the September 30 ending balance. These figures are needed for financial reports presented at the Annual Congregational meeting.

The Volunteer\_Ministry Teams represented are:

### **Building & Grounds**

This Team assumes responsibility for the stewardship of our church building and the surrounding property. This includes on-going repairs and maintenance. The Team creates schedules and reaches out to the congregation for assistance with lawn mowing, spring and fall clean-up days, and maintaining the landscaping. This team also maintains upkeep of the plants surrounding our building. Twice a year, they schedule a clean-up of the property.

### **Care Team**

This Team facilitates ministries that help keep our members connected to each other and to the church. Through visits, cards, at-home communion and other activities, our members know they are an important part of Christ's Church.

### **Hospitality Team**

The Team ensures that our congregation has ample opportunities for fellowship and casual conversation that enhances relationships among our entire congregation. Through consistent "Coffee Hours" as well as whole-church events, the Hospitality Team creates a loving, caring community that welcomes all.

### **Christian Education Team**

The Christian Education Team focuses on the spiritual development of children, youth, and adults by designing and arranging programs for the various age groups. This group, in consultation with Pastor, is responsible for identifying age-appropriate curriculum and activities that nurture spiritual growth.

### **Fundraising Team**

The Fundraising Team is a vital contributor to the overall financial health of the church. Proceeds from the major fundraising efforts of this team help fund salaries and other church activities that may otherwise not be affordable. Major fundraisers include, but may not be limited to, the sale of chicken paprikash, cabbage rolls, sausage and the dinners that may be associated with them. Unless approved by the Executive Team in advance, all proceeds from major fundraisers generated by the Fundraising Team go to the general operating fund of the church.

### **Missions & Outreach**

Living out our call to serve Christ, the Team facilitates our church's outreach ministry to the world around us, including the 5 United Church of Christ mission offerings, local and global missions, and outreach in our surrounding communities.

### **Women of Faith**

This group of women coordinates educational programming for its members and the broader church, as well as provides activities for fellowship and deepening relationships among our members. They support many of the ministries of the other Teams and provide opportunities for service through various activities. Under the "umbrella" of Women of Faith, these additional groups serve various constituents of our congregation:

Circle One

Crafters

Noodlers

### **Worship & Music**

This team works closely and consistently with the Pastor and the Music Director to design and implement worship services in sync with the seasons of the church year. The Team coordinates those aspects of worship that enhance spiritual awareness, and a sense of welcome and openness to all who come through our doors. The Team, in consultation with the Pastor, may assume responsibility for illustrating seasonal themes or messages by enhancing the worship space itself through art or other symbols. The Worship & Music Team is responsible for preparing the elements for communion; in addition, they facilitate the schedule and work of the Greeter and Ushers. A sub-group of the Worship & Music Team is the Altar Guild. The Alter Guild is responsible for the decoration of our altar throughout the liturgical year.

NOTE: At any time, the number of Volunteer\_Ministry Teams may fluctuate. If individuals want to establish new programming or projects which do not correspond to an established Team's agenda, they may contact any member of the Executive Team to recommend their idea. At any time, new Teams can be created to develop new ministries, or meet the changing needs of our community.