

OPERATIONS MANUAL CENTRAL CHRISTIAN CHURCH PUEBLO, COLORADO

RESPONSIBILITIES OF THE CHAIRPERSON

1. To lead the congregation in long-range planning and in carrying out its program --- so that persons are received into its fellowship, encouraged in strengthening their relationship with God, and supported as they seek to live as Christian disciples.
2. To initiate planning, establish goals and objectives develop programs, and evaluate effectiveness for the ministry and mission of the congregation.
3. To oversee the planning and implementation of programs that fulfill the congregation's ministries of nurture, outreach and witness.
4. To help all leaders in the congregation focus on their primary task.
5. To encourage understanding of and commitment to inclusiveness in the life of the church.
6. To see that the congregation is informed of overall directions and decisions of the General Board.
7. To meet and confer with the minister(s) on a regular basis to review the needs of the minister and to serve to counsel and advise the minister in pastoral relationships. This shall be a joint responsibility with the Vice Chairperson.
8. To be accountable to the Congregation.
9. To submit a summary of the year's activities for the Annual Report.

RESPONSIBILITIES OF THE VICE CHAIRPERSON

1. To fulfill the duties of the Chairperson when necessary.
2. To attend all meetings of the General Board and the Congregation.
3. To participate fully in the life of the church.
4. To perform such other duties as may be assigned by the Chairperson.
5. To meet and confer with the minister(s) on a regular basis to review the needs of the minister and to serve to counsel and advise the minister in pastoral relationship. This shall be a joint responsibility with the Chairperson.

RESPONSIBILITIES OF THE SECRETARY

1. To take minutes of all meetings of the General Board and the Congregation.
2. To return the minutes to the church office within two weeks of each meeting for distribution.
3. To perform such other duties as may be assigned by the Chairperson.

RESPONSIBILITIES OF THE CLERK

1. To attend and participate in all meetings of the General Board and the Congregation.
2. To keep an accurate record of all members received into the Congregation.
3. To keep an accurate record of baptisms and baby dedications.
4. To keep an accurate record of death that occurs within the Congregation.
5. To transfer members to non-participating status when the conditions outlined in the Bylaws are met.
6. To issue letters of transfer to persons transferring to other churches as requested.
7. To notify other churches of members transferring to this Congregation.
8. To maintain a current list of mailing addresses for all member.
9. To prepare a statistical statement for the Annual Report each year.

RESPONSIBILITIES OF THE HISTORIAN

1. To attend and participate in all meetings of the General Board and the Congregation.
2. To gather and preserve information pertaining to the history, life and activities of the church.
3. To make available for publication any historical materials authorized by the church.
4. To prepare an historical statement for the Annual Report each year.

RESPONSIBILITIES OF THE CHURCH SCHOOL SUPERINTENDENT

1. To attend and participate in all meetings of the General Board and Congregation.
2. To supervise the total Church School program of the church, working cooperatively with the Christian Education Committee and the minister(s).
3. To be a participating member of the Christian Education Committee.
4. To recruit teachers for Church School classes and arrange for their training.
5. To evaluate the effectiveness of the Church School program, to identify needs for additional study opportunities, and to make recommendations to the Christian Education Committee.
6. To develop and carry out plans to promote Church School attendance and participation.

RESPONSIBILITIES OF ELDERS

1. To attend and participate in meetings of the General Board and Congregation.
2. To cooperate with the minister in sharing responsibility for pastoral care of the Congregation.
3. To provide oversight for the general spiritual welfare and growth of the congregation.
4. To participate in the teaching ministry of the church.
5. To oversee the communion service at regular and special worship services.
6. To submit an account of the Elders' activities for the Annual Report.

RESPONSIBILITIES OF DEACONS

1. To attend and participate in meetings of the Congregation and of the General Board if elected as a representative of the Deacons.
2. To cooperate with the elders in promoting the welfare and growth of the church.
3. To prepare and distribute the Lord's Supper and receive the offerings at regular and special worship services.
4. To cooperate with the elders and functional committees in ministering to the bereaved and needy.

RESPONSIBILITIES OF TRUSTEES

1. To attend and participate in meetings of the General Board and Congregation.
2. To oversee, maintain, and supervise all church property, reporting monthly to the General Board and annually to the Congregation.
3. To make certain that all trust funds of the congregation are invested properly.
4. To be responsible, in consultation with the minister, for all use of the church building and grounds.
5. To be responsible for adequate insurance coverage on all church property.
6. To submit an annual budget request to the Finance Committee for property maintenance and improvement.
7. To be accountable to the Congregation and the General Board.
8. To submit an account of the Trustees' activities for the Annual Report.

RESPONSIBILITIES OF THE NOMINATING COMMITTEE

1. To become familiar with as many persons in the congregation as possible; to be aware of the gifts, skills, interests, knowledge, and commitment of these persons; and to consider persons of various ages and life situations.
2. To be aware of the responsibilities for each leadership position.
3. To match potential leaders with particular leadership positions.
4. To invite persons to serve in leadership positions, receive their responses, and present the slate at the Annual Meeting of the Congregation.
5. To make the proposed slate of nominees available to members of the Congregation at least seven (7) days prior to the Annual Meeting.

RESPONSIBILITIES OF CHRISTIAN EDUCATION COMMITTEE

1. To coordinate the planning and implementation of a comprehensive Christian education ministry for the Congregation and community.
2. To be familiar with the overall goals the Congregation has set for itself, how these goals influence its educational programs, and how these goals may be met.
3. To assist in the selection and implementation of appropriate curriculum materials for use in Church School classes for all age levels.
4. To learn about Christian educational opportunities useful to persons of all ages, both in the Congregation and the community.
5. To link with organizations, persons, and resources in and beyond the Congregation that are concerned about Christian education.
6. To oversee the nursery, the children's ministry, the Youth program, and the Church School program for the Congregation.
7. To submit an annual budget request to the Finance Committee.
8. To submit an account of the committee's activities for the Annual Report.

RESPONSIBILITIES OF THE COMMUNICATIONS AND PUBLIC RELATIONS COMMITTEE

1. To oversee the communications that go to the members of the Congregation and to the community, such as newsletters, bulletin boards and displays, telephone contacts and audiovisuals.
2. To coordinate contacts between the Congregation and the media in the community.
3. To cooperate with the General Board to plan for program promotions.
4. To communicate with persons responsible for district and regional newsletters.
5. To submit an annual budget request to the Finance Committee.
6. To submit an account of the committee's activities for the Annual Report.

RESPONSIBILITIES OF THE EVANGELISM COMMITTEE

1. To work with the minister and the General Board to make evangelism a vital part of the Congregation's ministry.
2. To care for all members of the Congregation, including those who are inactive, as well as persons who are not members of any Congregation; to help all know and respond to the love of God.
3. To work with all groups and persons in the Congregation to keep an updated prospect file and to provide for visitation programs.
4. To be familiar with the overall goals of the Congregation and how evangelism relates to these.
5. To set goals for Congregational growth and plan specific evangelistic events and missions.

6. To develop and carry out programs of membership care, including plans for growth in devotional life and for the distribution of devotional resources.
7. To learn about programs and resources that assist the Congregation in its ministry of evangelism.
8. To submit an account of the committee's activities for the Annual Report.

RESPONSIBILITIES OF THE MEMBERSHIP DEVELOPMENT COMMITTEE

1. To work with the minister and the General Board to plan and implement activities to provide fellowship opportunities for members of the Congregation and the community.
2. To be familiar with the overall goals the Congregation has set and how membership development relates to these.
3. To set goals for Congregational growth and plan specific activities to appeal to targeted groups.
4. To submit an account of the committee's activities for the Annual Report.

RESPONSIBILITIES OF THE MEMORIALS COMMITTEE

1. To evaluate requests for the expenditure of funds left to the church in bequests or memorials.
2. To ensure that the allocation of the funds follows the wishes of the person who bequeathed or donated the money.
3. To present the General Board recommendations for use of bequests and memorial funds for the board's approval.
4. To maintain an up-to-date record of the disbursement of funds in collaboration with the Treasurer.
5. To maintain the Memorials Book in a timely fashion.
6. To submit an account of the committee's activities for the Annual Report.

RESPONSIBILITIES OF THE PASTORAL RELATIONS COMMITTEE

1. To serve as a conduit between the Congregation and the Senior Pastor.
2. To counsel with the Senior Pastor about priorities, expectations and his job description.
3. To support and encourage the Senior Pastor in his ministry.
4. To seek to understand feelings and desires about the pastor's leadership within the Congregation and to communicate concerns to the pastor.
5. To make recommendations to the Finance Committee concerning the compensation package for the Senior Pastor as a part of the budget process.
(According to the responsibilities listed for the Board Chair and Vice-Chair in the operations manual, they are members of this committee.)

RESPONSIBILITIES OF THE PERSONNEL COMMITTEE

1. To review and update personnel policies in order that they may be timely and appropriate.
2. To review employees' job descriptions in order that they may be timely and appropriate.
3. To discuss regularly with the Senior Pastor the personnel conditions that affect the Congregation's total ministry.
4. To consult with the Senior Pastor and make recommendations to the Finance Committee concerning the compensation package for employees as a part of the budget process.
5. To assist the Senior Pastor in developing an evaluation instrument to be used in assessment of employees.
6. To work closely with the Senior Pastor concerning all personnel matters since the bylaws stipulate that he is responsible for supervision of employees.
7. To submit an account of the committee's activities for the Annual Report.

RESPONSIBILITIES OF THE STEWARDSHIP AND FINANCE COMMITTEE

1. To build an annual budget to support the mission and ministry of the Congregation and submit it to the General Board and the Annual Meeting of the Congregation for approval.
2. To develop and carry out plans to raise enough income to support the budget that has been approved.
3. To carry out instructions about allocations from the General Board.
4. To guide the activities of the treasurer and the financial secretary.
5. To arrange for an annual audit of the records of the financial officers and to report the results of the audit to the General Board.
6. To coordinate the planning and implementation of a comprehensive program of stewardship education, inspiration and action.
7. To be familiar with the overall goals the Congregation has set for itself, how these goals influence its stewardship programs, and how stewardship can influence and extend these goals.
8. To submit an account of the committee's activities for the Annual Report.

RESPONSIBILITIES OF THE WORLD AND COMMUNITY OUTREACH COMMITTEE

1. To coordinate, plan, carry out, and evaluate the Congregation's outreach ministries in such areas as Christian unity and inter-religions concerns, church and society, community volunteers, missions, religion and race, health and welfare ministries, and status and role of women.
2. To cooperate in ministries and programs with other Disciple of Christ congregations and with congregations of other denominations.
3. To link with organizations, persons, and resources of the Congregation and community that share hopes and concerns related to outreach ministries.
4. To submit an account of the committee's activities for the Annual Report.

RESPONSIBILITIES OF THE WORSHIP AND DEVOTIONAL LIFE COMMITTEE

1. To plan worship services that are appropriate for the members of the Congregation and the community.
2. To coordinate with the minister and the music leaders in planning worship.
3. To promote the spiritual life of the Congregation and its members.
4. To submit an annual budget request to the Finance Committee.
5. To submit an account of the committee's activities for the Annual Report.

**CENTRAL CHRISTIAN CHURCH
POLICY FOR CONDOLENCE CALLS
ADOPTED BY THE BOARD OF DIRECTORS
APRIL 8, 1998**

The minister or the church secretary will notify the caring elder assigned to the family as soon as news of the death reaches the office.

As soon as possible upon hearing of the death, the elder (or a substitute) will:

1. Call at the home of the bereaved;
2. Express condolences on behalf of the congregation;
3. Offer a prayer of condolence;
4. Ask if there is any way in which the church can help;
5. Ask if the family would like a meal or reception;
6. If so, ask the approximate number of people who would be served;
7. Ask where and when they would like the meal/reception to be.
8. Check the Church calendar for possible conflicts before setting the day and time for the dinner.

That information should be given to the CWF president and the church office as quickly as possible.

The CWF president will notify the CWF group involved.

If no group is involved, the CWF Executive Board will plan the meal/reception.

Because there are groups that have long standing meetings scheduled, it is important to plan around the Church calendar.