

APPENDIX
to the
BY-LAWS
Of the
WILLISTON FEDERATED CHURCH

Prepared by the Ad Hoc Committee—
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October 2001

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2. It is important to note that this is a working guideline, subject to change. While the work description should be followed closely, it is by no means exclusive; events, decisions, ideas which occur during the fiscal year may add opportunities to the committee or to the work of the officers. Actually, we hope that you complete all the tasks listed, and you are welcome to add more as long as that new activity is coordinated with other committees/officers through communication with the Lay Leader and, if necessary, the Official Board.

3. You will note that the format differs from committee to committee; this is by design, as the format for committee work also differs from group to group. Some committees are calendar driven, while others are committed to on-going activities throughout the year.

4. Committees and officers are asked to review this guideline during the course of each working year. If it is decided that substantive changes need to be made,

those changes should be brought for review to the Official Board at a planning meeting.

This Appendix has been compiled by the Ad-hoc By-Laws Amendment Committee (2001) with- the considerable help of past and present members of various committees. There are several things to consider as you work with this document:

1. The section for each committee or officer starts with the specific By-Law and is followed by a list of tasks which describe more fully the work of the committee or officer. It is these tasks to which we call your attention.. We would urge that you read not only your committee's guidelines but also the guidelines of other committees. Hopefully, this will give a better understanding of the work of the church through all its committees and officers and may lead to positive inter-committee projects and eliminate duplication of efforts.

Introduction:

Members of the Ad-hoc committee are grateful to all those committee chairpersons who have provided the material for our work. It is our hope that this document will be of good use to committees and officers.

AUDITING COMMITTEE

The Auditing Committee shall consist of three members (one being elected each year by the members). This committee shall be responsible for conducting, prior to the Annual Meeting, an audit of all the financial records of the church and its organizations, according to an auditing guide provided by the Official Board. The member whose term expires at the coming Annual Meeting shall be chairperson.

EDUCATION COMMITTEE

The Education Committee shall consist of no less than six members (two or more being elected each year by the membership). It is the responsibility of the Education Committee to provide the means for an effective program of Christian education in this parish for all age groups. The Committee shall, after studying the educational needs of the parish, formulate and carry out the policies to meet those needs. This committee, in consultation with the pastor, shall be responsible for making sure that a confirmation class is offered.

The committee in consultation with the Pastor and the Pastoral and Staff Relations Committee shall be responsible for the job description, hiring, supervision, annual evaluation, and termination of the Director of Youth Ministries and shall communicate the job description and evaluation to the Director and to the Pastoral and Staff Relations Committee.

Annual Calendar on next pages...

ANNUAL CALENDAR

AUGUST-Choose a chairperson, a secretary, and a representative to the Official Board
Order curriculum

Continue to recruit fall teachers Plan first day of
Sunday School
SEPTEMBER-Recruit fall
teachers
Prepare for first day of Sunday School; replenish supplies; schedule meeting to
give curriculum to new teachers; assign table set up and inform custodian.
Organize pot-luck after church.
Make announcement introducing new teachers.
Plan day for Bible Sunday: order Bibles for 3rd graders;. organize making of
book marks.
Return. any extra' curriculum supplies
OCTOBER-Bible Sunday: call 3rd grade parents to remind; be sure Bibles are ready;
make presentation on Sunday.
Christmas Pageant: make announcements and pleas in bulletin for director of
pageant
NOVEMBER-Recruit teachers for winter term: make poster; order curriculum Giving
tree: start organization;- find families, plan tree and communication with
congregation
Creche: plan where and when for presentation in December. Also, page in
Christmas service bulletin for creche donations.

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JANUARY-Heifer Sunday: plan Heifer project and order banks. Dates: Confirmation,
Youth Sunday, recognizing seniors Prepare budget to present to Finance Committee
in March FEBRUARY-

Plan Heifer Sunday
Recruit spring teachers; make poster; make announcements Finish preparing
budget

DECEMBER-Christmas Pageant: Not an educator's job, but keep informed. Winter
term teachers: dedicate on first teaching Sunday and thank fall teachers.
Creche: plans for where and when

MARCH-Publicize camps
Youth Sunday date and graduating seniors Introduce spring teachers;
thank winter teachers

APRIL-Final plans for -Heifer Sunday Get list of current 2nd graders

MAY-

Prepare Annual Report

Plan Youth Sunday and senior gifts; choose theme of Youth Sunday and plan parts for
classes and .communicate to teachers.

Recruit fall teachers; have a poster up for teacher -sign-up

JUNE-Youth Sunday and thanking spring teachers Summer Sundays--any need for
SS, activity?'

JULY-Break time and thinking

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FINANCE COMMITTEE

The Finance Committee shall consist of no less than nine elected members (three or more being elected each year by the membership). The Financial Secretary and- Treasurer shall be ex officio members of this committee.

The committee shall be responsible for the development and maintenance of the operating budget. The committee shall propose a yearly budget which shall be accepted, rejected, or modified by the Official Board and presented for approval to the Annual Meeting. Subsequent modifications to the budget shall be approved by the Official Board. The committee is also responsible for educating the congregation about the meaning of Christian financial stewardship and shall administer an annual stewardship campaign to support the operating budget of the church. All fund-raising activities within the church, including capital fund-raising campaigns, must be coordinated through the Finance Committee. The committee is responsible for maintaining and publicizing the church's planned giving opportunities..

The Finance Committee shall present a financial summary quarterly to the Official Board.

Finance Committee Purpose:. To work with the congregation in support of the overall church mission and vision. Specifically, the Finance Committee is responsible for the financial health of the operating budget of the church.

The committee seeks to educate the membership and congregation about the meaning of Christian stewardship and the necessity of financially supporting the church, in order to fulfill its mission and vision. The .committee conducts an annual stewardship campaign to support the operating budget of the church. A calendar of activity for the Finance Committee follows.

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SEPTEMBER * Open

First Quarter - July September JULY

* Choose a chairperson, a secretary, and a representative to the Official Board

New committee members-go over church mission * Develop meeting schedule and set calendar

* Review year-end financial results

* Develop and publish year-end reports

Coordinate with Auditing Committee to assure audit takes place * Communicate financial results to church population

* Send letters regarding delinquent pledges with 6/30 statements

AUGUST * Write letter to other committees. regarding their new budget * Develop goals. and objectives for the year

Second Quarter - October - . December OCTOBER

* Quarterly financial report to Official Board

* Send letters regarding covenant giving if necessary

NOVEMBER * Explore different kinds of stewardship campaigns

* Produce next year's budget request packages for committees to prepare in their January meetings and to return to Finance Committee in March

DECEMBER * No meeting

JUNE * Year end planning. Do we need to manage cash flow? * Financial planning/planned giving presentation

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Third Quarter - January - March JANUARY

* Quarterly financial report to Official Board

* Select stewardship campaign and begin planning process * Decide on program for March Friendship supper

* Send letters regarding covenant giving if necessary

* Receive an updated church mailing list from Membership Committee

FEBRUARY * Develop specific mechanics for stewardship campaign including planning calendar

* Prepare for Friendship supper

* Prepare Finance Committee budget

MARCH * Review initial budget requests from committees. * Prepare initial draft budget

Fourth Quarter -April - June APRIL

* Quarterly report to Official Board

* Finalize and conduct Stewardship Campaign

* Create Finance Committee report for church Annual Report * Send letters regarding covenant giving if necessary

MAY * Finalize budget for next year including prior year actuals, current year-todate actuals, current year budget, and. proposed budget to present-to Official Board and revise if necessary

* Present budget to Annual Meeting for acceptance

* Critique stewardship campaign, document comments for next year, send thank you notes

* Write report for Annual Meeting * End of year financial planning

2. Count, record, and deposit all monies as described in the By-laws and report sums to the Pastor and to the Treasurer.

FINANCIAL SECRETARY

The Financial Secretary shall be responsible for keeping accurate records of the contributions of all individuals and shall receive, count and accurately record all income for the current expense and mission programs of the church. The Financial Secretary shall be a member of the Finance Committee. The Financial Secretary shall, after counting, recording, and reporting to the Treasurer each week's income, deposit all collected monies in the appropriate church accounts.

1. Collect all monies at the close of services on Sunday and at the end of other services where donations are given.

3. Work with the Finance Committee.

4., During the stewardship campaign, receive and tabulate all pledges.

5. Order offering envelopes for the beginning of each calendar year and distribute the envelopes to "those who have pledged.

6. Send out quarterly statements to those in arrears on their pledges and send out fiscal and calendar year-ending statements to all pledging units.

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LAY LEADER

The lay Leader shall be the lay spiritual leader of the congregation and the chief executive officer of the corporation. The Lay Leader shall preside at all meetings of the members at which he/she is present, except as otherwise voted by the Official Board. He/She shall assist the Pastor in directing and giving guidance to the various boards and committees of the church. He/She shall be a member of all committees of the church with the right to vote.

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1. The Lay Leader will try to make members aware of the various denominational offerings and activities. with which members may become involved.
 2. The Lay Leader will help members be aware of their own ministries or possible ministries of which they might become a part. He/She will recognize the contributions which members make in their homes, workplaces, communities, and-in their community of faith.
 3. The Lay Leader will meet regularly with the pastor to discuss the state of the church and identify needs or directions for the church.
 4. The Lay Leader will work to establish and maintain communication among all the different working units of the church. The Lay . Leader will be the hub through which information of common concern may pass so that the church may work in a unified fashion.
 5. The Lay Leader will assist in advising the Official Board of opportunities and needs for a more.effective ministry.
 6. If possible, the Lay Leader will attend training opportunities in order to strengthen his or her work. The Lay Leader will be asked to consider becoming a certified Lay Leader.
 7. The Lay Leader may assist at baptisms, communion services, and at other occasions at the request of the pastor.
 8. The Lay.Leader will accomplish all things and smile.

MEMBERSHIP COMMITTEE

The Membership Committee shall consist of no less. than six members (two or more being elected each year by the membership). The over-riding objective of the committee shall be to encourage people of the community in commitment to the Christian Faith. It shall be responsible to see that records of membership, baptisms, weddings and funerals are kept and that these records are reviewed and updated annually. The committee, in cooperation with the Pastor, shall be responsible for membership training, classes for prospective new members. The committee may annually offer a series of discussions in which members of the church can explore and/or renew their membership commitments. The committee shall arrange visitation of church and community members according to their needs. The committee shall schedule and plan such special activities and organizations as may be needed to promote Christian fellowship in the community

-----1.

Organizational activities

- a. At the first meeting, choose a chairperson, a secretary, and a representative to the Official Board
- b. In January or February, the committee should prepare a budget to present to the Finance Committee in March
- c. In May, the committee should prepare a report of the year to be included in the Annual Report

2. Membership Duties.

- a. Keep an up-to-date list of members, adding new members and following procedure to remove names. Give updated mailing list to Finance Committee in early January
- b. Arrange and hold a "New Member" class
 1. Create an information packet.
 2. Attend the meeting to welcome new members.
 3. Work with Pastor to determine the content of the meetings.
 4. Work with Pastor to determine dates for new members to join and hold a reception on that date.

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- c. Contact and follow-up with those who wish to become members
 - d. . Contact first-time visitors.
 - e. Keep records of baptisms, marriages and funerals.
 - f. Send cards to sick folks, shut-ins, those in need of support, and graduating students. This duty may be assumed by someone outside the committee.
- ## 2. Sunday duties-
- a. Schedule greeters for Sunday services.
 - b. Arrange' for coffee fellowship.
 - c. Provide a rose on the altar for each newborn baby.
- ## 3. Organize Monthly Potlucks
- Ensure that a committee sponsors a potluck each month
- ## 4. Program- of visitation

MISSIONS AND SOCIAL CONCERNS

The committee will consist of no less than six members (two or more being elected each year by the membership). The responsibility of this committee will be to provide for the distribution of literature and information concerning the missionary activities (domestic and foreign) of the Church. Other responsibilities are to- identify and promote community programs, to study and develop action-projects in the areas of Christian social concerns; peace and world order; human relations and economic affairs; health and welfare. The committee will endeavor to make known periodic missionary emphases of both the United Methodist and the United Church of Christ denominations. The Church Treasurer will disburse missions monies at the direction of this committee. It will inform the parish of the qualification and needs for missionary personnel and will present the challenge of both domestic and foreign missionary service to the

congregation.

1. At the organizational meeting in August or September: Select a chairperson, a secretary, and a treasurer

The chairperson will preside over meetings, prepare agendas, and represent the committee on the Official Board.

The secretary will keep a record of the meetings. The treasurer will submit payment vouchers to the church treasurer for all giving to others.

Determine planned "Special Giving" Sundays.

2. At regular meetings:

Plan ways to involve the congregation in missions-- local, national and international

Study current issues that the congregation should be informed about. Plan how the congregation will be informed. Form task groups for special study and action. Decide on special needs and special offerings. (This may be done by telephone when time is short.) .

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Review requests for money.

For organizations, make value judgment

For individuals, if friends, members, or neighbors, make value judgment. If strangers, refer to organizations like JUMP, COTS, etc.

3. At October meeting

Decide on the distribution of "Giving to Others" funds, retaining ten to twenty percent for local emergencies.

4. At February meeting

Prepare budget for the coming fiscal year.

5. In May

Prepare a written, end of year report for the Annual Report

2. Provide weekly flowers for the altar. This job may be performed, by a person outside the committee.

3. omitted

MUSIC AND WORSHIP COMMITTEE

The Music and Worship Committee shall consist of no less than six members (two or more being elected each year by the membership). This committee, oversees the worship life of the congregation. It shall be responsible for providing the services of a choir director and organist, obtaining music for the choir-library, and for the improvement and advancement of the music program necessary for the life of the congregation when it worships together.

It shall help the congregation become increasingly aware of the meaning, purpose and practice of worship. With the Pastor, it shall recommend plans for study by individuals and groups of the art of worship. It shall provide for ushers, greeters, altar appointments and for the general well-being of the sanctuary and have general oversight over the

communion stewards.

The committee, in consultation with the Pastor and the Pastoral and Staff Relations Committee, shall be responsible for the job description, hiring, supervision, annual evaluation, and termination of the music personnel and shall communicate the job description and evaluation to the personnel involved and to the Pastoral and Staff Relations Committee.

1. Organizational activities

- a. At the first meeting, choose a chairperson, a secretary, and a representative to the Official Board .
- b. In January or February, the committee should prepare a budget to present to the Finance Committee in March
- c. In May, the committee should prepare a report of the year to be included in the annual report

4. Provide ushers for each service. and prepare materials so that ushers are aware of their responsibilities.

5. Act as a liaison with paid music staff.

6. Inform the congregation through The Steeple of happenings relative to worship throughout the year.

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7. Do special planning for Lenten, Easter, and Sedar services a. Ash Wednesday

- b. Palm Sunday--order and distribute palms
- c. Holy Thursday--set up for communion and work with Pastor in planning
- d. Good Friday--work with Pastor in planning
- e. .. Easter Sunday--provide for services including Sunrise Service
- f. Easter Sunday--arrange for altar flowers and/or set up a plan for alternative gift giving
- g. Sedar supper--plan for meal

8. Do special planning for Fourth of July service a. Procure the use of the Old Brick Church

- b. Arrange for ushers, organist, music, flowers

9. Do special planning for summer services including providing for an organist and special music

10. Do special planning for Advent season

- a. Prepare for the four Sundays by placing the Advent wreath and arranging for the Advent readers.
- b. For the December hanging of the Greens, provide a dessert evening, Coordinate with, youth of the Church for greens and see all necessary materials are on hand to dress the church for Christmas.

11. Do special planning' for Christmas and Christmas Eve services a. Provide for readers for the three Christmas Eve services. b. Arrange for candles needed for candle lighting service. c.. Solicit cookies and punch and set up for the fellowship time between the three services.

- d. Provide opportunities for people to order flowers for the altar and/or to give alternative gifts. Make sure all flowers and alternative gifts are distributed.

e. Work with the Pastor in planning these services. 16

NOMINATING COMMITTEE

The Nominating Committee shall consist of three members from the congregation (one being elected each year by the members) and the Pastor. The Pastor shall be chairperson., Each year at the Annual Meeting, the committee shall present a slate of nominations for the various permanent offices, committees and boards. If -a vacancy shall occur in any committee, the Official Board shall temporarily fill the vacancy until the next Annual Meeting. The committee shall nominate a person for only one Standing Committee position at any one time.

The Nominating Committee plays an important role as it compiles a list of nominees for leadership positions in the Church organization. The list of nominees is seldom challenged, and the list is usually adopted without change. This makes it important that the committee prepare the list with care and match the needs of the various committees with the talents and interests of the nominees.

To do this in a timely manner, the Nominating Committee with the help of each church committee should prepare a list of the talents each church committee needs in order to accomplish its stated goal. The Nominating Committee would also inventory the various talents of the church members. These listings should be compiled and updated throughout the year. By using and comparing the two lists, a slate of nominees could be compiled, by May 15 from a broad base of potential candidates.

PARSONAGE COMMITTEE

The Parsonage Committee shall consist of five members. There will be one member elected by the membership for a three year term each year, a representative of the pastoral family, and a Trustee appointed by the Trustees. The chairperson shall be the person appointed by the Trustees. The committee shall be responsible to the Trustees for the maintenance, interior decoration and livability of the parsonage.

Guidelines to be determined by committee

RECORDING SECRETARY

The Recording Secretary shall keep a true record of all votes and the proceedings of the meetings of the members and of the Official Board. These records. shall be kept in the Church office and shall be open at all reasonable times to the inspection of the. members. In the absence of the Recording Secretary from any such meeting, a temporary Recording Secretary shall be chosen who shall record the proceedings thereof.

The Recording Secretary shall keep custody of the corporate seal. The Recording Secretary shall procure and file in his/her own office and in the office of the clerk of the town where the principal office of the corporation is located certified copies of.all papers required by law to be filed with the Secretary of State except the annual report of the

corporation. A copy of all annual reports shall be filed with the Recording Secretary one week prior to the Annual Meeting. The Recording Secretary shall forward the Annual Reports to the Troy Conference and to the Vermont United Church of Christ Conference.

1. The Recording Secretary takes minutes at all Official, Board meetings and sends a written report of the minutes to all OB members, the Church Secretary, and the Pastor in a timely fashion.

2. The Recording Secretary takes minutes at the Annual Meeting and all other special meetings of the congregation and sends a written report of those minutes to the chair of the Official Board, to the Church Secretary, to the Lay Leader, and to the Pastor.

3. If the chair of the Official Board so desires, the Recording Secretary will notify Official Board members of upcoming meetings.

4. The Recording secretary will provide the call for Annual Meeting and for special meetings as described in Articles III and IV in the ByLaws.

5. The Recording, secretary may delegate the receiving and sending of annual reports to the Church Secretary in consultation with the Lay Leader and the Church Secretary. .

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PASTORAL AND STAFF RELATIONS COMMITTEE

The Pastoral and Staff Relations Committee shall be composed of no less than six members (two or more being elected each year by the membership). The committee shall cultivate the Pastor-parish relationship, providing opportunities for counseling on matters pertaining to the Pastor's relationship with the congregation including pulpit supply, proposals for salary, travel expense, vacation, housing and other matters relating to the effectiveness and well-being of the Pastor and his/her family. It may arrange with the Official Board for necessary time and financial assistance for his/her attendance at such schools or institutions as may serve his/her intellectual and spiritual growth. The committee shall provide a sufficiently clear "job description" of the Pastor's job and the needs of the parish so that in case it becomes necessary to find a new pastor there will be guidelines for selection and a definite picture of the work outlined for the new pastor.

The committee shall create a guide for making a yearly evaluation of the Pastor's effectiveness in carrying out his/her job. • The committee shall make such evaluation each year prior to the ' end of the calendar year, and shall recommend to the Official Board a decision to retain or not to retain the present pastoral leadership.

When a vacancy occurs in pastoral leadership, this committee shall be responsible for selection of a pastor to fill the vacancy.

The committee shall participate with the Pastor and the appropriate standing committee in the recruitment, hiring, supervision, annual evaluation, and termination of all regularly paid church employees. The committee in consultation with the Pastor shall be responsible for the job description, hiring, supervision, annual evaluation, and termination of any staff members not defined elsewhere in these By-Laws. The committee shall assist the Pastor with the job description, hiring, supervision, and annual evaluation of the office personnel.

1. At its first meeting of the fiscal year, the committee should choose a chair, a secretary, and a representative to Official Board.
2. In January or February, the committee should prepare a budget to present to the Finance Committee in March..
3. In May, the committee should write a report of the year to be included in the Annual Report. .

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4. A committee member will be designated as a contact person for each staff member. This contact person will work as a liaison, as well as providing assistance to the staff member. When problems arise with a staff member, the liaison reports to the Pastoral and ' Staff Relations Committee. which in turn will provide to the Official Board a summary of the action .taken and future action plans without disclosing confidential details.
5. This committee will facilitate the hiring of any new staff member, -seeking input and cooperation from the other relevant committees.
- 6: The committee will work closely with the Pastor to provide assistance to all staff members.
7. The committee will try to assist in areas of need for the Pastor and his/her family.
8. The committee is directly in charge of assisting the secretary. This assistance can come in the form of finding volunteers to assist in the secretary's duties, finding coverage during secretary's time off, and in assisting in any equipment needs for the church office.
9. The committee is responsible for communicating to the congregation information pertinent to the processes of hiring, and dismissal of any staff member. (The reasons for the' change in staff' may be better explained by those committees who work most closely with various staff members.) _
10. The committee will locate appropriate lay/guest speakers to fill the pulpiff in the absence of the pastor.

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TREASURER

The Treasurer shall be the chief. financial officer of the corporation and shall be in charge of its funds and financial records and also be the chief accounting officer of the corporation and shall be in charge of its books of accounts and accounting records and of its accounting procedures, and shall have such other duties and powers as may be designated from time to time by the Official Board. The Treasurer shall

be a member of the Finance Committee. The Treasurer shall be responsible to the Official Board. The Treasurer shall submit a quarterly report to Official Board and a monthly report to the Finance Committee. The Treasurer shall receive weekly reports from the Financial Secretary of all money paid into the church for the current expense and missions programs, record same into the proper accounts and pay bills upon direction of the Official Board. The Treasurer upon going out of office shall deliver to his/her successor all books, papers, accounts, and funds that he/she possesses.

1. Receive and record reports of all monies paid into the church for current expenses and missions.

2. Pay all bills for the operation of the church and record such payments. 3. Submit monthly reports to the Finance Committee and quarterly reports to the Official Board.
4. Manage the payroll by drawing payroll checks, paying payroll taxes, .completing W-2's and 1099's, reporting such to the federal government in a timely fashion, reporting to the State of Vermont and paying state taxes, also.
5. Send end-of-year reports to Troy Conference.
6. Attend monthly Finance Committee meetings and business meetings of the Official Board.

BOARD OF TRUSTEES

The Board of Trustees shall consist of nine members elected by the membership, and shall serve for three calendar years following their election. At each Annual Meeting, three Trustees shall be elected from the membership and will serve until the third. Annual Meeting following his/her election, and until his/her successor is elected and qualified or until he/she sooner dies, resigns, or is removed. The Trustees shall have the responsibility for the supervision, oversight, and care of all real property and equipment of the Williston Federated Church and shall have responsibility of all invested funds. The Trustees shall elect, at the first meeting of the Board of Trustees following the Annual Meeting, a chairperson, a secretary, a treasurer, and a representative to the Official Board. The secretary shall keep accurate minutes of all meetings, and the treasurer shall receive and disburse any investment or trust income as directed by the trustees for the.. maintenance and/or improvement of the property. The Board of Trustees shall be responsible to the Official Board

The Trustees in consultation with the Pastor and the Pastoral and Staff Relations Committee shall be responsible for the job description, hiring, supervision, annual evaluation, and termination of the custodian(s) and maintenance staff,. and shall communicate the job description and evaluation to the custodian(s) and maintenance staff and to the Pastoral and Staff Relations Committee.

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1. Responsible for maintenance of Church, Parsonage, Mace House This encompasses everything from capital improvements to cosmetic improvements-- from foundation of Mace House to painting of sanctuary.
 2. Responsible for all rentals: Mace House, Parsonage (temporary), and church facilities
 Manage leases with tenants at Mace House, Day Care, and the rental at the Parsonage. Collect the rents, pay the taxes, water, electric, and gas bills. Set the rent to cover all expenses and a bit more to fund, necessary repairs. Develop a written statement of appropriate uses and fees for the use of church areas.

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3. Responsible for hiring and supervising the custodian and part time handyman. Hire snowplowing and oversee shoveling of snow and mowing of the grounds.
4. Responsible for hosting a spring and fall clean up day to care for grounds and

buildings.

5. Responsible for invested funds.

Keep records for organ fund, steeple. fund, minister equity funds, etc. Collect receipts for the building fund and payment of mortgages. Accept-bequests to the church and apply them to areas requested.

6. Responsible for reporting to the congregation at Annual Meeting by submitting a financial report including prior year actuals, current yearto-date actuals, current. budget, and proposed budget to the church secretary by May 15 for inclusion in the. Annual Report.