

Handbook

Qualifications, Job Descriptions, and Guidelines
for the Spiritual Leadership Team,
Commission and Committee Members,
Representatives, and Staff

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This handbook is revised every year to reflect changes in the congregation. If your commission or committee wants to change something, please tell the church office.

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A RECALIBRATED VISION FOR BERKEY AVENUE

Imagine our congregation as a train traveling on tracks. If we're like a train, then we might ask four questions.

First, where is our congregational train headed? For many years we've had a motto: "Called to be Christ's loving, healing, caring presence." This motto emphasizes being over doing—it conveys something static. It also doesn't say anything about where we are supposed to be Christ's presence—is it just in our church building? So we propose rewording our motto slightly in order to say where our train is going: "*Live Christ's loving, caring, healing presence in the world.*"

Second, what two rails carry our congregational train toward this destination? Since 1998 our congregation has had an excellent vision which calls us to embrace intimacy with God and intimacy and invitation with other human beings. We think those are the two rails for our train. *One rail is our intimacy with God. Another rail is intimacy and invitation in our relationships with other people.*

Our train needs both rails to get where we're going. The rail of deeper intimacy with God runs parallel to the rail of deeper intimacy with, and invitation to, other human beings. Our congregation's spiritual growth happens best when we use both rails.

However, we think that since 1998 our congregation has more often embraced intimacy and invitation *with other people*, but less often intimacy *with God*. Much of congregational life rightly focuses on human relationships (small groups, sharing, fellowship, meals, IHN, etc.). This is good. But in what ways are we teaching each other to pray in ways that give us life, or to find the particular spiritual practices that enliven our intimacy with God?

Third, what energy fuels our train's engine? We've already hinted at the answer. *Our train runs on the fuel of formational practices such as worship, prayer, Scripture, communion, study, caregiving, hospitality, Sabbath, and many more.*

Fourth, who's driving the train? The conductor is Jesus Christ, through the continuing presence of the Holy Spirit. All of us riding on the train have the privilege and responsibility of paying

attention to the conductor, while the pastors and elders, along with the commissions and committees, have a special responsibility to do so.

A Recalibrated Vision

In the next 3-5 years, we believe that Berkey Avenue is being drawn to a season of congregational life where we:

- ✦ Strengthen our intimacy with God.
- ✦ Playfully experiment with some of the more than 100 available practices of personal and congregational spiritual formation. These can be either new practices or modifications of practices we're already doing.
- ✦ Continue our intimacy with, and invitation to, other people.

How Will We Know that We're Progressing on this Vision?

As in human relationships, our relationship with God is primarily about *fidelity* and *friendship*. As we grow in fidelity and friendship, the fruits of the Spirit will become more evident in our lives (Galatians 5:22-23). Spiritual growth is an on-going adventure in God that never ends in this life—the tracks always lead us to greater fidelity and friendship. Although spiritual growth is hard to quantify, we suggest two mile markers.

- ✦ Within five years, at least half of the active members in the congregation (and we hope more than half!) will be able to name five spiritual practices that they do regularly.
- ✦ Of these five practices, at least one will include prayer, at least one will use scripture, and at least one will include service or mission to others.

RECALIBRATED VISION FOR THE FUTURE

For no one can lay any foundation other than the one already laid, which is Jesus Christ.

(1 Corinthians 3:11)

Our vision is to live Christ's loving, caring, healing presence in the world. In carrying out this vision, we will embrace both intimacy and invitation as primary values. This means we will:

1. Stress the importance of deepening our personal relationships with God and with each other. This includes the strengthening of our mutual caring and the depth of our spiritual interaction with each other. (Intimacy)
2. Strive to be an inviting, welcoming, hospitable congregation, seeking to share our faith in Jesus Christ with other people, while also inviting God into our lives in new ways. (Invitation)

We also commit to:

1. Participate in meaningful, vibrant worship.
2. Continue a high level of involvement in mission, both local and global.
3. Conduct dynamic children, youth, and adult nurture activities.
4. Encourage spiritual growth.

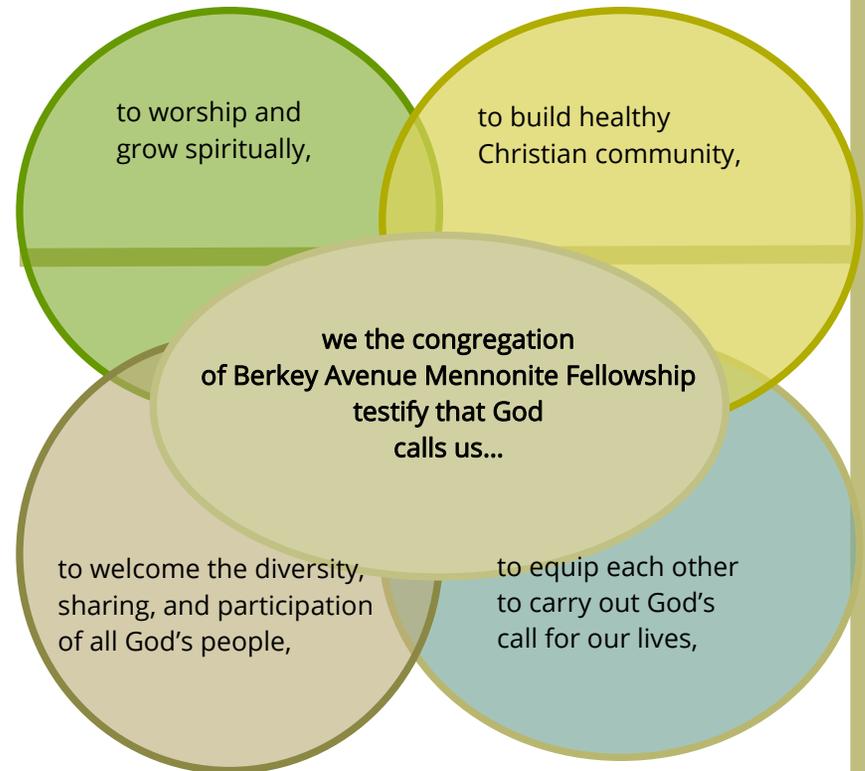
We recognize that the foundation of our life together is Jesus Christ. We further acknowledge that any growth as a church body will come as a result of building on this foundation in the power and wisdom of the Spirit.

Approved at the June 14, 1998 congregational meeting.

Revision approved at the May 16, 2010 congregational meeting.

MISSION AND WITNESS STATEMENT

With the help of the Holy Spirit...



so that we can live Christ's loving, healing, caring presence in the world.

God is richly blessing our congregation by calling out a people of diverse backgrounds, perspectives, abilities, and gifts to share our lives together as a congregation which is a member of the Indiana-Michigan Conference of the Mennonite Church USA. We witness that God calls us to be faithful in all things and is teaching us much about the people we are meant to be. In the words of our Vision Statement, we believe God has called us "to be Christ's loving, healing, caring presence, embracing intimacy and invitation as our primary values." To be faithful to this call, to this vision, we

commit ourselves at this time in our congregational life to the following:

❑ **Worship and grow spiritually by:**

- planning thoughtful, celebratory worship services led by the Holy Spirit
- singing, praying, and worshiping in a variety of styles
- participating in nurture hour classes that study the Bible, explore faith issues, and allow personal sharing
- promoting discipleship and peace
- encouraging a vital, passionate relationship with God

❑ **Nurture healthy Christian community by:**

- caring about one another
- valuing informal fellowship
- offering small groups
- supporting and praying for people during crises
- sharing joys and concerns
- interacting during meals, nurture classes, and fellowship times

❑ **While striving for unity in Christ, welcome the diversity, sharing, and participation of all God's people by:**

- delighting in the richness of perspectives about God
- encouraging the gifts of all age groups in congregational life
- providing intergenerational activities
- welcoming new people where they are and as they are, no matter what their cultural or ethnic background may be, or what level of disability they may have
- supporting families with adopted members
- supporting youth who attend public schools, private schools or home schools

- using language that people who don't have a Mennonite background can understand

❑ **Equip one another to carry out God's call for our lives by:**

- reaching out to others in mission
- recognizing the importance of each person's vocational call for mission
- encouraging leadership potential
- offering a place for spiritual retreats, spiritual guidance, and listening to God
- challenging the busyness of our lives in order to provide space for reflection
- giving generously and joyfully of our time, talents, and finances

God's Call for BAMF

CONGREGATION

Spiritual Leadership

Spiritual Leadership Team
(Elders)

Leadership Discernment Team

Program Ministry

Pastoral Team

Program Ministry

MISSION

- Greeters
- La Casa
- MEDA
- MCC
- Community Fund Coord.
- MDC Goldenrod
- Peace & Justice
- Mission Bulletin Coord.
- Habitat
- Relief Sale
- MDS
- GIHN

WORSHIP

- Ushers
- Musicians
- Children's storytellers
- Visual artists
- Worship Leaders
- Advent & Lent Cmtes.
- Dramatists
- Song Ldrs

FELLOWSHIP

- Visitor Follow-up Cmte.
- Coffee Manager
- Mennonite Women
- Funeral Contact Person

S & F

- Treasurers
- Trustees
- Creation Care Cmte
- Offering Counters
- Custodians

Ch. Ed.

- SS Teachers
- Nursery
- Library Cmte
- Bethany Partnership Rep
- Children's Song Leaders
- Adult SS Facilitators
- Youth/Young Adult Coord
- VBS Cmte.
- Amigo Rep.
- Attendance

Caregiving (Deacons)

- Caring Team
- Agape Committee
- Special Needs Coordinator
- Stephen Ministry
- Small Group Coord. Committee

MINISTRY RESULTS

Live Christ's loving, caring, healing presence in the world.

MULTI-YEAR GOALS

Developed by the Spiritual Leadership Team

In 2012 the Spiritual Leadership Team (SLT) and Pastoral Team tried to learn more about trends in the American religious landscape, in particular trends affecting young adults. Out of this retreat, the SLT developed the following goal for the congregation to pursue over the next several years.

To engage each person in the congregation inter-generationally in the ministry of Christ.

This goal supplements the congregation's Recalibrated Vision (pp. 3-4), but doesn't replace it.

In 2013 the SLT worked with the congregation to agree on the following goals, which are intended to sharpen our overall vision of intimacy and invitation.

Intimacy

Find ways to build intergenerational relationships and incorporate new people into the life of the church.

Invitation

Find ways to develop the congregation's outreach and service to the community.

CHURCH OFFICE HOURS

Jenny Hooley is generally in the office on Tuesday through Friday. Dan Schrock is usually in the office Monday through Wednesday and prepares sermons at home on Friday. Marilyn Rudy-Froese is typically in the office Tuesday through Friday.

Sunday Worship: 9:30 a.m.

Sunday Nurture Hour: 11:00 a.m.

COMMUNICATING WITH THE CHURCH OFFICE

1. By October 1, tell the church office who your commission appointments are for the year.
2. To contact with your announcements, minutes, prayer requests, etc., use office@berkeyavenue.org.
3. Please send information for the newsletter and bulletin to the office by 9:00 a.m. Wednesday.
4. The AV operators would also like materials for display by 9:00 a.m. Wednesday.
5. When you send your minutes to the church office, tell Jenny who has already received them. Jenny will know who else needs them.
6. The church calendar is available online at Google Calendar. To add a church event, please contact the church office.
7. Provide Jenny with schedules for greeters, AV operators, ushers, offering counters, and any other rotation schedule two weeks before they take effect.
8. Put information for Jenny in the tray on her desk or in the church mailbox marked "Office Manager."

BUYING FOR THE CHURCH

1. Know your commission's budget and what expenses you've planned. Our accounting software, QuickBooks Online, automatically emails updates every month to commission chairpersons. Once your commission selects a new chairperson, the treasurers will add her or him to the software.
2. When buying things for the church, take a tax exempt certificate. Jenny can get you one of these. (Some stores won't allow tax exemption if you pay with a personal check.)
3. To be reimbursed for a purchase, please use the "Berkey Expenditure Request" form, available in a manila envelope on the top tray of Jenny's desk. On the form, say which commission's budget and account number your reimbursement should come from. You can find the account numbers and line items on the budget posted beside the copier. Also say who should receive the reimbursement check. Ideally the commission chairperson should sign this form, but that may not always be possible or convenient. Attach the receipt(s) and put it in the treasurers' mailbox on the right side of the mailbox array. They will reimburse you.
4. If you want to buy office supplies, check with Jenny about using the Staples card which automatically provides tax exemption and accrues rewards for other purchases.
5. Review your commission's budget periodically. If you want to change the allocation of your commission's funds or if you have a need that goes over your budgeted amount, consult the Stewardship and Finance Commission.

COMMISSION MEMBERS AND CHAIRPERSONS

A. For Commission Chairpersons

1. As the chairperson of your commission, you're automatically a member of the Coordinating Council, which meets 3-4 times a year to coordinate ministry in the congregation, plan for the year, work on goals, and convey important information back and forth between the Council and your commission. Dan Schrock serves as chairperson.
2. Schedule regular commission meetings. Distribute agendas in advance so members can prepare.
3. Appoint someone to take minutes. At the beginning of the year, tell Jenny if you'll distribute minutes to the rest of your commission or if you want her to do it. Give her a copy of all minutes for distribution to other commissions.
4. Encourage members of your commission to share their views on each issue.
5. Summarize assignments at the end of the meeting to clarify the commission's decisions and tasks.
6. If someone asks your commission to accept new tasks or responsibilities, consult with all commission members before agreeing to the task. The Coordinating Council can also help discern which task belongs to what commission.
7. If your ideas for church activities involve other commissions, consult them before moving ahead. The Coordinating Council is one place you can do this.
8. Keep track of your commission's budget.
9. Prepare information, guidelines, and resources through the year to pass on to the next year's commission.
10. Ask the church office to add church events to the Google calendar.

B. For Commission Members

1. Work collaboratively with others to accomplish projects.
2. Review the agenda before the meeting.
3. When you want to discuss an idea, contact your chairperson to add it to the agenda.
4. Participate equally, sharing ideas and listening to others.
5. If you disagree, share your concerns and ideas directly with that person.
6. Follow through on your assignments.
7. Feel free to delegate. Use the volunteer list prepared by the Leadership Discernment Committee. Members of the congregation who aren't on the volunteer list may also like to help.

SPIRITUAL LEADERSHIP TEAM (Elders)

A. Qualifications for Spiritual Leadership Team Members

- See BAMF's Constitution, Article 5.

B. Organization

The Spiritual Leadership Team is composed of 5-7 members who serve staggered terms. At least one attends all meetings, except when the SLT goes into executive session. All pastors are welcome to attend SLT meetings as seems appropriate. At the beginning of each church year, the SLT appoints from among itself the following persons:

1. Secretary of the SLT
2. Convener of Leadership Discernment Team
3. Delegate to IN-MI Mennonite Conference

C. The Spiritual Leadership Team mainly devotes itself to 3 activities.

1. It leads the congregation in discerning God's call and long-term direction. This includes:
 - a. Enhancing the group's own intimacy with God by beginning each meeting with a spiritual practice. Depending on the needs and interests of Spiritual Leadership Team members, many different practices could work. The pastor(s) can offer resources on spiritual practices or even lead them if the Spiritual Leadership Team wishes.
 - b. Leading congregational discussions about major issues of theology, mission, and physical plant.
 - c. Clarifying the congregation's vision, mission, and theological understandings, revising them when needed.
 - d. Forming agenda for congregational meetings.

2. It evaluates the congregation's progress toward the vision and mission, including:
 - a. Upholding the congregation's vision and mission.
 - b. Setting priorities for the future in consultation with the congregation.
 - c. Assessing how well the congregation is living its vision and mission.
3. It provides oversight for the congregation's staff and assets, including:
 - a. Delegating responsibility for ministry to the pastors and commissions.
 - b. Arranging for periodic audits of the congregation's financial records.
 - c. Guiding, supporting, and evaluating the pastors.
 - 1) Handling salaries, benefits, evaluations, and staff transitions according to guidelines from the Mennonite Church USA and the Indiana-Michigan Mennonite Conference.
 - 2) Facilitating positive relationships between the congregation and pastors. Annually review the effectiveness of the relationship between the pastors and the congregation. Complete a comprehensive review twelve months prior to the completion of the pastors' terms of service.
 - 3) Providing support and develop plans for the long-term growth of the pastors.
 - 4) Approving the pastors' work hours, vacation, salary and benefits, job description, etc.
 - 5) Using job descriptions as the principal reference point for supervision and evaluation.

D. Appointments

1. Secretary of the SLT

Take minutes of each meeting and distribute them to the other SLT members and to the church office.
2. Convener of the Leadership Discernment Team
 - a. Schedule the first meeting of the Leadership Discernment Team (LDT) in January or February.
 - b. Lead the LDT through their job description and timetable for their work. Give them an updated active membership list and a list of commissions with terms of service.
 - c. See that the LDT has a recording secretary and that minutes are taken at each meeting. Minutes are distributed to committee members, the elder convener, and the church office.
 - d. Make sure the LDT understands how to invite persons to serve in a way that values their gifts.
 - e. Answer questions that come up during the leadership discernment process.
3. Coordinator of Pastoral Salary and Benefits
 - a. Initiate some of the objectives of C. 3. c. 1) and 4) above by:
 - 1) Preparing the portion of the annual BAMF budget as it relates to salaries and benefits of pastors for the SLT's review and approval.
 - 2) Submitting to the Stewardship and Finance Commission by April 15 a budget approved by the SLT.
 - 3) Preparing Covenants of Understanding (contracts) for the SLT's approval and for subsequent signing by each pastor after the congregation approves the budget.

- 4) Facilitating the congregation's participation in The Corinthian Plan (the health, life, and vision insurance plan for MCUSA).
 - 5) Coordinating for newly hired pastoral staff arrangements for salary and benefits, budget, the Corinthian Plan, Contracts of Understanding, etc.
 - 6) Be a resource for the pastors about questions or concerns related to salary and benefits.
 - 7) Initiating review and discussion with each pastor annually regarding salary and benefits.
- b. The SLT may appoint to this position either a SLT member or another BAMF member of the SLT's choosing.
4. Delegate to IN-MI Mennonite Conference
 - a. Serve as a congregational delegate to the conference.
 - b. Attend each year's cluster gathering, usually in the spring.
 - c. Attend each year's delegate sessions, usually in the summer.

LEADERSHIP DISCERNMENT TEAM

A. Purpose

Lead the process for discerning people to serve as Spiritual Leadership Team and commission members, congregational secretary, and delegates to the Indiana-Michigan Mennonite Conference and to MC USA.

B. Qualifications

See the Constitution.

C. Organization

The Leadership Discernment Team has 3 members who serve staggered three-year terms, plus one of the pastors. The team organizes itself to include a chairperson, a vice chairperson (to become chairperson the following year), and a secretary.

D. Responsibilities

1. Lead the congregation's discernment for various positions in consultation with the pastors. While one or more pastors may help the Leadership Discernment Team to discern possible candidates for the Spiritual Leadership Team, pastors will be excused while the Leadership Discernment Team finishes a slate for the Spiritual Leadership Team. Otherwise at least one pastor fully participates in discerning nominees for the commissions, delegates to the wider church, etc.
2. The team strengthens its call to spiritual discernment by engaging in one or more spiritual practices. Depending on the needs and interests of the committee's members, many different practices could work. A pastor can offer resources on spiritual practices or even lead them if the team wishes.
3. Talk with each person whose term is expiring to learn if the person is open to another term and how the person feels about his/her experiences during the past term.

4. Ask each commission to evaluate its work and its personnel needs for the upcoming year. The team receives a report from each commission about this.
5. Using available information, discernment, and guidance from the Holy Spirit, list persons who might serve in specific roles.
6. Contact persons until the slate is complete.
7. Guide the congregation in a final affirmation process.
8. Notify each nominee of the results of the affirmation process, and then notify the congregation.
9. Submit minutes of meetings to team members, the church office, and the convener from the SLT.

E. Guidelines

1. Meet with the convener from the SLT in January or February for orientation, organization, and setting dates.
2. Get from the church office:
 - a. The leadership selection process outline.
 - b. Lists of current elders and commission members, including the year each term expires.
 - c. The current active, in-the-area membership list. This list should be distributed via mailboxes at least two weeks before the congregational discernment time.
3. Have copies of job descriptions available for interested persons.
4. Complete a slate for congregational vote by May 31.

CAREGIVING COMMISSION (Deacons)

A. Purpose

Mission statement: "Nurturing faith through compassion and caring."

B. Qualifications

1. Is a member of Berkey who actively participates in the life of the congregation.
2. Has a deep awareness of the activity of God.
3. Can work sensitively with confidential information.
4. Can respond effectively and compassionately in situations of need.
5. Can make this work a priority.

C. Organization

1. The Caregiving Commission has 3-5 members plus a pastor. Members serve staggered terms.
2. The secretary takes minutes of each meeting and distributes them to the other commission members. Since these minutes are confidential, a shorter version is distributed to other commissions and the church office.

D. Responsibilities

1. Administrative Oversight
 - a. Agape committee
 - b. Stephen ministry
 - c. Caring Team
 - d. Small Group Coordinating Committee
 - e. Special Needs Coordinator
 - f. Everence Advocate
2. Support and Provide Pastoral care
 - a. Meet to provide support in pastoral care efforts
 - b. Listening/confidential ear for pastors

- c. Provide feedback/brainstorming
 - d. Identify and promote shepherding concerns
3. Work with other commissions to provide growth opportunities across the life cycle.

E. Agape Committee

1. The Agape Committee is composed of 4 people, one of whom may be from the Caregiving Commission. Members of the committee are encouraged to serve for at least two years.
2. The Agape Committee responds to the mutual aid needs of people in the congregation and helps the congregation promote mutual aid practices. Specific responsibilities include the following:
 - a. Notify the pastors or a Caregiving Commission member of mutual aid needs—physical, financial, spiritual, or emotional.
 - b. Specialize in handling short-term physical and financial needs. Spiritual and emotional needs will generally be referred to other groups which are designed to handle them. Long-term needs should be referred to the Caregiving Commission, which may then involve other persons at their discretion.
 - c. Request the help from the Special Needs Coordinator as appropriate.
 - d. Recommend an annual budget, monitor expenses throughout the year, and ask for additional funds from the congregation as special needs arise.

F. Caring Committee

This group will receive a new name and job description this year once the congregation approves a new safe church policy.

1. Purpose

To inform the congregation of guidelines for dealing with alleged sexual harassment or abuse at BAMF, and to deal with any such allegations in the congregation.

2. Organization

The Caring Committee is composed of 3-5 members, including a member of the Caregiving Commission. These members will be appointed by Caregiving Commission at the beginning of the church year. The Caregiving Commission's representative on the Caring Committee:

- Convenes the first meeting of the Caring Committee at the beginning of the church year.
- Sees that the Caring Committee selects a chairperson at the first meeting of the year.
- Gives the Caring Committee copies of their job description and of "The Guidelines for Alleged Sexual Harassment and/or Abuse."

3. Responsibilities

- a. At the beginning of the church year, remind the congregation of Berkeley's guidelines for dealing with alleged sexual harassment and abuse.
- b. Publicize the current members of the Caring Committee so people in the congregation know who to contact if they have questions or if an allegation should arise.
- c. Revise the "Guidelines for Dealing With Alleged Sexual Harassment and/or Abuse" if experience or new laws make it advisable to do so. The guidelines should be examined by legal counsel from time to time to insure that they are adequate.
- d. Follow the guidelines if an allegation of sexual harassment or abuse is brought to the Caring Committee. Keep confidential minutes of any activity.

- e. Be available to the SLT or Caregiving Commission if they seek counsel about sexual boundary issues in the congregation.

F. Small Group Coordinating Committee

1. Purpose

To oversee of the small group program at BAMF, strengthening, expanding, and imagining new possibilities for small groups at Berkey Avenue.

2. Organization

The committee consists of the pastor whose job description includes small group oversight, plus 2-3 persons appointed by the Caregiving Commission (which may include a commission representative). Members serve two-year terms.

3. Responsibilities

- a. Appoint a coordinator to convene the meetings.
- b. Gather the names of people interested in small groups, check with existing groups about whether they can welcome new members, contact newcomers about their interest in small groups, and either match persons with existing groups or form new groups.
- c. Ask small groups to evaluate their functioning and to clarify their covenant with one another (e.g., expectations, purpose, content, etc.).
- d. Meet annually with small group representatives to hear how things are going. Be available to help small groups work through decision making, conflict, and evaluation.
- e. Keep minutes and send them to the church office.

G. Special Needs Organizer

- 1. Be aware (via the newsletter, sharing during worship, contact with pastors, communication with the Caregiving Commission and others) of needs in the congregation that

require meals, child care, transportation, housekeeping, baking, visiting the ill, etc. Coordinate people within Christian education classes, small groups or beyond to meet these needs.

- 2. Tell the Caregiving Commission when action has been taken so that no one is overlooked and actions are not duplicated. Caregiving Commission members will support the Special Needs Organizer in letting her/him know concerns and in helping to coordinate action.

H. Everence Advocate

- 1. Receive mailings and relay information to the congregation as appropriate.
- 2. Apply for Everence sharing funds that will offer financial assistance for needs in the congregation.
- 3. Attend meetings as called by Everence.

I. Stephen Ministry

The Stephen Leaders select, train, and supervise Stephen Ministers to provide one-to one lay caregiving for people in the congregation.

CHRISTIAN EDUCATION COMMISSION

A. Purpose

Promote the spiritual formation of congregational members in settings such as the Sunday morning nurture hour.

B. Organization

The Christian Education Commission has at least 3 members who serve staggered terms, plus a pastor. The commission appoints a chairperson and a secretary at the beginning of each church year.

C. General Responsibilities

1. Provide nurture hour options for all ages, including study materials and teachers; and provide nursery care during both worship and nurture hours.
2. Arrange for vacation Bible school, mailbox periodicals, and librarians.
3. Work with guidelines for financial support to students at Bethany Christian Schools, Mennonite church camps, and MCUSA colleges.
4. Participate in selecting JYF and MYF sponsors.

D. Specific Responsibilities

1. Submit minutes to the church office.
2. Develop and file guidelines for student aid policies as requested and adopted by the congregation.
3. Complete a mailbox list for periodicals by May 30.
4. As necessary, hold an orientation meeting for children's teachers in August, September, or October.
5. Be responsible for the Christian education class structure, children's curriculum, assisting adults in choosing curriculum, assigning class space, ordering Christian education supplies, and storing materials.
6. Order nursery supplies and staff classes.

7. Work with the church office in publicizing the college matching fund and arranging for payments.
8. Honor students and teachers in the fall.
9. Present God's Eyes to kindergarteners and Bibles to second graders at the beginning of the school year.
10. In cooperation with the church office, work with the children's bags handed out in worship services.
11. While first babies in a household receive a baby shower (see the section on the Fellowship Commission), second and subsequent babies receive a blanket and a rose.

E. Appointments

1. Mennonite Camp Representative
 - a. Serve as contact person between Berkey Avenue and Amigo Centre and Camp Friedenswald.
 - b. Keep the congregation informed of opportunities at Amigo Centre and Friedenswald.
 - c. Coordinate Berkey's Youth Summer Camp Fund. The commission maintains a policy for this fund.
2. Bethany Partnership Council Representative
 - a. Attend Council meetings as called by Bethany Christian Schools.
 - b. Serve as a contact person between Bethany and the congregation.
 - c. Keep the congregation informed of opportunities and activities at Bethany.
3. Children's Song Leader(s)

Provide an opening time for children in Jubilee Hall during the adult fellowship time after the worship service prior to nurture classes. This ten-minute gathering includes singing and recognizing birthdays.

4. Librarians
 - a. Purchase and process books for the church library. Be sensitive to requests from Christian education teachers for books relating to their course of study.
 - b. Check books in and out.
 - c. Keep the books and the library shelves neat.
5. Nursery Care Coordinator
 - a. Schedule volunteers to staff the nursery during worship.
 - b. Send out schedule to volunteers and the office.
 - c. Post nursery schedule in nursery and MYF room.
6. Vacation Bible School Coordinator
 - a. Meet with the other host congregations for planning.
 - b. Communicate with the congregation information about Bible School.
 - c. Recruit and provide registration forms for children, families and teachers.
 - d. Act as liaison between Berkey and other Bible School host churches.
7. Christian Education Teachers
 - a. Attend orientation and training meetings as called by the Christian Education Commission.
 - b. Offer meaningful class experiences on Sunday mornings. For children this should include prayer, Bible story, Bible memory, and related activities that involve students.
 - c. Begin and end the class.
 - d. Return all reusable teacher's and unused student materials at the end of each quarter.
- e. MYF and JYF Christian education teachers attend the youth coordinating meetings.
8. Young Adult Coordinator
 - a. Coordinate regular social and service activities for young adults in the congregation.
 - b. Make periodic reports to the Christian Education Commission on the activities and needs of young adults.

MYF SPONSORS

A. Purpose

Work to plan and implement a program for high school youth that helps them grow spiritually and socially. This program includes the Sunday nurture hour and 2-3 activities a month of a social, service and/or spiritual-growth nature. Individual sponsors may work with one or both of these elements, and the sponsor team provides oversight to the program as a whole.

B. Qualifications

1. Strong commitment to Christian faith and MCUSA.
2. Active participation at Berkey is required; membership (or membership-in-process) is preferred.
3. Personal maturity and healthy resolution of one's own adolescent phase of development.
4. Ability to establish positive relationships to adolescents.
5. Ability to listen and help youth to solve problems.

C. Organization

MYF sponsors serve two-year terms. Ideally two or three sets of MYF sponsors will serve staggered terms. Sponsors may succeed themselves.

D. Responsibilities

1. Provide guidance for MYF planning.
2. Provide a balance of spiritual, social, and service activities.
3. Plan coverage for all MYF activities.
4. Help youth to identify and develop gifts.
5. Be aware of and ready to deal with issues of faith, baptism, and church membership.
6. Promote unity in a group that normally includes students from several different schools.

7. Help youth communicate with the congregation through events that allow interaction between the MYF and others in the church.
8. Supervise the youth at Mennonite youth conventions, snow camps, mission/service trips, and other events. This can be delegated if the sponsors are unable to attend.
9. Communicate regularly with the parents of youth. Schedule meetings for parents when appropriate.
10. Work with the faith formation pastor to prepare a budget.

JYF SPONSORS

A. Purpose

Work to plan and implement a program for middle school youth that helps them grow spiritually and socially. This includes the Sunday nurture hour and 1-2 activities a month of a social, service and/or spiritual-growth nature. Individual sponsors may work with one or both of these elements, and the sponsor team provides oversight to the program as a whole.

B. Qualifications

1. Strong commitment to Christian faith and MCUSA.
2. Active participation at Berkey Avenue is required; membership (or membership-in-process) is preferred.
3. Personal maturity and healthy resolution of one's own adolescent phase of development.
4. Ability to establish positive relationships to adolescents.
5. Ability to listen and help youth solve problems.

C. Organization

JYF sponsors serve terms of at least two years. Ideally two sets of JYF sponsors will serve staggered terms. Sponsors may succeed themselves.

D. Responsibilities

1. Provide guidance for JYF planning.
2. Provide a balance of spiritual, social, and service activities.
3. Plan coverage for all JYF activities.
4. Help youth to identify and develop gifts.
5. Be aware of and ready to deal with issues of faith.
6. Promote unity in a group that normally includes students from several different schools.

7. Help youth communicate with the congregation by announcements during the worship service, in the newsletter, posters, fliers, etc.
8. Supervise the youth at all activities. This can be delegated if the sponsors can't attend.
9. Communicate with parents of the youth on a regular basis. Schedule meetings for parents when appropriate.
10. Work with the faith formation pastor to prepare a budget.

FELLOWSHIP COMMISSION

A. Purpose

Provide opportunities for fellowship in the congregation.

B. Organization

The commission has at least 4 members who serve staggered terms, plus a pastor. The commission appoints its own chairperson and secretary.

C. Responsibilities

1. Submit minutes to the church office.
2. Submit reimbursement requests to the church treasurer for money spent buying food and supplies for church events.
3. Appoint the Coffee Manager, Mennonite Women Representative, Funeral Coordinator, and Visitor Committee.
4. Plan fellowship activities that incorporate new people into the congregation.
5. Work with Advent and Lent Committees for special events.
6. Serve as a resource to Mennonite Women USA. (We don't have an organized Mennonite Women's USA group right now.)
7. Be in charge of fellowship meals prior to congregational meetings.
8. Be responsible for gifts and/or teas honoring high school and college graduates.
9. Plan a shower for each first baby (a member/active participant family's first baby whether by birth or adoption). The commission can delegate the organizing of the shower, but provides the food.
10. Arrange for a baby quilt to be given to every new baby of a member or active participant.

11. Plan a shower for each member or active participant who gets married. The commission can delegate organizing of the shower, but provides the food.
12. Plan other congregational fellowship activities.
13. Respond to requests from other commissions for refreshments at other events.
14. Order supplies for the kitchen, including paper goods, food supplies, and kitchenware.
15. Launder dishcloths and tea towels.
16. Clean the refrigerator, stoves, freezer, and kitchen cupboards.
17. Organize items left in the kitchen after events; donate unclaimed items.
18. The chairperson acts as the contact for other groups using the kitchen.

D. Appointments

1. Coffee Manager
 - a. Make coffee and tea each Sunday for the fellowship break between church and Christian Education. The manager may delegate the responsibility.
 - b. Purchase adequate supplies and charge to the Fellowship Commission.
 - c. Set out supplies.
 - d. Clean up after the coffee break.
2. Mennonite Women USA Representative
 - a. Receive and communicate information from Mennonite Women USA (<http://mennonitewomenusa.org/>).
 - b. Make the congregation aware of opportunities and activities available through Mennonite Women USA.

3. Visitor Committee

- a. Visit newcomers who've attended Berkey at least once. (The church office provides names of newcomers).
- b. Take some kind of baked item or food as well as a Berkey Avenue pamphlet describing our church. Expenses for this can be submitted to the church treasurer.
- c. Answer questions about our congregation and MC USA.

4. Wedding Showers

Once a quarter, the Fellowship Commission offers a wedding shower for all newly married couples in the congregation.

- a. The commission is responsible to contact couples or their parents to see if a shower is wanted. Options include a grocery shower, a shower for a local food pantry, a card and money shower, or a shower with some other focus.
- b. Since commission members may not always know that a couple is getting married (particularly if the couple has been absent from church life for several years), the commission welcomes couples or their parents to contact the commission directly about showers.
- c. Some couples live in the Goshen area while others live in distant cities. Some grew up at BAMF but now participate in other congregations or in no particular congregation. Some people may have been integrally involved in congregational life while others were (or are) only lightly involved. Given the diversity of personal situations, it can sometimes be hard to know whether to offer a shower. In these cases, the commission will contact the parents for advice.

5. Funeral Coordinator

Funeral Guidelines: The Fellowship Commission (FC) is usually asked to prepare food for the family during the

visitation and/or the funeral/memorial service.

These guidelines are to help the commission carry out its duties during these times of loss experienced by families in the congregation.

- a. When someone in the congregation loses a close family member and *that* family member attends another congregation, we expect the other congregation to care for meals at the viewing and funeral unless that congregation asks BAMF to be involved. If the deceased didn't attend any church, BAMF will step in and help the family.
- b. If the deceased attended another congregation, BAMF pastors ask surviving family at BAMF if they want food brought to their home in the days around the death and funeral. If so, that person's small group will be contacted for food. If the small group chooses not to accept responsibility for that, the commission may meet those needs.
- c. When the deceased attended BAMF, pastors ask the family if they want a simple meal provided for them where the visitation is being held. This meal is for the immediate family and family from out of town, and is meant for times when the visitation happens during, immediately before or after a meal time. Pastors inform the FC which then asks the family's small group if they can provide this meal (with the help of the congregation, if necessary).

A suggested menu for this meal is sandwiches (hot or cold), chips, veggie and dip trays, salads, fruit, and cake or cookies.

Even if the visitation does not involve a meal-time but there are children present, the family may appreciate a few snacks such as crackers, (possibly cheese), pretzels, nuts, fruit or veggies, drink, etc.

- d. The congregation can provide a meal either before or after the funeral/memorial service. This meal is for family and friends who attend the service.

Sample menus:

- Sandwiches (cold cuts and cheese trays, letting guests assemble their own sandwiches), chips, variety of salads and veggie tray, dessert (cake or cookies), drinks (coffee/tea, water).
- Ham or meat loaf, scalloped potatoes, green beans or other vegetable, salads, and dessert (cake or pie).
- Chicken and noodles, hot vegetable, salads, and dessert (cake or pie), drinks (coffee/tea, water).
- Lasagna (meat or vegetarian), salads, dessert, and drinks (coffee/tea, water).

- e. Budget for meal provided by congregation.

The Fellowship Commission budgets a certain amount for funeral meals each year.

The family can contribute to the cost of the meal. One option is for the family to pay for the meat and the congregation to provide the remainder of the meal.

If the family wants a menu other than one of the above suggestions, then it would be appropriate for them to pay for the meal.

The commission is responsible for communicating the cost of the meal to the family.

- f. Logistics:

The pastors will be the liaison between the family and the commission until the family and commission are communicating directly and the commission has a contact name for the family.

When the commission arranges for a meal, the office manager emails the congregation asking for foods

needed. The commission then makes phone calls for specific dishes that they may still need.

Using the same or similar menu repeatedly establishes a routine that makes it easier as funerals arise.

MISSION COMMISSION

A. Purpose

Facilitate the congregation's mission and outreach activities.

B. Organization

The commission has at least 4 members who serve staggered terms, plus a pastor. The commission appoints its own chairperson and secretary.

C. Responsibilities

1. Submit minutes to the church office.
2. Help people identify, develop, and use their gifts for mission.
3. Prepare the mission portion of the congregation's budget.
4. Administer the Community Discretionary Fund.

E. Appointments

Coordinators

1. Greeter Coordinator
 - a. Orient the greeters and clarify expectations. Greeters are important in welcoming newcomers.
 - b. Serve as the contact person for scheduling changes. Keep the office manager informed of the schedule.
 - c. Greeter Guidelines.
 - Greeter selection. Greeters should be people who have been at Berkey long enough to know who visitors are, or if new, be paired with someone who can spot visitors.
 - Be ready to greet by 9:10 a.m.
 - Welcome people by name whenever possible.

- Two greeters at main entrance, two greeters at entrance from Jubilee hall, and two to hand out bulletins at the sanctuary doors.
- Greeters should wear name tags.
- Introduce themselves to guests and:
 - Guide guests to the guestbook
 - Offer nursery to parents with children aged up to 3
 - Create name tags for guests
- Explain morning schedule – worship, fellowship time, then Christian education.

2. Mission Bulletin Board Coordinator

- a. Keep the mission bulletin board up to date.
- b. Work with the commission to determine what to post.

3. MCC Relief Sale Coordinators

- a. Shared by three persons or couples who serve three-year terms, with one rotating off and another on each year. People may serve consecutive terms. The first year is a learning year and the third a leading year.
- b. Maintain contact with Michiana Mennonite Relief Sale Committee.
- c. Coordinate volunteer help to prepare and staff the cheese booth for the sale.
- d. Publicize within the congregation.

4. Goshen Interfaith Hospitality Network Committee

- a. Members serve two-year terms.
- b. Attend GIHN meetings (usually monthly) and be the liaison between GIHN and the congregation.
- c. Coordinate activities when Berkey Avenue hosts guests. This includes scheduling dates on the church calendar,

finding volunteers, looking after the safety and well-being of guests, buying supplies and food, and documenting activities.

- d. Maintain policies for supporting guests.
- e. Training BAMF volunteers once every two years.

Representatives—each of these serves as a liaison between the organization and the congregation.

5. Habitat for Humanity Representative
6. La Casa Representative
7. Mennonite Economic Development Association Representative
8. MDC Goldenrod Representative
9. Mennonite Disaster Service Representative
10. Mennonite Central Committee Great Lakes Representative
11. Peace, Justice, and Social Concerns Representative
12. Center for Healing and Hope Representative

F. Guidelines for the Community Discretionary Fund

Approved by the congregation on February 17, 2013

[The commission deals with any requests (though it also has a job description for a coordinator, in case one is appointed).]

The Mission Commission has discretionary funds that people in the congregation can use to respond to financial needs of persons outside the congregation with whom they have a personal relationship. We hope to administer these funds in a way that enhances our ministry and our mission.

1. The Community Discretionary Fund can be used as follows:
 - a. For households in need, up to once a year per household,
 - b. be given on behalf of the congregation,

- c. payments should be sent directly to creditors (landlord, utility company, etc.) and not distributed by cash
2. Members wanting to provide financial help should:
 - a. Speak with a commission member about the situation and make a formal request for funds.
 - b. Questions to answer: Number of household members, household income & expenses, root cause of need, is the situation sustainable with a one-time gift
 - c. Provide a follow-up report to the mission commission restating how the funds were used and reflect on the benefit gained by the gift of the funds. The report should be delivered within two months following the distribution of the funds.
 - d. Provide adequate personal identification and evidence for the specific need in question.
3. The distribution of discretionary funds will be as follows:
 - a. A pastor or a Mission Commission member may authorize a request for reimbursement up to \$50 from the discretionary fund. It is imperative that this money is used in accordance with the guidelines above. A record of the authorization and the purpose shall be maintained by the chairperson of the commission for later review by the commission.
 - b. Requests for funds from \$50 to \$250 will require a written request to be reviewed and affirmed by a pastor and two Mission Commission members prior to their release from the discretionary fund.
 - c. Requests for funds in excess of \$250 must be made as stated above and affirmed by at least one pastor and all members of the Mission Commission.
 - d. Records of this process—regardless of whether the funds were approved or not—shall be maintained by

the chairperson of the commission for later review by the commission.

- e. Requests for funds in excess of \$500 must be affirmed by all members of the Mission Commission and by the SLT.
4. Changes in this policy will require the majority vote of the Mission Commission and the SLT.

G. Mission Service Fund Policy

The Mission Service Fund supports members in short-term mission experiences. Funds come primarily from the congregation's annual budget, but may also come from designated contributions. The fund encourages our youth and adults to participate in Christian mission and service opportunities, with preference given to projects sponsored by Mennonite agencies.

1. Objectives
 - a. To offer financial assistance that will help make it feasible for persons to volunteer for mission and service assignments and projects.
 - b. To validate individual mission experiences as an extension of the congregation's ministry.
2. Guidelines
 - a. This fund is for assignments of one week to two years.
 - b. The Mission Commission:
 - Encourages potential applicants to contact the commission early in their planning in order to have a better chance of receiving support.
 - Prefers to spend the fund down each year rather than carrying money over from one budget year to the next.

3. Eligibility
 - a. Any youth or adult who is actively participates at Berkey Avenue Mennonite Fellowship.
 - b. First-time users of the fund will be given priority.
4. Procedures

The Mission Commission will:

 - a. Inform the congregation once every three months that funds are available.
 - b. Submit a request for estimated fund amounts during the annual budget process.
 - c. Solicit and receive applications.
 - d. Act on requests as they are submitted.
 - e. Interview applicants.
 - f. Process applications and notify applicants of funding decisions.
 - g. Review the applicant's personal fund-raising initiatives to verify the amount of funds needed.
 - h. Coordinate with the Stewardship and Finance Commission on whether and when to open the fund to designated above-budget contributions.
 - i. Ask the treasurer for payment of approved funds.
 - j. Arrange a commissioning service for the volunteer.

April 2006

STEWARDSHIP AND FINANCE COMMISSION

A. Purpose

Promote the spiritual practice of stewardship in the congregation.

B. Organization

The commission has at least 3 members who serve staggered terms, plus a pastor. The lead treasurer may also attend commission meetings. The commission appoints its own chairperson and secretary.

C. Responsibilities

1. Submit minutes to the church office.
2. Coordinate the development of an annual budget in consultation with other commissions and the Spiritual Leadership Team, and present it to the congregation for discussion at the May congregational meeting and for approval at the August congregational meeting.
3. Act on behalf of the congregation to borrow money.
4. Report the financial condition of the congregation on a regular basis.
5. Develop guidelines for the use of the facilities. Lead the congregation in facility planning.
6. Purchase and update adequate insurance on the property.
7. File property tax exemptions as needed and complete any other required tax forms.
8. Approve major purchases of building equipment.
9. Appoint and supervise the work of the treasurers, including the collection and disbursement of all monies.
10. With the treasurers, ensure that offering envelopes are distributed as needed.
11. Appoint and supervise the work of the offering counters.

12. Be responsible for all legal work of the congregation except when the Spiritual Leadership Team, in its legal role as board of directors for the congregation, takes action.
13. Hire, supervise, and set financial compensation for the custodian(s).
14. Determine the financial compensation for the office and communications manager.
15. Appoint and supervise the trustees, including the maintenance and upkeep of the church buildings.
16. IN-MI Mennonite Conference Financial Delegate
Attend the spring cluster meeting and the annual summer meeting as a voting delegate of the congregation. (For several years we've not sent a financial delegate from this commission.)
9. Stimulate stewardship.

D. Policies

1. Emergency Borrowing. Without formal approval from the congregation, the Stewardship and Finance Commission may borrow 5% of the congregation's current annual budget for emergency needs. The borrowed amount will never exceed more than 5% of the current annual budget without congregational approval. (Approved by the congregation, May 2014)
2. Commission Budgets. When preparing its annual budget for review by the congregation, each commission may include a separate line item up to \$750 to fund special needs or projects. The Stewardship and Finance Commission may approve or deny these special requests, depending on how the overall budget looks.
3. Designated Giving. Unless otherwise specified, contributions to the congregation will be placed in the general fund to cover budget expenses. Everyone is encouraged to contribute a first-fruits tithe to the general

fund on a regular basis. Contributions may be designated for the following.

- a. Agape fund.
- b. Building equipment needs. The trustees annually update a list of projects or items for equipping the building and grounds to enhance the mission of the church. Persons are encouraged to volunteer for these projects. The trustees will explain the project and assist with ideas for completing it.

Persons may choose to give money for the completion of a project, or directly contribute the needed items, in consultation with the trustees. Receipts will be provided if requested based on the value of the contribution.

- c. Agencies included under either the Christian Education or Mission budgets.
- d. Bethany Christian Schools Fund.
- e. College Matching Fund.
- f. Missionary support funds established by the congregation.

4. Establishment of Special Funds. The Stewardship and Finance Commission must approve the establishment of any special fund. The fund must be established following the guidelines provided by the Internal Revenue Service.

5. Bank Accounts for Groups in the Congregation

- a. Title your account something like this: Berkey Avenue Mennonite Fellowship, XYZ Class.
- a. You'll probably be asked to provide a tax ID number. Do not use your own social security number. Ask the church treasurer for the church tax ID, and supply it to the financial institution.

- b. Most banks do not charge service charges to churches. If your bank does, ask if this is being done in error, or consider moving the account to another institution.
- c. If you choose to open an interest-bearing NOW account, the bank will probably levy service charges if the balance falls below a certain level. Since most church accounts have a small average balance, it is probably not worthwhile to try to earn interest.
- d. Keeping a checking account implies keeping records. Records don't need to be elaborate; a check register may be adequate. If you only keep a check register, then deposit all cash into the account and make all disbursements by check. Label all entries clearly.
- e. Balance your account as soon as possible after receiving the statement. Use the form on the back of the statement. Keep all statements and other mailings from the financial institution.
- f. Register the account with the church by supplying Stewardship and Finance Commission with a copy of your first statement.
- g. The Spiritual Leadership Team occasionally appoints a church auditor. The auditor's primary duty is to examine the church treasurer's books, but may also review the records of all other groups in the congregation. By registering your account, you will provide a starting point for the auditor. The audit will help treasurers to keep better records.

6. Building Use Policy

- a. The church building is available to individuals and groups for activities that honor God. In reverence to God, these facilities must be used in a stewardly manner so that God's work may continue in the coming years at the building.
- b. Scheduling and Priorities

1. People who want to use the facilities for purposes outside regular congregational life should contact the office manager. An on-line master calendar of events can be consulted for scheduling purposes.
2. Requests to schedule congregational events (including larger church groups or meetings to which BAMF has a representative) may be placed on the master calendar immediately if there is no conflicting use already scheduled. Any event may be rescheduled to accommodate funerals.
3. Contact the office manager with requests to use the building for members' weddings, dinners, receptions, etc. Non-members and outside Christian groups or agencies must also contact the office manager. Confirmation for scheduled dates will be offered according to the following schedule:

EVENT	CONFIRMATION DATE
Member's wedding	No more than 18 months ahead
Non-member's wedding	No more than 12 months ahead
Member's family (dinner, receptions, etc.)	No more than 12 months ahead
Outside Christian agency	No more than 6 months ahead
Community use	No more than 4 months ahead

E. Appointments

1. Custodian(s). This position is paid a weekly salary. Additional pay should be given for extra work created by special meetings or circumstances.
 - a. Clean the entire facility every week and have the sanctuary set up for Sunday services by midnight Saturday.
 - b. Clean specific areas and set up for special groups as requested.

- c. Have the trash ready at scheduled pick-up times.
- d. Care for plants inside building.
- e. Clean and set up for Vacation Bible School in cooperation with the Vacation Bible School Committee and with assistance from other members of the congregation.
- f. Work with the trustees to organize spring and fall clean-up days.
- g. Maintain cleaning supplies.
- h. Check all doors, windows, lights, rest rooms, and heating/cooling systems when leaving the church.
- i. Report all problems related to building/grounds maintenance to the Stewardship and Finance contact person.
- j. Remuneration and Benefits
 - Hourly pay is determined by the Stewardship and Finance Commission, and reviewed yearly.
 - Requests for time off should be made to the Commission.
 - Paid Vacation: Years one through four – two weeks; years five through eleven – three weeks; years twelve and above – four weeks.

2. Offering Counters

- a. Count the offering after the weekly worship service. Always do this in the presence of at least one other counter.
- b. Check each offering envelope to make sure the amount is written on the outside (fill in if necessary) and agrees with the money inside. Initial the envelope.
- c. Look carefully for designated funds. A designation may be on the offering envelope or on the memo space of

the check. If the money is for multiple designations, enter the total amount on the envelope.

- d. Enter all checks on the deposit ticket and the totals on the reports for the treasurers. The check amounts should be totaled by the checks by one counter and by the deposit ticket by the other counter. All cash should be counted by both counters. Be sure to endorse all checks with the stamp.
 - e. Put all cash, checks and duplicate deposit tickets in the deposit bag. Give the deposit bag to the treasurers for delivery to the bank. If the treasurers are unavailable, an envelope will be provided for an offering counter to deliver the deposit to the bank.
 - f. Both counters must fill out and sign the offering report. Both should initial any corrections to this report. This report, along with the offering envelopes, are placed in the treasurers' mailbox.
 - g. The offering bags should be returned to the cupboard in the church office.
3. Treasurers (This job description is currently divided into three parts. The commission maintains a separate job description for the role of lead treasurer.)
- a. Prepare weekly check runs, including payroll and accounts payable (but does not have check signing authority).
 - b. Post weekly contribution summary entry to ledger and reconcile to bank deposit and counter sheets.
 - c. Prepare monthly checking account bank statement reconciliation.
 - d. Process transfers between checking account and investments.
 - e. Post investment income.

- f. Post transfers between general and designated funds as applicable.
- g. Have check signing authority on checking account (but do not have check stock).
- h. Post weekly contribution detail to individual envelope numbers or names and take deposit to bank; report weekly totals to the church office for the newsletter.
- i. Issue quarterly contribution statements.
- j. Review and issue monthly financial reports.
- k. Handle all tax reporting (payroll taxes, W-2s, property taxes, etc.).
- l. Analyze investment needs and make recommendations to Stewardship and Finance Commission.
- m. Prepare financial books for auditing at the end of each fiscal year.

4. Trustees

- a. Maintain the church property to meet building codes and to enhance the setting for worship, education, and fellowship.
- b. Oversee all maintenance and repairs, including lawn care.
- c. Organize spring and fall cleanup days in consultation with the custodians.
- d. Purchase building equipment in consultation with the commissions of the congregation.
- e. In cooperation with the office manager, make, issue, and keep a record of all keys.
- f. Have the fire extinguishers checked yearly.
- g. Coordinate the opening and closing of the meetinghouse.

OPENING: Unlock the front and north doors; turn on lights in bathrooms, fellowship area, and Meetingroom; check clocks and adjust if needed; turn on ceiling fans as needed.

In winter: Turn heat up 68°; shovel snow off walks and spread salt to melt ice as necessary.

In summer: Turn air conditioning on at 72°.

CLOSING: Make sure the toilets are flushed; turn off all lights and fans (Meetingroom, fellowship area, classrooms, kitchen, bathrooms, nursery, church office); make sure all outside doors are latched and locked.

In winter: Turn heat down to 60°.

In summer: Turn air conditioning off.

MONTHLY: Check to make sure the lights (including exit signs) are working. Check to make sure fire extinguishers are charged.

All persons in the above jobs, including the custodians, are responsible to the Stewardship and Finance Commission.

F. Designated Funds

Various commissions currently maintain the following designated funds, the balance in which rolls over from year to year.

Caregiving

32120 EQ – Agape (for Berkey attendees)

Christian Education

32053 EQ - Bethany Tuition

32240 EQ - College Matching (MC USA colleges/seminaries)

31360 EQ - Junior Youth

31720 EQ - MYF

32940 EQ - Summer Bible School

_____ EQ - Youth Summer Camp

Mission Commission

31640 EQ - Mission Discretionary (for responding to the needs of people beyond the congregation)

31920 EQ - Mission Service (to help Berkey people do mission in other places)

32440 EQ – MCC (such as Penny Power)

32680 EQ - Mission Emphasis (catch-all)

A new fund for Model School will be set up

Stewardship and Finance

31930 EQ - Long Term Building Maintenance (e.g., new roof)

32190 EQ - House Mortgage

32200 EQ – New Construction Fund

32210 EQ – Buildings (estimated value of the property)

32220 EQ – Chair (new chairs in sanctuary)

32230 EQ - Office & Building Equipment (for renovations)

Spiritual Leadership Team

31760 EQ - Sabbatical

31870 EQ - Visa

WORSHIP COMMISSION

A. Purpose

Plan worship services that center on Christ in fresh, alive ways.

B. Organization

The commission has at least 3 members who serve staggered terms, plus a pastor. The commission appoints its own chairperson and secretary.

C. Philosophy of Worship

Worship at Berkey Avenue is a reflection of who we are as Anabaptist/Mennonite believers. In the egalitarian spirit of Philippians 2, we share leadership and nurture the gifts of our members in worship. We value and honor truth in scripture and preaching, beauty in the arts and music, community in our sharing and fellowship. We attempt to balance and value our traditions of four-part singing along with openness to music from other cultures and traditions.

As leaders, we seek to create an atmosphere conducive to worship and where the Spirit of God can work among the gathered community. As participants, we desire hearts and minds that are open and receptive to the transformational power of worship. Our hope and prayer is that our worship would authentically express who we are as God's people, and represent the best we have to offer to our creator, redeemer and sustainer God.

D. Responsibilities

1. Submit minutes to the church office.
2. Work with the pastors on long-range worship planning and sermons.
3. Plan worship services.
4. Schedule people in the congregation to help with various roles in worship services (worship leaders, song leaders, accompanists, prelude/offertory musicians, children's time

leaders, etc.). Keep the worship calendar updated on Google Calendar.

5. Encourage song leaders and musicians to use a variety of music styles.
6. Include children in every worship service, e.g., by providing something for children every Sunday. (Note that the children's bags are the responsibility of the Christian Education Commission and the church office.)
7. Encourage a wide variety of people to help with worship.
8. As necessary, appoint worship planning teams to plan Advent and Lent/Easter services.
9. Reflect and learn about worship.
10. Receive responses from the congregation about previous and future worship.
11. If an Advent Committee is needed, form it by mid-October.
12. If a Lent/Easter Committee is needed, form it by mid-December.
13. Affirm worship themes up to three months in advance.
14. Secure persons for each service at least two weeks in advance.

E. Appointments

1. Advent Planning Committee (optional)

A fuller job description may be available from commission members. Tasks include planning worship activities from the first Sunday of Advent through Epiphany Sunday. These may include:

- a. Appropriate decorations (notify the Visual Arts Coordinator of plans and expectations).
- b. Special children's activities planned in conjunction with the Christian Education Commission which may include

children's times during worship services and a Saturday "Advent Event."

- c. A special Christmas worship celebration (may be on a Sunday morning).
- d. A Christmas Eve service.

2. Lent/Easter Planning Committee (optional)

A full job description may be available from commission members. Tasks include planning for worship activities from the first Sunday in Lent through Easter Sunday. These may include:

- a. Appropriate decorations (notify the Visual Arts Coordinator of plans and expectations).
- b. Palm/Passion Sunday service.
- c. Maundy Thursday or Good Friday service.
- d. Special children's activities planned in conjunction with the Christian Education Commission which may include children's times during worship services and a Saturday event prior to Easter.
- e. Easter Sunrise Service (optional) and breakfast (perhaps coordinated by the Fellowship Commission).
- f. Easter Service.

3. Usher Coordinator

Coordinate the ushering needs of the congregation. Usher responsibilities:

- a. Assist worshippers in finding seats in ways that help to maintain a worshipful atmosphere.
- b. Look out for guests who may need special assistance.
- c. Assist with any problems that may develop during worship, such as lost children or medical emergencies.
- d. Collect the offering during worship.

- e. Deliver hand microphones to people who speak during sharing time.

4. Audio-Visual Committee

- a. Make sure the audio-visual needs of the congregation are provided for.
- b. Ensure that the audio equipment is operating correctly.
- c. Assign someone each week to operate the A-V equipment at worship services, signal the beginning and end of the nurture hour, and cooperate with the office manager to post recordings of the service on the church website.
- d. Assign someone to operate A-V equipment for other meetings as required.
- e. Recommend the purchase of new equipment to the Stewardship and Finance Commission.
- f. Pick up, operate, and return portable amplification equipment for outdoor events.

5. Children's Time Coordinator

Find persons to provide the children's time during worship.

6. Visual Arts Coordinator

Coordinate appropriate decorations in the sanctuary. Work with special committees such as Advent and Lent/Easter. Clear budget allocation with the chairperson of the commission.

7. Dance Coordinator (Optional)

Organize and direct liturgical dance as requested by the Worship Commission, pastors, Advent Committee or Lent/Easter Committee. This person may occasionally arrange to present a specific dance.

8. Drama Coordinator (Optional)

Be responsible for plays and other forms of drama as requested by the commission.

F. Worship Leader Guidelines

1. A week before the worship service, one of the pastors will email you all available information about the service, such as scripture text(s), theme, special components that might be happening, and perhaps the sermon.
2. Pray about the theme, the congregation, and your role of leading worship. Meditating and praying with the Bible text(s), will direct your reflections.
3. Decide how to present the scripture reading(s). You can read scripture yourself or arrange for someone else to do it. You're welcome to prepare a dramatic presentation of the text(s). Many in the congregation are willing to read—just ask.
4. Check in with other leaders of the service to coordinate efforts.
5. We encourage you to send a tentative order of worship to the other participants by Tuesday. This helps others get a sense of what you're thinking for the service.
6. Work with the music leader on song selection and placement, and establish the order of worship. *See that the church office gets the order of worship and any other material (song titles and words if needed, readings, etc.) by Wednesday at noon. E-mail works well—office@berkeyavenue.org.*
7. Whenever possible, position the children's time in the first 15 minutes of the worship service so toddlers can go to the nursery afterward.
8. Think through how the elements of worship flow together. Choose readings, prayers, poetry, etc. that will support the movement of worship. Practice reading aloud.

9. Tell the ushers and AV operator about anything out of the ordinary.
10. On Thursday the church office will e-mail a copy of the bulletin to everyone involved in leading the service.
11. During the service, you'll generally lead these elements of worship:
 - a. Call to worship and/or initial prayer
 - b. Offering and offering prayer
 - c. Confession of sin and assurance of pardon (if you choose to include one)
 - d. Confession of faith (if you choose to include one)
 - e. Announcements and introduction of visitors.
Remember to invite the congregation to pass the friendship registers. When you introduce the announcements, you're welcome to say something like, "If have you announcements that are not in the newsletter, please come forward to make them."
 - f. Benediction
 - g. Facilitate other transitions in the service as needed
12. The Worship Commission prefers to have a closing prayer at the end of the worship service, followed by a "transition to fellowship, Christian education, and mission," which includes Holding Our World, the introduction of visitors, announcements, and benediction. When the announcements are finished, you can invite visitors and everyone else to the fellowship hall for coffee and tea. You can also graciously encourage all of us to talk with people we don't yet know!
13. Cultivate an inviting, warm, and worshipful demeanor.
14. Allow the service to flow according to the movement of the Holy Spirit.

15. Don't be afraid of silence. In fact, many in the congregation like a brief period of silence after the sermon.
16. The church library has some printed resources for worship leaders. You are welcome to borrow these, but please return them as soon as possible so other worship leaders can use them too.

G. Song Leader Guidelines

1. A week before, one of the pastors will normally e-mail you information about the service, such as scripture text(s), theme, special components that might be happening, and if it's available, the sermon.
2. Prepare yourself spiritually for leading others in worship. Meditate and pray about the theme and song leading. Listen for the Spirit's direction as you choose songs. Inform the worship leader of things you plan that are somewhat out of the ordinary.
3. The worship leader assembles the order of worship and the placement of songs. The song leader chooses the particular songs to be sung. However, it's best when worship and song leaders cooperate—so if you have ideas about where a song might fit best, suggest that to the worship leader!
4. Think about the flow of the morning. Choose songs from a variety of musical styles and feel free to contact other leaders if you are uncomfortable leading certain ones.
 - Songs at the beginning of the service ideally draw people into worship. The opening song sets the tone of the service and joins us together in a common act of worship. Usually a familiar song, led with energy, enthusiasm, and accompaniment, is most effective. You can invite the congregation to stand together to sing, which minimizes the distraction of those still coming in and getting settled in their places.

- Songs later in the service should support the theme of the service.
5. Inform the office and the worship leader of your selections so the information can be printed in the bulletin. *The office needs this by noon on Wednesday. Also let the sound system operator know **by Wednesday** of any PowerPoint lyrics that you'll need for Sunday morning.* You can store these lyrics in the Worship Commission's Google Drive account, accessed through worship@berkeyavenue.org.
 6. Practice beforehand. Consider leading 4/4 songs in 2, 3/4 songs in 1. Often this will help the songs flow.
 7. Consider whether the song will work best accompanied or a cappella, and whether the congregation should stand or sit for each song. When singing a cappella, you can sing the opening chord, then repeat the first pitch of the melody.
 8. Announce the hymn number *twice*, to make sure everyone has heard it. Then watch the congregation to be sure they're ready before starting the hymn. Allow the congregation an opportunity to breathe between verses by pausing slightly. (Accompanists may need some encouragement to do this too.)
 9. Accompaniment: Contact the accompanist several days before the service to clarify which songs you would like accompanied, if and when you would like introductions played, and any other details. Feel free to add other accompaniment as you wish, i.e. guitars, violins, trumpet, recorders, tambourine, drums, other percussion instruments, etc.
 10. Keep singing instructions to a minimum, maintain the spiritual flow, and stay as focused on God as possible in everything you do and say.

11. New songs present a challenge to worshippers. Therefore, try not to lead more than one or two unfamiliar songs per service. When using a new song, think through the most advantageous way to teach it without unduly interrupting the flow of worship.
12. Let the Spirit lead you during the service. Feel free to vary from the bulletin and your previously chosen songs as the Spirit leads. Be somewhat sensitive to the time and adjust accordingly if you feel you should.
13. Don't be afraid of silence. In fact, many in the congregation like a brief period of silence after the sermon.

About Songs Not in Our Songbooks

We have legal permission to use any song on the CCLI website. Our church buys a license each year from CCLI, which pays the authors and composers of these songs. To find out if the song you want to sing is licensed by CCLI:

- Go to their website at <http://us.search.ccli.com/>
- Type in your request.

However, to use the full features of this website, you will have to contact Dan Schrock in the church office, who will sign you up and give you Berkey's password.

We also have onelicense.net which covers the GIA collection, as well as many other publishers. (You can see their catalog at onelicense.net.) **Our license number is A-714648.**

H. Children's Time Guidelines

1. Plan to take **5 minutes**.
2. A week before, a pastor will send you the scripture text(s), other information, and sometimes the sermon if it's available. Read them ahead of time, thinking about one main point you want to convey to the children.

3. Help our children connect whatever you do (story, song, drama, etc.) with the theme/ scripture for the morning. Some themes or texts are difficult to adapt for children, so you're free to broaden it.
4. Help our children apply the main point to their lives today. "What does this mean for me as a young child in Goshen, Indiana?"
5. Use visuals if you can. You're welcome to project things onto the screen as long as you work with the AV operator ahead of time. Usually this will mean getting an electronic copy to the operator well before Sunday morning. You can store these in PowerPoint format in the Worship Commission's Google Drive account, accessed through worship@berkeyavenue.org.
6. Keep it simple. One main point is probably enough for this 5-minute block of time.
7. Speak to the children in your normal voice.
8. Use a clip-on microphone. This is less cumbersome than the hand-held microphone, allows your voice to project better for the congregation, and provides a better quality for the recording. Ask the AV operator for it before the worship service begins.

I. Usher Guidelines

1. There are usually at least two ushers assigned for each morning. More people can help to usher, especially if a family wants to work at these tasks together. Ushers should arrive at least 15 minutes early in order to get tasks done and to be in the meeting room to greet people as they arrive.
2. Ushers help to make the sanctuary a welcoming and safe place for the congregation. In addition to the routine responsibilities listed below, ushers can be alert for problems and are expected to help respond to unexpected emergencies that may arise.

3. Pick up the Friendship Pads from underneath the mailboxes and place a pad at one end of each row of chairs in the sanctuary.
4. Get a magnetic "usher" tag from the office cupboard on the wall just inside the office door; these tags are to be worn by the ushers until the worship service ends.
5. Pick up the offering bags from the office cupboard and place them at the back of the meeting room until using them to collect the offering. After collecting the offering, one usher can put the bags in the cupboard where the ushering tags are kept.
6. Get the two handheld mics from the AV operator to pass around for the sharing and for introducing visitors. Be sure you know how to turn the mics on and off. (Be aware that mics are labeled for use in different parts of the sanctuary.)
7. As people arrive, station yourself inside the doors of the sanctuary and help people – especially guests – to find seating as needed.
8. After the worship service begins, find seats in the back of the meeting room. Have the mics with you so that you can take the mics to those who need them during the sharing time and introduction of visitors.
9. After children's time, walk back to the 2 nursery rooms to see if extra adults are needed for the number of children present. If more adults are needed, tap someone on the shoulder to go back and help.
10. Pay attention to the congregation as it worships to see if any emergencies arise. Be ready to respond as needed, including finding trained medical personnel to help if medical attention is warranted.
11. Be aware where fire extinguishers are located and respond as needed if an open flame becomes a problem. (Help evacuate people from the two exit doors if the fire spreads.)
12. Monitor weather conditions for potential problems. In the case of a threatening tornado, the safest place is the area under the sanctuary. However this space is not large enough for all those who normally attend worship services. The next best option for when tornados threaten would be the interior rooms with no windows such as the bathrooms.
13. Collect the Friendship Pads after the worship service ends and place them on the Communications and Office Manager's desk.
14. Return usher tags to the office cupboard.

COORDINATING COUNCIL

A. Purpose

The Coordinating Council is responsible for ministry tasks that no commission currently addresses or that involve the work of several commissions.

B. Organization

1. The Coordinating Council consists of the chairpersons of the six Commissions (Caregiving, Christian Education, Fellowship, Mission, Stewardship and Finance, and Worship), plus one or more pastors.
2. A pastor serves as chairperson of the Council.
3. It meets 3-4 times a year.

C. Responsibilities

1. Work to carry out congregational goals identified by the SLT.
2. Coordinate ministry among the commissions.
3. The Council may appoint ad hoc committees for special tasks.

PASTOR JOB DESCRIPTIONS

A. Background and Context

1. BAMF has used various models of pastoral ministry in its history, including solo pastorates, co-pastorates, and team pastorates.
2. This job description is organized around pastoral tasks, with the intent of underscoring the interrelated and occasionally overlapping areas of responsibility related to pastoral leadership. The language of “primary responsibility” recognizes that it’s impossible to impose sharp boundaries in many areas of pastoral leadership.
3. After the new pastor of faith formation is added to the pastoral team in 2017, the job descriptions below will change significantly.

B. Congregational Ministry

1. Marilyn and Dan work with the Spiritual Leadership Team to help clarify and implement the congregation’s long-term vision and direction.
2. Dan works with the church office manager to facilitate the ministry of welcoming guests and incorporating newcomers into the life of the church.
3. Dan serves as chairperson of the Coordinating Council.

C. Worship

1. Dan has primary responsibility for sermons, generally preaching two-three Sundays per month.
2. Marilyn generally preaches once a month and meets with the Worship Commission.
3. Often Dan and Marilyn will each have a public role in worship.

D. Pastoral Care

1. Marilyn is primarily responsible for pastoral care and meets regularly with the Caregiving Commission, which tends to the work of the Agape Committee, Caring Team, Special Needs Coordinator, Stephen Ministry, and Small Group Coordinating Committee.
2. Marilyn also meets with the Small Group Coordinating Committee.
3. Dan assists Marilyn with other pastoral care needs as necessary.
4. Marilyn primarily provides pastoral care for children, youth, and young adults.

E. Mission

Marilyn meets with the Mission Commission, helping them to interpret missional opportunities in the community.

F. Christian Education

Marilyn meets with the Christian Education Commission.

F. Faith Formation

1. Marilyn has primary responsibility for the ministry of faith formation from infancy through young adulthood.
2. Qualifications
 - a. A vision for faith formation from infant to young adult.
 - b. Envisioning what faith formation looks like at different ages.
 - c. Recruiting and supporting youth teachers and youth sponsors.
 - d. Leading, coordinating and planning the logistics of youth events.

- e. Delegating the implementation of events to the youth sponsors and other lay leaders as the situation may require.
- f. Relating naturally with children and youth and their families as well as young adults.
- g. Ability to work on a pastoral team.
- h. A seminary degree, pastoral education or pastoral experience is preferred.

3. Responsibilities

- a. Assess needs throughout the age continuum from infancy to young adulthood, giving fresh ideas and providing oversight.
- b. Participate in rituals such as parent-child dedications, baptisms, etc.
- c. Chart curriculum for the JYF and MYF nurture classes.
- d. Teach baptism preparation classes in consultation with other members of the pastoral team.
- e. Plan appropriate faith formation/teaching.
- f. Give oversight and provide leadership for youth events (possible examples include snow camp, day away, service trip, MYF small groups, care packages for college students, Valentine's dinner). The pastor does not have to be at all these events, but the sponsors may depend on the pastor for logistics.
- g. Build pastoral connections to children, youth, and young adults.
- h. Integrate faith formation and mission.
- i. Promote intergenerational relationships including oversight of the mentor/mentee program.

G. Administrative Duties

1. Dan has primary responsibility for the broad administrative oversight of the congregation.
2. Dan shapes agenda for the Coordinating Council meetings.
3. Dan supervises the office and communications manager.
4. Any of the pastors may attend meetings of the Goshen Mennonite Ministerial Council, Goshen Ministerial Association, and the Indiana-Michigan Mennonite Conference as they are able.

H. Other Ministerial Duties

1. Which pastors work with special events such as marriages and funerals will be determined on a case by case basis.
2. Marilyn is primarily responsible for leading the baptism exploration classes for youth.
3. Dan is primarily responsible for membership exploration classes for those who are already baptized.
4. The pastors maintain regular church office hours.

I. Outside Speaking Assignments

1. A pastor may accept no more than four speaking engagements in a year which take her or him away on Sunday mornings.
2. Pastors will take personal or vacation time for these engagements.

J. Accountability

1. Pastors report directly to the Spiritual Leadership Team for supervision and evaluation.
2. Pastors participate in regularly scheduled reviews initiated by the Spiritual Leadership Team.
3. Pastors may attend non-executive meetings of the Spiritual Leadership Team.

K. Time Commitment/Compensation

1. Marilyn is hired at 100%, based on a FTE workweek of 45-50 hours.
2. Dan is hired at 85%, based on a FTE workweek of 45-50 hours.
3. Pastors may keep track of their actual hours for reporting to the Spiritual Leadership Team.
4. Compensation follows the "Salary and Benefit Guidelines" recommended by the Mennonite Church USA. The Spiritual Leadership Team, in consultation with the Stewardship and Finance Commission, is responsible to determine the salary and benefit package for each pastor.

L. Length of Terms

The Spiritual Leadership Team, in conversation with the pastors, proposes term lengths and/or open-end terms to be approved by the congregation.

M. Pastoral Sabbaticals

1. Purpose
 - a. Develop and enrich specific skills.
 - b. Provide refreshing change and new experiences for the pastor (and family).
 - c. Provide time and space for reflection and a broader view of the congregation so that the pastor may return with a greater awareness of how his or her gifts may better be used by God in service to the congregation.
2. Accumulation of Sabbatical Leave
 - a. Sabbatical leave accumulates at three weeks per year of service at BAMF.
 - b. Sabbatical leave may not be used until the fourth year of ministry at BAMF.

- c. Sabbatical leave may accumulate up to six months; however, shorter sabbatical periods of one to three months are encouraged.
 - d. Paid holidays and vacation time are in addition to the sabbatical leave and may be taken during the same year.
3. Planning for Sabbaticals
- a. Dialogue about a sabbatical begins with the pastor.
 - b. The pastor is responsible to prepare a written sabbatical proposal. Goals and activities are to be worked out in consultation with the Spiritual Leadership Team and must be consistent with the purposes set forth in this policy.
 - c. The congregation should be kept informed of the approaching sabbatical with avenues provided for the interchange of counsel and ideas among members of the congregation and the Spiritual Leadership Team.
 - d. The Spiritual Leadership Team must approve the purpose and timing of the sabbatical.
4. Finances
- a. The congregation will provide regular salary and benefits during a regular, approved sabbatical.
 - b. The pastor is expected to provide a minimum of one year of service to BAMF after the sabbatical. A shorter term of service requires repayment of part or all of the sabbatical salary and benefits provided to the pastor during the sabbatical period.
5. Interim Arrangements while a Pastor is on Sabbatical
- a. The other pastor(s) on the pastoral team, in cooperation with the Spiritual Leadership Team, will be responsible for all the interim arrangements.
- b. The elders and deacons are encouraged to offer themselves in ministry to the congregation during the pastor's absence as well as using other persons in the congregation or community.
6. Other Considerations
- a. Change will occur in both the pastor and the congregation during a sabbatical. This makes assimilation an issue for the returning pastor and the congregation. Adequate planning should facilitate the pastor's re-entry into the congregation so it may be a joyful time for all.
 - b. These are guidelines. Occasional circumstances may allow modifications or exceptions of the above on a case-by-case basis if the Spiritual Leadership Team agrees.

COMMUNICATIONS AND OFFICE MANAGER

Accountability: To the pastoral team via the supervising pastor.

Hours: 20 hours per week, subject to periodic review by request of the pastors in consultation with the Stewardship and Finance Commission.

Term: Open-ended; three week's notice of termination must be given by either the manager or the pastoral team.

Qualifications

1. Christian faith
2. Preference for regular participation in BAMF's corporate life
3. Vision for how BAMF can use communication tools "To live Christ's loving, caring, healing presence"
4. Ability to communicate church life via websites, social media, and print
5. Facility with computers (with training)
 - Microsoft Office (Word, Excel, Powerpoint)
 - Adobe CS5 (Photoshop Dreamweaver -- or HTML knowledge helpful)
 - WordPress
 - MailChimp
 - Cloud Storage (Dropbox, Box, Google Drive, BitCasa)
 - PowerChurch Plus
6. Writing and proofreading skills
7. Detail and management skills
8. Maintain confidentiality

Responsibilities

A. Welcoming and Care

1. Welcome and help people who come to the church office.
2. Answer the phone; answer questions and take messages as necessary.

B. Communication

1. Maintain and further develop BAMF's website in consultation with the pastors.
3. Write 1-3 posts a week for the church's social media (primarily Facebook, with the possibility of expanding into Twitter, YouTube etc.)
4. Archive bulletins, newsletters, and sermons each week on the BAMF website.
5. Prepare, file, and distribute congregational communications (bulletins, newsletters, minutes of meetings, monthly calendar, congregational directory, offering report forms, building reservation forms, yearly attendance forms, etc.)
6. E-mail notices of births, marriages, and deaths to *The Mennonite*. Keep a paper copy for the file.
7. Maintain the bulletin boards and literature rack.
8. In conjunction with the Christian Education Commission, coordinate announcements for the Bethany Christian Schools fund and the Mennonite colleges fund. Write letters to accompany the checks.
9. Manage worship attendance records. Forward names of visitors to the pastors. Note extended absences and alert the pastors.

C. Office Management

1. Maintain files.
2. Oversee the maintenance of office equipment (computer, printer, copier).

3. Maintain an inventory of office supplies, ordering more as needed. Call the church treasurer when postage stamps are low.
4. Handle requests for building reservations according to the guidelines established by the Stewardship and Finance Commission. Maintain the church calendar.
5. Once a year, deliver copies of the newsletters, congregational directory, and commission, elder, and congregational meeting minutes to the MC USA Archives at Goshen College.
6. Perform office services for the pastors, commissions, and committees of the congregation as requested.
7. In cooperation with the Christian Education Commission keep a current list of the people who receive church periodicals. Put periodicals in the mailboxes at the appropriate time.
10. Keep the children/youth nurture class lists up-to-date.
11. Oversee the scheduling of child care for the nursery during the worship hour.
12. Keep birthday, anniversary, member/non-member attendee, and official membership lists up-to-date.
13. Keep the mailboxes up-to-date. Distribute a family profile form, a congregational directory, and pictorial directory to new attendees.
14. Keep the key log up-to-date. Issue keys and receive returned keys.
15. Order flowers.
 - Provide a rosebud for each newborn of a member or attendee. The rosebud should be at the Sunday morning service as soon after the birth as is feasible, and a parent invited to take it home after the service.

- Arrange for delivery of a plant, floral arrangement, or other gift as appropriate to each member or attendee hospitalized or experiencing other extended illness, or who experiences the death of an immediate family member (parent or child).

Remuneration and Benefits

- | | |
|----------------|--|
| Remuneration: | Hourly pay is determined by the Stewardship and Finance Commission, and reviewed yearly. |
| Time Off: | Requests for time off and schedule changes should be made to the supervising pastor. |
| Paid Vacation: | Years one through four – two weeks
Years five through eleven – three weeks
Years twelve and above – four weeks |

PART-TIME EMPLOYEE BENEFITS

A. Definitions

1. An employee shall be considered a person working for and paid by BAMF for services requested by BAMF.
2. Benefits shall be defined as paid vacation; health, vision, disability, or dental coverage; retirement contributions; and educational expenses.
3. Part-time employment for hourly employees is considered up to thirty-six hours per week. Three-fourth time shall be considered thirty hours per week. Half-time shall be considered twenty hours per week.

B. Policy

The policy regarding benefits for part-time BAMF employees shall be as follows:

1. Employees working up to one-half time receive no benefits.
2. Employees working between one-half and three-fourth time shall receive prorated benefit coverage.

C. Expenses

Reasonable expenses shall be paid to each employee on an individual basis, taking into account expected expenses related to their work.

D. Exceptions

This policy does not apply to pastors, who fall under the guidelines prepared and revised annually by Mennonite Church USA.

Prepared by an ad-hoc committee for part-time employee benefits compensation, July 18, 2005. Approved by the elders, August 23, 2005, with slight modification.

