

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
2010**

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.

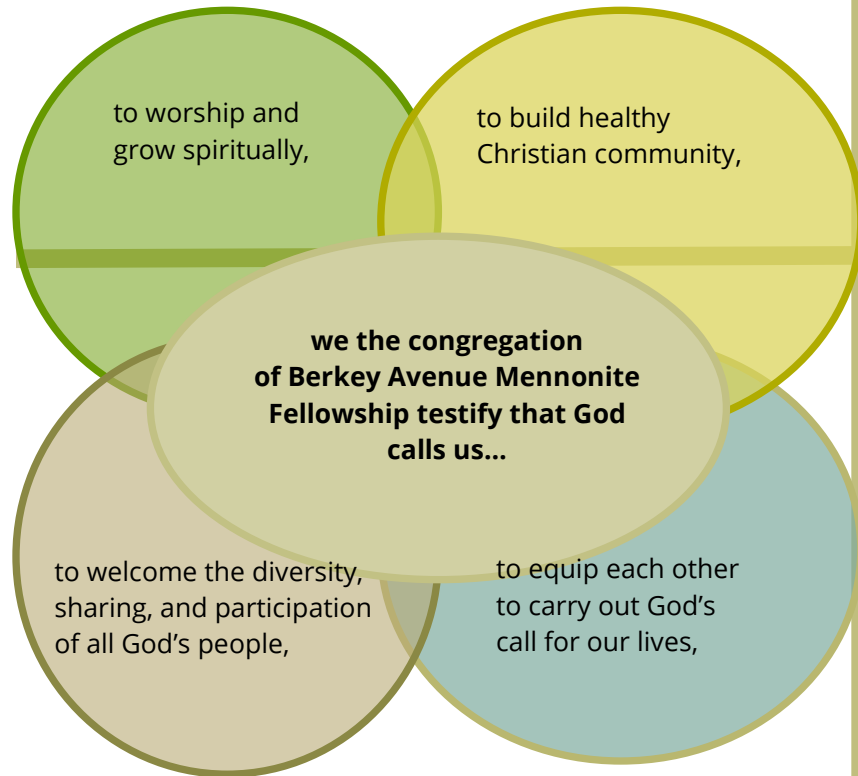
We recognize that the foundation of our life together is Jesus Christ. We further acknowledge that any growth as a church body will come as a result of building on this foundation in the power and wisdom of the Spirit.

Approved at the June 14, 1998 congregational meeting.

Revision approved at the May 16, 2010 congregational meeting.

MISSION 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

WELCOME STATEMENT

As followers of Jesus Christ (Mark 1:14-20) we are committed to living in community, practicing peacemaking that transcends socioeconomic barriers, acknowledges a diversity of perspectives, and welcomes all.

We celebrate the image of God (Genesis 1:26) manifested in persons of every age, ethnicity, race, gender identity, sexual orientation, marital status, education, intellectual or emotional or physical ability, and economic or immigration status (Galatians 3:28). We strive to find common ground on which to build relationships with our neighbors near and far. As an inclusive faith community, we affirm that all persons, including LGBTQ+ persons, are welcome to fully participate in the life of our congregation, including membership, baptism, marriage, leadership, and pastoral ministry.

Approved at the October 28, 2018 congregational meeting.

- 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

Approved at the February 15, 2005 congregational meeting.



MULTI-YEAR GOALS

Developed by the Spiritual Leadership Team

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.

In 2017, the SLT developed a revised goal for Berkey.

Our Context

Approximately 30% of Goshen's population is Latino, while the student body at Goshen College is now 32% Latino and is projected to increase. As a congregation with strong ties to the Goshen community and to Goshen College, how do we want to respond to our context?

Our Core Values (from Palmer Becker)

Jesus is the center of our faith.
Community is the center of our lives.
Reconciliation is the center of our work.

Our Revised Congregational Goal

To help each person at Berkey engage Christ's ministry in the Goshen community, both inter-generationally and inter-culturally.

This goal supplements the congregation's Recalibrated Vision (pp. 2-3), but doesn't replace it.

CHURCH OFFICE HOURS

Jenny Hooley is typically in the office Tuesday through Friday, 10:00 AM to 3:00 PM. A pastor is typically in the office Tuesday through Friday, 9:00 AM to 4:00 PM. Updated office hours are posted in the newsletter.

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 by noon on Wednesday for the bulletin and by noon on Thursday for the newsletter.
4. The AV operators would also like materials for display by 9:00 a.m. Wednesday.
5. When you send your approved minutes to the church office. Jenny will file and disperse them to the coordinating council, elders and pastors.
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, a tax exempt certificate may be requested from Lavonn Hostetler. (Some stores won't allow tax exemption if you pay with a personal check.)
3. To be reimbursed for a purchase or report of a charge on Berkey's debit card, please use the "Berkey Expenditure Request" form. A fillable form can be found on Berkey's website; paper copies are also available in the church office in a tray to the left of the copier. On the form, say which commission's budget and account number your reimbursement or charge should come from. You can find the account numbers and line items on Berkey's website. The budget is also posted beside the copier. Please 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 rewards and tax exemption cards. Jenny can make online purchases for you.
5. Berkey has a tax-exempt business account with Amazon.com. If you want to purchase something for the church, contact Jenny.
6. 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. When you serve as a chairperson, you're automatically a member of the Coordinating Council, which meets 2-4 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. Mark chairs the Coordinating Council.
2. Schedule regular commission meetings. Distribute agendas in advance so members can prepare.
3. Appoint someone to take minutes. Give Jenny a copy of all approved minutes for distribution to other commissions and the Spiritual Life Team.
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 Berkey Constitution, Article 5.

B. Organization

The Spiritual Leadership Team is composed of 5-7 members who serve staggered terms. At least one pastor 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 (optional)
4. Representative to the Pastoral Development and Relations Team.

C. The Spiritual Leadership Team mainly devotes itself to three 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. Some of this role may be delegated to the Pastoral Development and Relations Team (see page 12).
 - 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.

Part C (above) was approved by the congregation, January 16, 2011)

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. 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 June.
- 3. 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.
 - 4. 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 4 members who serve staggered two-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.
5. Pastoral Development and Relations Team (PDRT)
- A. Function
Facilitate positive relationships between the congregational and the pastor(s), deal with administrative issues relative to the pastor(s)'s employment, and serve as a link to the Elders. Members of the PDRT are appointed by the SLT.
 - B. Qualifications
Qualifications for members of PDRT are the same as qualifications for commission members.
 - C. Organization

1. The PDRT shall be composed of at least three members who serve staggered two-year terms. The committee will appoint a chairperson and a secretary at the beginning of each church year.
2. A member of the elders will be a part of the PDRT to support its work and to help interpret the work of the pastors.

D. Responsibilities

1. Meet at least twice a year with the pastors to review present and future needs. Occasionally the PDRT may meet in executive session or with pastors individually.
2. Meet at least once a year with pastor and spouse (if any). Pastors or spouses may request additional meeting times.
3. Provide support and develop plans for long-term growth of the pastors.
4. Act as advocate for positive relationships between the pastors and the congregation. Listen to all sides.
5. Review the relationship and effectiveness between the pastors and the congregation. Complete a comprehensive review periodically.
6. Serve as preliminary approval point for the pastor(s)'s work hours, vacation, salary, job description, etc., with the chair serving as spokesperson. Final approval is by executive session at the Spiritual Leadership Team.
7. Communicate with the congregation on the pastor(s)'s behalf.
8. Work as a team, although the chairperson may at times need to make decisions without the

committee. Executive sessions may be held as deemed necessary.

9. Use the pastor(s)'s job descriptions as a principal reference point.
10. Work with the *Berkey Pastors' Handbook*.

E. Guidelines

1. Be directly responsible to the Elders.
2. The chairperson will communicate to the broader congregation at business meetings as requested by the Elders.
3. Keep open communication with the Elder team.
4. Give PDRT minutes to Pastors, Elder Chair and Congregational Chair in a timely manner.

6. Safe Church Caring Team

1. The Safe Church Caring Team is composed of 2-4 people, and one Pastor. Members of the committee are encouraged to serve for at least two years.
2. The Caregiving Commission ensures that the Safe Church Caring Team:
 - Has copies of the "Policy for Dealing with Alleged Harassment and/or Abuse" and the "Endangered Adult, Child and Youth Protection Policy," both approved by the congregation in November 2017.
 - Sees that the Team selects a chairperson.
 - Gives the Team copies of their job description.
3. The Safe Church Caring team informs the congregation of guidelines for dealing with alleged sexual harassment or abuse at Berkey, and will deal with any such allegations in the congregation. Additional responsibilities include:
 - a. At the beginning of the church year, remind the congregation of Berkey's guidelines for dealing with alleged sexual harassment and abuse.

- b. Publicize the current members of the Team so people in the congregation know who to contact if they have questions or if an allegation should arise.
- c. The congregation's guidelines should be examined by legal counsel from time to time to ensure that they are adequate.
- d. Follow the guidelines if an allegation of sexual harassment or abuse is brought to the Team. 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. Keep minutes and send them to the Caregiving Commission.

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 modified version can be distributed to other commissions and the church office if the commission decides to do so.

D. Responsibilities

- 1. Administrative oversight
 - a. Agape Committee
 - b. Safe Church Caring Team
 - c. Small Group Committee
 - d. Extending Our Care Coordinator/Committee
 - e. Meals Coordinator
 - f. Everence Advocate
 - g. Stephen Ministry
- 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 that 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 Extending Our Care 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.

G. Small Group Committee

1. The Small Group Committee is composed of 2-3 people, and one Pastor. Members of the committee are encouraged to serve for at least two years.
2. The Small Group Committee will oversee the small group program at Berkey, strengthening, expanding, and imagining new possibilities for small groups. Additionally, they will:
 - a. Appoint a chairperson to convene the meetings.
 - b. Educate church members about various small group configurations, such as intergenerational groups and Spirit Feast.
 - c. 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.
 - d. Ask small groups to evaluate their functioning and to clarify their covenant with one another (e.g., expectations, purpose, content, etc.).

- e. Meet annually with the small group representatives to hear how things are going. Be available to help small groups work through decision making, conflict, and evaluation.
- f. Keep minutes and send them to the Caregiving Commission.

H. Extending Our Care Coordinator/Committee

1. The Extending Our Care Committee will be made up of a Coordinator who is appointed by the Caregiving Commission and others serving at the Coordinator's discretion.
2. The Extending Our Care Committee will become aware of accessibility concerns regarding any aspect of the church's ministry via the newsletter, sharing during worship, and contact with the Pastors.
3. Coordinate people within Christian education classes, small groups, or beyond to meet these needs.
4. 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 Extending Our Care Coordinator in letting them know concerns and in helping to coordinate action.
5. The Extending Our Care Committee will meet in October and as needed throughout the year, maintaining effective communication within the committee and the Commissions.

J. Meals Coordinator

1. The Meals Coordinator is appointed by the Caregiving Commission and is encouraged to serve at least two years.
2. Be aware via the newsletter, sharing during worship, contact with pastors, or the church office when Berkey members are in need of meal assistance.
3. Set-up a system in which members may sign-up to assist with meals. This will include any special information such as

number of individuals to prepare meals for, and any dietary restrictions, and delivery instructions.

4. Keep the congregation abreast of any changes in meal requests.

K. 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.

L. 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.
2. Provide nursery care during both worship and nurture hours.

3. Appoint persons to serve in support and liaison positions; see section E below.
4. Work with guidelines for financial support to students at Bethany Christian Schools, Mennonite church camps, and MCUSA colleges.
5. Discern and select JYF and MYF sponsors.

D. Specific Responsibilities

1. Be responsible for the Christian education class structure, children's curriculum, assisting adults in choosing curricula, assigning class space, ordering Christian education supplies, and storing materials. Discern teachers and sponsors for children's and youth classes.
2. Order nursery supplies as needed.
3. Honor students and teachers in the fall at annual kick-off Sunday worship service.
 - a. Three year olds receive a New Testament and children's bag embroidered with their name.
 - b. Four year olds receive a CD or downloadable version of songs from the current hymnal or Sunday School curriculum.
 - c. Kindergarteners receive God's Eyes.
 - d. Second graders receive a Bible.
4. Second and subsequent babies within a household receive a blanket and a rose. (Fellowship Commission coordinates a baby shower for first babies in a household; see Fellowship Commission section of this handbook.)

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. Children's Song Leader(s)

Provide an opening time of approximately ten minutes for children ages 3 years through second grade in Jubilee Hall during the adult fellowship time after the worship service prior to nurture classes.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

9. Youth Coordinating Council

- a. This group consists of the sponsors and teachers of the MYF and JYF groups, plus the pastor of faith formation.
- b. The purpose is to coordinate ministry with the congregation's youth.
- c. The youth pastor of faith formation will normally call the group together.

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 MC USA.
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 with adolescents.
5. Ability to listen and help youth to solve problems.
6. In accordance with the Berkey Safe Church policy, undergo and pass a background check every three years.

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 youth 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 MC USA.
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 with adolescents.

5. Ability to listen and help youth solve problems.
6. In accordance with the Berkey Safe Church policy, undergo and pass a background check every three years.

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 youth 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, Greeter Coordinator, Mennonite Women Representative, 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. (There is no organized Mennonite Women USA group right now.)
7. Be in charge of fellowship meals prior to congregational meetings.
8. Plan events to honor 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).
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.
12. Plan funeral meals.
13. Plan other congregational fellowship activities.
14. Respond to requests from other commissions for refreshments at other events.
15. Order supplies for the kitchen, including paper goods, food supplies, and kitchenware.

16. Launder dishcloths and tea towels.
17. Clean the refrigerator, stoves, freezer, and kitchen cupboards.
18. Organize items left in the kitchen after events; donate unclaimed items.
19. 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. 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.

3. 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.

4. 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.

5. 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 Berkey 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.

6. Funeral Meals

The Fellowship Commission usually arranges food for the family and friends during the funeral or memorial service. The Commission budgets a certain amount for funeral meals each year. The family can contribute to the cost of the meal. The commission is responsible for communicating the cost of the meal to the family.

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.
5. Appoint a Financial Delegate to IN-MI Mennonite Conference, who will attend the spring cluster meeting and the annual summer meeting as a voting delegate of the congregation.

E. Appointments

Coordinators

7. Mission Bulletin Board Coordinator
 - a. Keep the mission bulletin board up to date.
 - b. Work with the commission to determine what to post.
8. 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.
9. 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 Berkey volunteers once every two years.

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

- 10. Habitat for Humanity Representative
- 11. La Casa Representative
- 12. Mennonite Economic Development Association Representative
- 13. Mennonite Disaster Service Representative
- 14. Mennonite Central Committee Great Lakes Representative
- 15. Peace, Justice, and Social Concerns Representative
- 16. Center for Healing and Hope Representative

F. Guidelines for the Community Discretionary Fund

Approved by the congregation on February 17, 2013

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 \$500 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 \$500 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, learning, 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, learning, 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 mission experiences 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.

3. Eligibility

- a. Any youth or adult who 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. Submit a request for estimated fund amounts during the annual budget process.
- b. Solicit and receive applications.
- c. Act on requests as they are submitted.
- d. Process applications and notify applicants of funding decisions.
- e. Support fundraising initiatives.
- f. Coordinate with the Stewardship and Finance Commission on whether and when to make requests for designated above-budget contributions.
- g. Ask the treasurer for payment of approved funds.
- h. Arrange a commissioning service for the volunteer(s).
- i. Support the volunteer's preparation, communication, and sharing with the congregation before and after the trip.

April 2018

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. As a matter of practice, the church office maintains these guidelines.
6. Lead the congregation in facility planning.
7. Purchase and update adequate insurance on the property. Review our insurance policy annually.
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. Appoint and supervise the work of the offering counters.
11. 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.
12. Hire, supervise, and set financial compensation for the custodian(s).

13. Determine the financial compensation for the office and communications manager.
14. Appoint and supervise the trustees, including the maintenance and upkeep of the church buildings.
15. Stimulate stewardship.
16. Add new commission members to Dropbox.
17. Will maintain a Computer Purchase Plan Policy.
18. Stewardship & Finance will serve as the preliminary approval point for the pastor(s)'s work hours, vacation, salary, benefits, and insurance, following the guidelines from Mennonite Church USA. Stewardship & Finance will work to get an "evergreen" Covenant of Understanding (COU) in place for each pastor. Annually, Stewardship & Finance will prepare a preliminary Pastor's Salary Worksheet for each Pastor during the budget prep cycle. For final approval, the Congregational Chairperson (or their SLT designee), a representative from Stewardship & Finance, and the Pastor will meet together to review, approve, and sign the Pastor Salary Worksheet. The Elders hold final approval authority.

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. The treasurer maintains a list of current designated funds.
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. 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 Berkey 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). The Custodian's primary responsibility is to clean the entire facility each week, so it is clean, tidy, and ready for Sunday morning services. 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 building each week and have the sanctuary set up for Sunday services by midnight Sunday morning.
 - b. Work with church staff and other church attenders as necessary to coordinate cleaning needs.
 - c. Clean specific areas and set up for special groups as requested. This does not happen frequently.
 - d. Have the trash and any recycling ready at scheduled pick-up times.
 - e. Maintain cleaning supplies and equipment.
 - f. Report all problems related to building/grounds maintenance to the Trustees or to the Stewardship and Finance Commission.
 - g. Remuneration and Benefits
 - Weekly pay is determined by the Stewardship and Finance Commission and reviewed yearly.

- Requests for time off should be made to the Stewardship and Finance Commission.
- Paid Vacation for full-time (52 weeks) custodian: Years one through four – two weeks; years five through eleven – three weeks; years twelve and above – four weeks.

h. The Stewardship and Finance Commission maintains a full Custodian Job Description document that also includes position requirements and expectations.

2. Offering Counters

- a. Count the offering after the weekly worship service. This is always done in the presence of at least one other offering counter. Spouses should not work together as offering counters.
- b. A regular schedule is developed for offering counters. It is typical for offering counters to be assigned one Sunday per month.
- c. A detailed offering counting procedure document developed and maintained by the Treasurers and approved by Stewardship & Finance is provided to offering counters.
- d. The offering counting procedure typically takes between 10–15 minutes.
- e. Offering counters are expected to maintain confidentiality.

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 annual 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.
- n. File property tax exemptions as needed and complete any other required tax forms.

3. Trustees (three-year terms)

- 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 sanctuary; 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 (sanctuary, 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.

WORSHIP COMMISSION

A. Purpose

Plan worship services that center on the Triune God 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.
9. Communion Coordinator
- In consultation with pastors, prepare or coordinate the elements necessary for communion.
- F. Worship Leader Guidelines**
1. A week before the worship service, the church office 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, the church office 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 OneLicense website. Our church buys a license each year from them, which pays the authors and composers of these songs. To find out if the song you want to sing is licensed, visit oneline.net. To report a song, send your request to Jenny in the office.

H. Children's Time Guidelines

1. Plan to take **5 minutes**.
2. A week before, the church office 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.
6. To reduce the possibility of theft, it is recommended that the ushers keep the offering bags in the sanctuary until the worship service has ended. Once the service is over, the ushers can give the bags to the offering counters.
7. 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.)
8. As people arrive, station yourself inside the doors of the sanctuary and help people – especially guests – to find seating as needed.
9. 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.
10. 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.
11. 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.

12. 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.)
13. 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.
14. Collect the Friendship Pads after the worship service ends and place them on the Communications and Office Manager's desk.
15. 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 the pastors.
2. Mark serves as chairperson of the Council.
3. It meets 2-4 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.

D. Childcare Coordinator

Work with the office and communications manager (Jenny Hooley) to secure and coordinate all childcare for church-wide events. Expectation: All volunteers who work with children (both internally and externally to Berkey) will complete and maintain a valid criminal background check. Prior to an event:

- A. Work with a pastor on criminal background checks, signing off on Berkey's safe church policy, and receiving adequate safe church training (expenses incurred are compensated by Berkey).
- B. Communicate with Jenny Hooley about an upcoming event.
- C. Call childcare providers to have at least 4 adults working with children.
- D. Coordinate compensation for childcare providers (\$15 per hour). Either get reimbursed or work with Jenny to request the payment ahead of time.
- E. Purchase any necessary snacks or supplies for the event.
- F. During an event:
 - 1) Be responsible for all necessary set up.
 - 2) Provide first aid supplies or locate them in the church.
 - 3) Orient childcare providers on expectations (food, allergies, appropriate play, no cell phone usage, name tags for children, etc.).
 - 4) Orient parents when dropping off their children (need to communicate known allergies, special items that bring comfort, special instructions for providers, etc.).

- 5) Be the point person between children and parents should problems arise during the event.
- 6) Ensure the expectation with childcare providers that they help with clean up.
- 7) See that the childcare providers are paid.

G. After an event:

- 1) Submit childcare, snack or supply reimbursements if out of pocket (receipts are necessary).
- 2) Discuss with Jenny any necessary improvements for upcoming events.

E. Creation Care Coordinators

1. Consisting of one or two people serving staggered terms, the creation care coordinators work with the activator and crew, provides continuity from year to year, and serves as the liaison to Mennonite Creation Care Network.
2. Creation Care Activator (one each year)

This person has an idea or is responsible for finding a focus for the year and enlisting a few other folks to help with it. The group then develops an idea that can be completed in a year or less, or they agree to own it going forward.

PASTOR JOB DESCRIPTIONS

A. Background and Context

1. Berkey has used various models of pastoral ministry in its history, including solo pastorates, co-pastorates, and team pastorates. Berkey has not typically used the language of “lead” and “associate” pastors, preferring instead to use a flatter leadership structure.

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. The Spiritual Leadership Team has developed a “Berkey Pastors’ Handbook” which has detailed information on policies and procedures, including remuneration and benefits, sabbaticals, etc.

B. Time Commitment/Compensation

1. Mark Schloneger is hired at 100%, based on a FTE workweek of 45-50 hours.
2. Billy Funk is hired at 50%, 20-25 hours per week.
3. Steph Wieand is hired at 50%, 20-25 hours per week.
4. Pastors may keep track of their actual hours for reporting to the SLT and PDRT.
5. Compensation follows the “Salary and Benefit Guidelines” recommended by the Mennonite Church USA. The PDRT, in consultation with the Stewardship and Finance Commission, is responsible to determine the salary and benefit package for each pastor.

C. Congregational Ministry

1. The pastors work with the Spiritual Leadership Team (SLT) to help clarify and implement the congregation’s long-term vision and direction. The SLT is responsible for governance, while the pastoral team and the commissions are responsible for ministry.
2. Mark works with the Leadership Discernment Team.
3. Mark works with the church office manager to facilitate the ministry of welcoming guests and incorporating newcomers into the life of the church.

D. Worship and Preaching

1. Mark meets with the Worship Commission.
2. Mark generally preaches twice a month.
3. Steph and Billy generally preach once a month.
4. Billy, Mark, and Steph take public roles in worship services, take turns serving on worship planning teams for Advent and Lent, and work together to plan for special worship services.

E. Pastoral Care

1. Mark meets with the Caregiving Commission and has primary responsibility to oversee pastoral care.
2. Mark, Billy and Steph each provide pastoral care and meet together to determine who will respond to specific pastoral care needs and crises.
3. Pastoral responsibilities for special events such as marriages and funerals will be determined on a case-by-case basis.
4. Any of the pastors may be contacted outside of office hours for pastoral care, although Mark should generally be the first point of contact.
5. Given his job description and full-time position, Mark generally gives more time to all aspects of pastoral care, including those listed above.
6. Steph meets with the Safe Church Committee.

F. Mission

Mark meets with the Mission Commission.

G. Christian Education

Steph and Billy meet with the Christian Education Commission.

H. Faith Formation

1. Billy has primary responsibility in overseeing JMYF, MYF, college and young adult ministries, supporting faith

formation among youth and young adults, and working with sponsors to plan events and activities.

2. Steph has primary responsibility in supporting faith formation among children, adults and families, coordinating the adult Sunday school program, and overseeing Berkey's small group ministry through the Small Group Committee (Caregiving).

I. Stewardship and Finance Commission

Billy meets with the Stewardship and Finance Commission.

K. Fellowship Commission

Steph meets with the Fellowship Commission.

L. Administrative Duties

1. Mark serves as pastoral team leader, giving broad administrative oversight of the congregation.
2. Mark shapes the agenda for the Coordinating Council meetings and functions as the group's chairperson.
3. Mark 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.

M. Other Ministerial Duties

1. Billy, Steph, and Mark have primary responsibility for baptism exploration classes.
2. Billy, Steph, and Mark have primary resp for membership exploration classes.
3. The pastors maintain regular church office hours.

N. Outside Speaking Assignments

1. A pastor may accept no more than four speaking engagements a year that take her or him away on Sunday mornings.

2. Pastors will take personal or vacation time for these engagements.

O. Accountability

1. Each pastor reports directly to the Spiritual Leadership Team (SLT) for supervision and evaluation, although the SLT delegates some of its supervisory and evaluation functions to the Pastoral Development and Relations Team.
2. Pastors participate in regularly scheduled reviews.
3. Pastors may attend non-executive meetings of the Spiritual Leadership Team.

P. Length of Terms

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

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 Berkey corporate life
3. Vision for how Berkey 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 (Photoshop Elements, Premiere and HTML knowledge helpful).
 - WordPress
 - MailChimp
 - Cloud Storage (Dropbox, Google Drive)
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 Berkey'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 Berkey 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 deaths to *Anabaptist World*.
7. Maintain the bulletin boards and literature rack.
8. In conjunction with the Christian Education Commission and Stewardship and Finance 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.
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 and congregational business meeting minutes to the MC USA Archives in Elkhart.
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.
8. Alert the Christian Education Commission to changes in the lists for children/youth nurture classes.

10. Keep birthday, anniversary, member/non-member attendee, and official membership lists up-to-date.
11. Keep the mailboxes up-to-date. Distribute to new attendees a family profile form and a link to the online congregational directory (or provide a paper copy if requested).
12. Keep the key log up-to-date. Issue keys and receive returned keys.
13. 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 (spouse, 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 Berkey for services requested by Berkey.
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 Berkey 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.

