

**Congregational Interest Survey
June 2009**

The goal of the Ministry Facilitation Teams model for church governance is to support and enable the participation of the whole congregation in the life and ministry of the Church, so please let us know all of the areas where you would like to be involved.

Please check any of the boxes for the Committees, Teams, Events, etc. where you would be willing to volunteer and return it no later than June 20 at the Retreat.

The Infrastructure Facilitation Team

shall provide for the care and maintenance of the structural supports for the Church's ministry: buildings and grounds, budgets and finances, personnel policies, facilitation of the relationship between all staff and the congregation. It shall enable the creation and functioning of work teams in the service of these areas of responsibility.

Elected positions for a two year term:

- Buildings/Ground Chair**
- Personnel Chair**
- Pastoral Relations Chair**

Infrastructure Standing Committees . appointed by council (volunteers welcome!)

- Building and Grounds Committee** which shall be charged with the maintenance and repair of the Church building and grounds. The chair is elected by the congregation, and the committee, of a size necessary to do the work, will be appointed by the Council in consultation with the Nominating Committee.

Possible Teams

- Building Use** . to consider ongoing uses of the building for congregational and community needs
- Parking for Arena Events** . to arrange for parking and handle parking funds.
- Budget and Finance Committee** - which shall be charged with management of Church finances including budgeting, stewardship, and investment. The committee, of a size necessary to do the work, will be appointed by the Council in consultation with the Nominating Committee. The Treasurer of the Church will be a member of this Committee.

Possible Teams

- Investments** . to determine investment policy and relate to those companies/banks that hold and invest our endowment funds.
- Budget Development** . by the Fall of each year, determine budgetary needs for the coming year and provide accurate information to the congregation prior to the stewardship campaign
- Stewardship** . plan and execute the stewardship campaign to be completed by December 1 of each year.
- Personnel Committee** - which shall establish and review written personnel policies, job descriptions and annual evaluation for non-ordained members of the staff, and work with the Council and appropriate Committees to fill vacant non-ordained staff positions. It shall prepare a salary plan for all

employees of the Church. The chair is elected by the congregation and the committee, of a size necessary to do the work, will be appointed by the Council in consultation with the Nominating Committee.

- Pastoral Relations Committee** which shall attend to the relationship between the pastor and the congregation by means of the following:

By striving to appreciate each other's understanding of the expectations and roles of pastor and members of the congregation in carrying out the intended mission of the Church, which includes developing procedures to receive useful feedback from the congregation on a regular basis;

By promoting healthy relationships between the pastor and congregation and, as needed, between the pastor and other staff;

By developing a procedure for the resolution of serious differences (including the use of outside consultants such as conference or association staff); and

By encouraging the pastor to receive appropriate continuing education and advocating for the necessary resources for such education.

(The Pastoral Search Committee is encouraged to be the Pastoral Relations Committee for the first two years of a new pastorate.)

- Other Infrastructure Teams that may become needed.**

Your Suggestions _____

The Missions Facilitation Team

shall provide for the implementation of the public ministry of the Church including but not limited to: liaison with public and social agencies, the United Church of Christ, and other churches; review and recommendation of the Church's benevolences and special offerings; social action opportunities, ministry to special populations, and education of the congregation on issues of social concern. It shall enable the creation and functioning of work teams in the service of these areas of responsibility.

Elected positions for a two year term:

- Missions Facilitation Team Chair**
 Facilitation Team Member (2)

Possible Teams/Events/Functions

Open and Affirming Implementation Team . to find ways to embody the congregation's Open and Affirming Identity in practical ways in the congregation's life and mission.

Missions Support Team . to determine which of the many worthy mission causes will receive financial support each year.

Social Action Team . to identify current social and advocacy issues, and encourage congregants and community to learn about and make an informed decision about which to support as individuals and possibly as a congregation.

Missions Education Team . to work with the Education Teams to provide useful education to congregation and community regarding mission issues.

Other Missions Teams that may become needed.

Your Suggestions _____

The Education Facilitation Team

shall implement an appropriate and comprehensive educational ministry for children, youth, and adults of the Church, and the wider community. The responsibilities of the team include providing for curriculum, equipment and supplies, the recruitment of teachers, and offering special youth and other educational activities. It shall enable the creation and functioning of work teams in the service of these areas of responsibility.

Elected positions for a two year term:

- Education Facilitation Team Chair**
- Facilitation Team Member (2)**

Possible Teams/Events/Functions

- Sunday School Team** . to recruit teachers and suggest modifications to the Sunday School program as needed
 - Sunday School Teacher**
 - Nursery Care**
- Youth Ministry and Activity Team** . to determine the make-up and needs of our congregational youth, collaborating with other area congregations as appropriate to offer a viable youth program.
 - Youth Group Leader**
 - “Chili and Jam” planning team** . help plan this and other youth/young adult programs
- Adult Education Team** . to assess the spiritual education needs and opportunities of the adult congregation and facilitate classes and other educational events according to the congregation's educational mission.
 - Parent Support/Education Team**
- Community Education Team** . to plan and organize educational opportunities for the community. For example:
 - Movies @ Park** – help select and host movies open to the community
 - Wednesdays @ Park** . help plan Wednesday pot-luck and educational events
 - “Futures” Series** . help plan major community education events
 - Kid’s Table at the Farmer’s Market**
 - Other Education Teams that may become needed.**
- Your Suggestions** _____

The Congregational Life Facilitation Team

shall minister to the needs of the congregation: by promoting personal relationships through fellowship events; visiting the sick and others unable to attend worship and Church programs; providing for the recruitment and education of new members; assisting the Pastor and staff with planning, preparing and evaluating worship services; and overseeing all aspects of music in the Church. It shall enable the creation and functioning of work teams in the service of these areas of responsibility.

Elected positions for a two year term:

- Congregational Life Facilitation Team Chair**
- Facilitation Team Member (3)**

Possible Teams/Events/Functions

- Worship Support Team** . to support the pastor and music staff in holding the theological vision for congregational worship, in consider ways that congregants can participate, and in preparing the sanctuary according to season and ritual (ex. baptism or communion).
- Readers and Liturgists**
 - Sound and Light System operators**
 - Prepare and Serve Communion**
 - Adult Choir**
 - Adult Bell Choir**
 - Greeters**
- Agape Worship/Meal Team** . plan and staff the worship and meal on the Sunday after Christmas.
- Hanging/Unhanging of the Greens** . Decorate sanctuary for Advent Christmas, and plan/participate in the annual WLOG+meal. Remove Advent/Christmas decorations after Epiphany.
- Mitten Tree**
- Summer Worship Team** . help plan and lead Summer Worship
- Pastoral Care Team**
- Visitation** . to hospitals and shut-ins
 - Steven Ministry** . receive training and provide one-on-one pastoral support to individuals
 - Devotional Booklet purchase or creation** . consider what devotional books to purchase for the congregation, and every other year publish a Lenten Devotional Booklet written by members of the congregation.
- Fellowship and Social Life Team** . plan social events for the congregation/community. For example: home dinners, church meals, dances, Christmas Luncheon, etc.
- Music @ Park** . plan non-worship musical events throughout the year (concerts, recitals, cabarets, etc.
- Adult Choir Support Team** . help address choir needs like robe repair/cleaning, bell care/maintenance, etc.
- Music Librarian**
- Children's Choir Support Team** . help with supervision, feeding, set-up and robing/costuming for children's choirs at worship and at rehearsals.
- Caring Tree Team** . The Caring Tree provides meals and visitations for shut-ins and receptions and refreshments for memorial services: also transportation to and from appts.
- Help Plan/facilitate the Welcome-Back worship/picnic in September**
- Church Fellowship** . creates fellowship opportunities and raises funds for special supplemental projects
- Executive Committee**
 - Fall Rummage Sale** **Spring Rummage Sale**
- Other Congregational Life Teams that may become needed.**
- Your Suggestions** _____

The Council

The Council shall be the governing body of the Church, accountable to the membership. It shall have the custody and control of all property, real and personal, belonging to the Church; and for all purposes under the New York Religious Corporations Law shall be deemed equivalent to and have the powers of a board of trustees.

The work of the Council will include: review, modification, and approval of the Church budget; review of Personnel Committee recommendations, and approval of its actions; appointment and dismissal of all salaried staff with the exception of the Pastor; and coordination of Ministry Facilitation Team activity relative to schedule, resources, and fit with the mission and ministry of the congregation.

The Council shall have the authority to hire an Interim Minister to fill any vacancy in the pastoral staff.

Council Elected Positions **President**

The President shall serve as lay leader of the congregation, shall be a candidate for presiding officer at all congregational meetings, and shall preside at meetings of the Council. The President may attend any Church meeting as an ex-officio member (without vote).

 Vice President

The Vice President shall assist the President, preside at Council meetings in the absence of the President, and chair the Infrastructure Facilitation Team.

 Clerk

The Clerk shall keep a record of the proceedings of all congregational and Council meetings and shall keep a register of the members of the Church with dates of reception and removal, record of baptisms, marriages and deaths, and make a full report at the annual meeting. When requested in writing by a member, the Clerk shall issue to that person a letter of transfer of membership.

 Assistant Clerk

An Assistant Clerk may be appointed by the Clerk with the advice and consent of the Council. The Assistant Clerk shall perform the Clerk's duties in the absence of the Clerk.

 Treasurer

The Treasurer shall keep an accurate record of all deposits and disbursements of the Church, pay all bills of the Church as directed by the Infrastructure Facilitation Team or Council, report the condition of Church finances at each Council meeting, at each Infrastructure Facilitation Team meeting, and at each annual meeting of the congregation. The Treasurer shall serve as a member of the Budget and Finance Committee.

 Assistant Treasurer

An Assistant Treasurer may be appointed by the Treasurer with the advice and consent of the Council. The Assistant Treasurer shall perform the Treasurer's duties in the absence of the Treasurer.

 Council Member-At-Large shall represent member concerns to the Council and encourage all to feel welcome in bringing concerns.

Council Standing Committees

- Nominating Committee** which shall present to the Council a slate of candidates to fill all vacancies of the officers and elected Council members at least 30 days before the date set for annual elections. It shall support the Council in identifying potential appointees to Standing Committees.
- Pastoral Search Committee** which shall prepare a representative church profile, screen pastoral candidates, and present a final candidate for a vote by the congregation.

- Delegate (2) for Susquehanna Association and New York Conference Events**
- Delegate to Chemung County Council of Churches**

- Delegate to Church Women United**

Miscellaneous Events/Functions/Projects

- Publicity** . help design and facilitate a process to inform the community about The Park Church's identity and mission and advertise specific events.

- Computers and Internet Presence** . help design and maintain the church website and develop other forms of church internet presence

- “Casting Your Nets” Team** – CYN is a statewide initiative designed for a net+increase in Mission, Members, and Money in local churches
 - For the difference made in every life touched,
 - For the vitality of our congregations, and
 - For the capacity of the United Church of Christ to preach and practice a powerful, progressive faith

- Help prepare newsletter for mailing**

- Help with meals for church functions**

- Family Hospitality/Prepare meals at the church after a funeral**

- Volunteer in the church office**

- Assist with preparing the church for weddings/funerals**

- Help plan annual leadership/membership retreat**

- Sanctuary/Building clean-up and maintenance**

- Church Grounds clean-up and beautification**

- Give Park Church Tours**