

# Procedures Manual



Rooted in Jesus. Growing in Faith. Branching out in Love.

*For those serving the Berlin  
Mennonite Church Family*



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\*Denotes position or committee is not currently in place but can be found in Addendum to this manual in case it ever would be revisited.



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\*Denotes position or committee is not currently in place but can be found in Addendum to this manual in case it ever would be revisited.



## Introduction

**Welcome** to all who are serving God as part of His organizational body at Berlin Mennonite Church. Each of us represent Christ where we live, work and share life with those in our local communities and here in our congregation.

This Procedures Manual sets out the guiding principles and operational procedures to enable the effective and efficient working of the church's various organizations and programs. These reflect our understanding that we are a faith community in a covenant relationship with God and with one another. It is our goal that our policies and procedures reflect our church's Vision Statement, "Rooted in Jesus, Growing in Faith, Branching Out in Love." This document provides the framework from which we are able to fulfill that calling and common vision. We also look towards Scripture, our "Confession of Faith in a Mennonite Perspective (1995)" and our Core Values document which serves as our foundation as we fulfill God's vision for our life in ministry together.

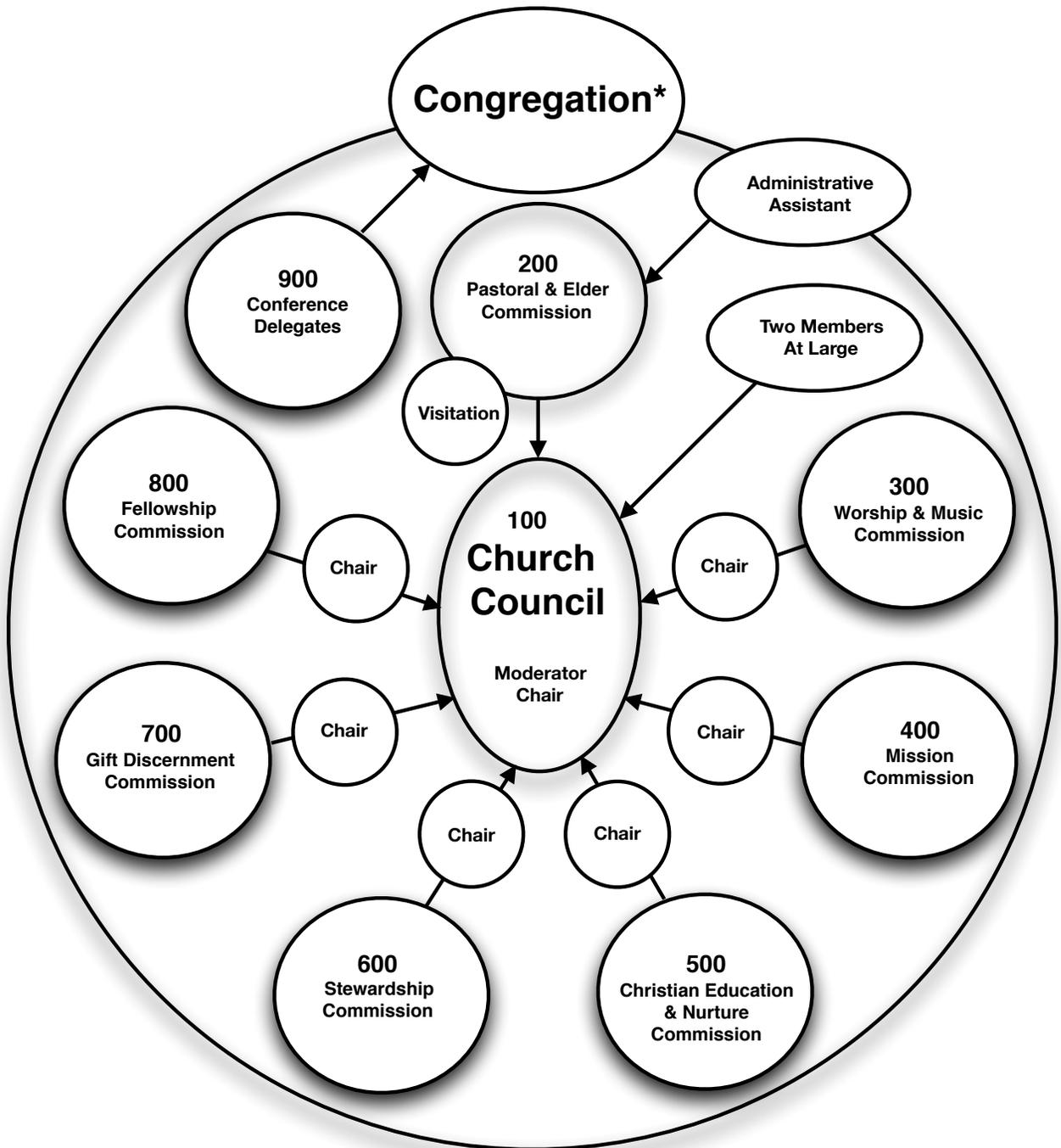
All of the procedures contained in this Manual have been coordinated with the Constitution of Berlin Mennonite Church and become effective upon their adoption by the church. In the event of any contradiction, the Constitution shall prevail over the Procedures Manual. Procedures are not meant to be restrictive, but are to offer parameters within which we may organize and develop our common life and witness to the Gospel. It will allow users to exercise good judgment in the daily operation of the church and promote the efficient use of resources in the congregation. It shall be used by all church officers, staff, elders, volunteers, committees and church members.

This Manual shall be reviewed at least once every five years, by an ad hoc committee selected by the Church Council. In the interim between regular reviews, any member or committee may suggest an amendment or modification to the Manual by contacting the Moderator. Those changes shall be reviewed by the Church Council, and if accepted, presented to the church for approval at an annual business meeting. A current Manual shall be maintained in a binder in the church office and made available to every member of the church and staff and volunteers.

Included at the end of this binder is a survey form that may be completed to update or make changes to a particular job description as needed. This should be submitted to the Church Moderator.



# Berlin Mennonite Church\*



\*Composed of both members and active attenders: governed by:

- 1) BMC Constitution and
- 2) BMC procedures manual with a mission focus of *"Rooted in Jesus, Growing in Faith, Branching out in Love"*
- 3) Core Values (in Procedures Manual)





Job Description  
**Council**  
Berlin Mennonite Church

Adopted: July 2, 2008  
Revised:

101

**Mission Statement:** To collectively oversee aspects of administration and the business of the BMC congregation.

**Structure:** Council shall consist of the following voting members:

- Church Moderator
- Senior Pastor
- Family Life Pastor
- Chairperson or another representative of the Elder Team
- Worship Committee Representative
- Mission Committee Chairperson
- Adult Sunday School Superintendent
- Primary Sunday School Superintendent
- Chair of Women's Ministries Team
- Treasurer
- Trustee Chairperson
- Berlin Mennonite Women (BMW) Sewing President
- Recording Secretary (may be Administrative Assistant or another member, will have voting privileges with church membership)
- Gift Discernment Committee Chairperson
- 2 members at large, one man and one woman, each chosen by the Gift Discernment Committee for a two year term in alternate years.
- The regional pastor of Ohio Conference and all Elder Team members shall be ex-officio members, with any one Elder permitted to vote in the absence of the Elder Team chairperson
- No person shall have more than one vote on the church Council
- The Church Moderator shall serve as chairperson and the pastor or another appointed member as assistant chairperson.

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**Meetings:** Monthly or as often as necessary to accomplish goals.

**Responsibilities:**

- a. Serve as the executive committee of the congregation in formulating long range planning and coordinating its various activities.
- b. Be directly responsible to the congregation.
- c. Hold regular meetings monthly or as often as necessary to accomplish their goals
- d. Special meetings may be called by the moderator or by any five members of the Council.
- e. Review and approve all fundraising activities, special offerings and mission service projects outside the scope of Mennonite mission and service organizations.
- f. Approve non-budgeted expenses.
- g. Approve acceptance and use of special gifts, memorials or estate gifts.
- h. Be responsible to establish and oversee church building use policy with the help of the Trustees.
- i. Resolve organizational issues for any congregational committee requesting help.
- j. Appoint new members of the Gift Discernment Committee annually prior to the start of the Church year.
- k. Review any recommended changes to the job descriptions in the Procedures Manual and make adjustments as necessary.



Job Description  
**Church Moderator**  
Berlin Mennonite Church

Adopted: July 2, 2008  
Revised:

102

**Mission Statement:** To coordinate the efforts of Council and communication between Council and the congregation.

**Structure:** The Church Moderator shall be selected for a term of two years in even number years by the Gift Discernment Committee and affirmed by the congregation.

**Meetings:** Monthly or as often as necessary to accomplish goals.

**Responsibilities:**

- a. Provide leadership and facilitate cooperation and communication to achieve congregational and Council driven goals
- b. Serve as chairperson and preside at Council and congregational meetings including the business meeting immediately following the end of the moderator's term
- c. Call Council meetings, prepare agenda, and review minutes of meetings in conjunction with pastors and other council members
- d. Serve as a member of the Gift Discernment Committee and call the first meeting before November to select a chairperson
- e. Serve as a member of the Stewardship Committee.
- f. Initiate the yearly process for selecting new members of the Elder Team in June
- g. Work with the pastors and Elder Team to finalize new candidate for election or affirmation by the congregation
- h. Assist in counting ballots for new Elder Team members
- i. Establish regular communication with the Elders to assist Council in decision-making.
- j. Oversee compiling the annual report of the congregation





## Job Description

# Senior Pastor

## Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

201A

**Mission Statement:** Rooted in Jesus, growing in faith, Branching out in love.

**Structure:** Individual supported by and responsible to the Elder Team.

**Meetings:** Weekly staff meetings and monthly council and elder meetings plus local/regional meetings as able to attend in order to maintain contact with other pastors or faith groups. Other meetings with individuals or groups as necessary.

### Responsibilities:

- a. Preach and teach the Word of God during worship services. This responsibility will be shared equally with the Family Life Pastor. The pastors, in coordination with the Worship Committee, will maintain preaching schedules, dates and themes.
- b. Administer the ordinances with the assistance of the Elder Team members.
- c. Counsel congregational members. The Family Life Pastor will coordinate the counseling with the Senior Pastor and the two will determine who can best meet the specific need. Professional counselors should be available for reference when problems encountered exceed the pastor's personal capabilities.
- d. Call all persons to a personal relationship with Jesus Christ, encouraging them to grow and mature in their spiritual lives, nurturing new members and individuals seeking to grow in faith. As a general rule, the Senior Pastor will have a special focus on the older members of BMC and stay attuned to their needs.
- e. Oversee and coordinate the visitation program of the congregation, including the regularly planned visitation of families, outreach to new attendees, and crisis visitation. The Senior Pastor will have a particular focus on the older segment of the congregation, and the Family Life Pastor with the younger members. However, this is only a guideline and both pastors will work together to cover the needs of everyone.
- f. Maintain the membership roll of the congregation and recommend acceptances, transfers, and termination of members to the Elder Team.
- g. Coordinate the relationships with other congregations in the community, both Mennonite and non-Mennonite. The Senior Pastor will work with the Family Life Pastor to ensure BMC maintains a healthy relationship with other congregations, with the Ohio Conference, and the broader Mennonite Church.

Continued on other side

201A

- h. Provide oversight to the Christian education programs of BMC. This does not mean that the Senior Pastor should micro-manage each detail, but it is critical to have a feel for the educational pulse of the congregation, see that the curriculum being taught is congruent with our Mennonite-Anabaptist roots, and that overall leadership is given to this vital area of church life.
- i. Oversee the mission program of the church and to encourage all members to consider the importance of missions and service in our Christian walk. The Senior Pastor shall meet with the Mission Committee chairperson to ensure that a healthy mission focus is maintained. The Senior Pastor will also take the lead in the Mongolia mission program.
- j. Serve as a member on the Council and Worship Committee. May be invited by other committees to participate in discussion/decision-making.
- k. Develop personal spiritual life. To effectively lead, a pastor must also be growing. The pastor shall be responsible to do sufficient reading and study to be conversant in the issues of the culture and broader denomination. We expect the pastor to attend at least one educational seminar in the Mennonite Church each year. Funds are available to pay for these expenses through the continuing education fund.
- l. Will be evaluated annually by the Elder Team.

Job Description

**Minister of Visitation**

Berlin Mennonite Church

Adopted:

**201B**



**Mission Statement:** Rooted in Jesus, growing in faith, branching out in love.

**Structure:** Individual supported by and responsible to the Elder Team.

**Meetings:** Staff meetings or meetings with lead pastor, as needed and monthly elder meetings. Other meetings with individuals or groups as necessary.

**Responsibilities:**

- a. Call all persons to a personal relationship with Jesus Christ, encouraging them to grow and mature in their spiritual lives, nurturing individuals seeking to grow in faith.
- b. Preach and teach the Word of God during worship services. This responsibility is shared with the Lead Pastor and will generally consist of preaching one time per month.
- c. To effectively lead, a pastor must also care for their personal spiritual life. The pastor shall be responsible to do sufficient reading and study to be conversant in the issues of the culture and broader denomination. The pastor should attend at least one educational seminar in each year and funds are available to pay for the expenses.
- d. Assist the Lead Pastor with the visitation program of the congregation, including the regular planned visitation of families, outreach to new attendees, and crisis visitation.
- e. The Lead Pastor will serve as the primary overseer for the position. The position is accountable to the congregation through the Elder Team. The pastor will serve as a member of the Elder Team and is expected to attend those meetings regularly.
- f. This position may require additional duties and responsibilities as requested by the church to address the changing needs of the congregation. If any major changes should be made, the Elder Team will make appropriate revisions to this document. This document will be reviewed annually by the Elder Team

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201B





## Job Description

# Family Life Pastor\*

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

201C

**Mission Statement:** Rooted in Jesus, growing in faith, branching out in love.

**Structure:** Individual supported by and responsible to the Elder Team.

**Meetings:** Weekly staff meetings and monthly council meetings plus local/regional meetings as able to attend in order to maintain contact with other pastors or faith groups. Other meetings with individuals or groups as necessary.

### Responsibilities:

- a. Preach and teach the Word of God during worship services. This responsibility will be shared with the Senior Pastor, with the Family Life Pastor preaching 2-3 Sundays per month. The pastors, in coordination with the Worship Committee, will maintain preaching schedules, dates and themes.
- b. Administer the ordinances with the assistance of the Elder Team members.
- c. Oversee the counseling needs of congregational members. This includes the pre-marital counseling program at BMC. The Family Life Pastor will coordinate the counseling with the Senior Pastor and the two will determine who can best meet needs. Professional counselors available for reference when problems encountered exceed personal capabilities.
- d. Call all persons to a personal relationship with Jesus Christ, encouraging them to grow and mature in their spiritual lives, nurturing new members and individuals seeking to grow in faith. As a general rule, the Family Life Pastor will have a special focus on the younger members of BMC and be especially aware of their needs.
- e. Be involved in the visitation program of the congregation, including the regular planned visitation of families, outreach to new attendees, and crisis visitation. The Senior Pastor will have a particular focus on the older segment of the congregation, and the Family Life Pastor with the younger members. However, this is only a guideline and both pastors will work together to cover the needs of everyone.
- f. Provide oversight to the church staff as needed.

- h. Oversee the MYF and Jr. MYF and see to their spiritual health. This does not mean that the Family Life Pastor should micro-manage each detail but it is critical to stay in close contact with the sponsors, SS teachers, and assist them with giving spiritual leadership for these groups. It is a goal to attend 2-3 weekly meetings per month to know the youth and develop personal relationships and their trust.
- i. Serve as a member on the Council and Worship Committee.
- i. Develop personal spiritual life. To effectively lead, a pastor must also be growing. The pastor shall be responsible to do sufficient reading and study to be conversant in the issues of the culture and broader denomination. We expect the pastor to attend at least one educational seminar in the Mennonite Church each year. Funds are available to pay for these expenses through the continuing education fund.
- i. Will be evaluated annually by the Elder Team.



## Job Description

# Director of Women's Ministries\*

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

202

**Mission Statement:** Rooted in Jesus, growing in faith, branching out in love.

**Structure:** The Director of Women's Ministries shall be a woman chosen by the Elder Commission and affirmed by the congregation for an open-ended term. The Director of Women's Ministries will serve on a one quarter time basis (10 hours per week) with compensation based on guidelines from MCUSA. The Stewardship Committee will review this annually. A \$500 discretionary fund is available to assist with education and other ministry expenses associated with her responsibilities.

### Meetings:

### Responsibilities:

- a. Develop relationships and coordinate programs that will equip the women of the congregation to take advantage of the ministry opportunities that God gives them. Special emphasis will be given to the areas of home and family life, women in business and the needs of single and retired women. This person will minister to women and equip them to become more effective ministers to each other.
- b. Relate to the congregation through the Elder Team. The director will meet with the Elder Commission on a quarterly basis. Establish regular church office hours so members know when it is easiest to contact her.
- c. Assist pastors with specific needs that may arise, and be available in situations where it is prudent to have a woman present.
- d. Serve as the chair of the Women's Ministry Team.



Job Description



**Elder Commission**  
Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

**203**

**Mission Statement:** To serve as spiritual leaders in the mission to be rooted in Jesus, growing in faith and branching out in love.

**Structure:** The Elder Commission consists of the pastors, the Elder Team, and the regional pastor of the Ohio Conference as ex-officio member.

**Meetings:** Monthly or as often as needed.

**Responsibilities:**

- a. Serve as an advisory committee regarding personnel involved in church worship functions.
- b. Be alert to the needs of members of the congregation and administer the Alms Fund.
- c. Administer the Weaver endowment funds in conjunction with the treasurer.
- d. Assist in matters of discipline and/or reconciliation of estranged members.
- e. The Elder Commission shall meet monthly or as often as necessary to accomplish their goals with four members forming a quorum. At special meetings four members must be present to do business.
- f. At the September meeting, the Elder Commission shall select an Elder Team member to be chairperson of the Elder Commission and appoint representation to the Mission Committee, Worship Committee, and the Christian Education Committee for the forthcoming year.





## Job Description

# Elder Team

## Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

203A

**Mission Statement:** To serve as spiritual leaders in the mission to be rooted in Jesus, growing in faith and branching out in love.

### Structure:

- a. This group shall consist of six members of the congregation, each selected for a term of three years with two being chosen annually. Each year one female and one male will be elected by the congregation so that the entire Elder Team will consist of three males and three females.
- b. This group exists to provide spiritual leadership for the congregation and shall work together to discern God's calling and vision for Berlin Mennonite Church.
- c. Nominations for members of the Elder Team shall be taken by open ballot by the first Sunday in June with a final slate presented to the congregation by the third Sunday. The final slate shall be established from the list of congregational nominees by the Moderator, and the Elder Commission, and pastors. The Moderator and two persons of the Elder Team shall count the votes.

### Qualifications:

- a. The members of this team shall be individuals with congregational rapport, spiritual maturity, chemistry to work in a group setting, leadership skills and courage to make decisions, and character as follows:
  - b. Demonstrate a lifestyle free from patterns of sin
  - c. Self-controlled and free from excesses
  - d. Must be sensible, wise, and balanced in judgment
  - e. Must be unselfish with personal resources
  - f. Gentle, patient, and able to exercise self-control in difficult situations
  - g. Elders must not be given to quarreling or selfish argumentation
  - h. Must not be self-willed but rather servant minded
  - i. Must be devoted followers of Christ, stable in their faith, committed to prayer, worship, the study of Scripture, and the guarding of their spiritual walk.

Continued on other side

203A

**Meetings:** The Elder Team will meet as part of the Elder Commission.

Continued on other side

**Responsibilities:**

- a. Assist the pastoral team in sensing and caring for the spiritual needs of the congregation as a whole and as individuals.
- b. Serve as a liaison between the congregation and the pastors
- c. Serve in an advisory capacity to the pastors.
- d. Appoint interim pastors in the event of pastor vacancies.
- e. Assist in the administration of the ordinances.
- f. Acquaint themselves with the needs of the pastors and family.
- g. The chairperson of the Elder Team is a voting member of Council and all others are ex-officio members.
- h. At the September meeting, the Elder Commission shall select its chairperson of the Elder Commission and appoint representation to the Mission Committee, Worship Committee, and the Christian Education Committee for the forthcoming year.
- i. Elders must be able to give approximately one evening per month for regular meetings plus one weekend per year for the Elder retreat. If serious issues arise that require immediate attention by the Elder Team, additional hours may be required outside of regular Elder's meetings.



## Job Description

# Administrative Assistant

Berlin Mennonite Church

Adopted: July 2, 2008

Revised: July 27, 2018 & \_\_\_\_\_

204

**Mission Statement:** Rooted in Jesus, Growing in Faith, Branching out in Love

**Structure:** After interviews by the pastors, the human resource coordinator and a Trustee, they shall offer an employment contract. Remuneration will be based on Stewardship Committee guidelines. Oversight will be provided by the senior pastor.

**Meetings:** Attend weekly all-staff meetings

**Responsibilities and expectations:**

- a. Be available to church pastors for clerical needs.
- b. Check the post office for mail and distribute to staff/congregation. Coordinate with delivery companies.
- c. Distribute information to the congregation by phone tree, texts, emails and/or paper copies in mailboxes. Maintain bulletin boards in hallway as a means to keep congregation informed.
- d. Schedule greeters for each Sunday and create a schedule.
- e. Maintain and update the yearly worship schedule.
- f. Prepare the weekly bulletin, email and print.
- g. Organize church photo directories and manage the instant church directory online.
- h. Type and put together year end reports for annual meeting.
- i. Oversee scheduling of church building and pavilion use following policy established by council and kept on record in the church office. This pertains to BMC groups as well as outside groups.
- j. Prepare a new college directory in the fall and a church directory every January.
- k. Maintain church membership and other records (dedication, baptism, marriage, birth, death, etc.)
- l. Record Sunday school class lists and summarize weekly attendance.
- m. Count offering on Mondays and record totals in multiple spreadsheets.
- n. Pay church bills using QuickBooks.
- o. Record phone tree messages for reminders during the week.
- p. Help the custodian create an annual church cleaning schedule for the last week in August

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- q. Print children's bulletins each week for Sunday.
- r. Organize and manage the visitation schedule twice a month and record in spreadsheets.
- s. Order all office supplies, Sunday school curriculum and other subscriptions.
- t. Maintain communication with Trustees concerning building maintenance as needed.

**Qualifications:** Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) required. Familiarity with QuickBooks, One Call Now, and Instant Church Directory preferred.



## Job Description

# Ministers of Visitation\*

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

205

**Mission Statement:** To assist the pastoral team in visitation to show God's love to those in times of need or experiencing a crisis.

### Structure:

- This is a lay ministry appointed by the Elder Commission and approved by the congregation.
- Ministers of Visitation serve for an open-ended term agreeable to both the Elder Commission and the individuals chosen.
- The position is accountable to the congregation through the Elder Commission.
- The size of this group can vary and shall be decided by the Elder Commission based on the needs of the congregation.

**Meetings:** If determined necessary by the Elder Commission.

### Responsibilities:

- a. Assist the pastoral team in visitation of the Berlin Mennonite Church family. The pastoral team will appoint a coordinator so the Ministers of Visitation know who they specifically should make contact with.
- b. The Ministers of Visitation represent the congregation in providing an intentional presence of Christ and the Church among our members and community.
- c. To make appropriate contact to listen, encourage and pray for those who are experiencing times of opportunity and crisis, such as births, deaths, sudden illness, accidents, losses, stress, hospitalizations, those who are living alone at home or in retirement homes, and to help the congregation become aware of needs that may arise.
- d. To communicate any special needs to the pastors of the people they visit.
- e. To perform this ministry as time and "space" permits.





## Job Description

# Worship Committee

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

301

**Mission Statement:** Rooted in Jesus – we will center our worship services around Jesus, giving opportunities for worship, scripture reading, teaching and sharing. Growing in Faith – we will foster discipleship growth through messages shared by pastors, guest speakers and members of our congregation in various ways. Also by encouraging members to use their gifts by participating in worship services in a variety of ways. Branching in Love – we will encourage acts of service and build community in our worship services with information, opportunities and testimonies.

**Structure:** The worship committee shall consist of:

- Senior Pastor
- Family Life Pastor
- 4 members at large (2 selected by the Gift Discernment Committee and affirmed by the congregation each year and each serving 2 year terms).
- A member of the committee shall be appointed as chair of the committee.

**Meetings:** The Worship Committee shall meet monthly or as often as necessary to complete their responsibilities. Meeting times shall be arranged to suit the needs of the committee members.

**Responsibilities:**

- a. The Worship Committee shall be responsible to plan a meaningful variety of worship activities reflecting the diversity of preferences within the congregation.
- b. Coordinate worship activities such as worship leaders, scripture readers, children's lessons, dramas and any other activities, which may enhance the worship services at Berlin Mennonite Church.
- c. Take into consideration and be sensitive to the variety of worship preferences among us and find effective ways of incorporating diversity into the worship services.
- d. Provide seasonal activities appropriate for enhancing worship; such as Advent, Lent, Harvest, etc.

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- e. Ensure the development of appropriate music ensembles such as praise teams, choirs, children's choirs, orchestras, etc.
- f. Secure song leaders and plan for the training of song leaders as necessary.
- g. Coordinate the offertory music for worship services.



## Job Description

# Worship Coordinator\*

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

302

### **Mission Statement:**

### **Structure:**

- To be appointed by the Pastors and the Spiritual Leadership Team and approved by the congregation.
- To serve a two-year term.
- To be accountable to the congregation through the Pastors and the Spiritual Leadership Team who will hold a review annually.

### **Meetings:**

### **Responsibilities:**

- 1) Primary Responsibility
  - a) Oversee the development and planning of worship activities for Berlin Mennonite Church.
  - b) Work with the Pastors and Music Coordinator in planning and coordinating the Sunday morning worship services. The Pastor shall provide in advance the weekly worship themes and texts in consultation with the Spiritual Leadership Team and Worship Committee.
- 2) Specific Duties
  - a) Chair the Worship Committee.
  - b) Coordinate worship activities such as worship leaders, scripture readers, children's lessons, dramas, and any other activities which may enhance the worship services of Berlin Mennonite Church.
  - c) Be sensitive to the variety of worship preferences among us and find effective ways of incorporating diversity into the worship services.
  - d) Provide seasonal activities appropriate for enhancing worship; such as Advent, Lent, Harvest, etc. . . .
  - e) Serve as a member of the church Council.
  - f) As chair of the Worship Committee, the worship coordinator shall schedule, plan and lead the worship committee meetings each month.

- 3) Personal Growth, Development; Church and Community Involvement
  - a) Avail him/herself, in consultation with the Pastoral and Spiritual Leadership Team, of adequate time for reading, study preparation, and special seminars to aid ministry effectiveness.
  - b) Attend conference and church-wide activities which will benefit and enhance the development of meaningful and spiritual worship.
  - c) The congregation will reimburse any expenses for the above.



## Job Description

# Music Coordinator\*

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

303

### **Mission Statement:**

### **Structure:**

- Be appointed by the Pastors and the Spiritual Leadership Team and approved by the congregation.
- To serve a two-year term.
- Be accountable to the congregation through the Pastors and the Spiritual Leadership Team who will conduct a review annually.

### **Meetings:**

### **Responsibilities:**

- 1) Primary Responsibilities
  - a) Oversee the development and planning of music activities for Berlin Mennonite Church.
  - b) Promote the music program of the church
  - c) Assist the Pastors and Worship Coordinator in planning the Sunday morning worship services. The Pastor shall provide in advance the weekly worship themes and texts in consultation with the Spiritual Leadership Team and Worship Committee.
- 2) Specific Duties
  - a) Serve as a member of the worship committee.
  - b) Develop appropriate music ensembles such as praise teams, choirs, children's choirs, orchestras, etc., and supervise the directors of these ensembles.
  - c) Finding effective ways for reaching out to all age groups to involve them in the music program.
  - d) Secure song leaders, lead congregational singing as needed and plan for the training of song leaders.
  - e) Be sensitive to the variety of music preferences among us and find effective ways of incorporating diversity into worship services.
  - f) Manage the music library.

- 3) Personal Growth, Development; Church and Community Involvement
  - a) Avail him/herself, in consultation with the Pastoral and Spiritual Leadership Team, of adequate time for reading, study preparation, and special seminars to aid ministry effectiveness.
  - b) Attend conference and church-wide activities which will benefit and enhance the ministry of music.
  - c) The congregation will reimburse any expenses for the above.



## Job Description

# Audio/Visual System Team

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

304

**Mission Statement:** To provide audio and visual support for worship services or special events as needed.

### Structure:

- Team of six or more individuals, three primarily involved with the sound system, three with video recording. Initial term is for three years; however individuals are welcome to continue past the three year term if so desired. The team shall select one of these individuals to be the coordinator.
- Appointed by the Gift Discernment Committee and affirmed by the congregation.

**Meetings:** As needed.

### Responsibilities:

- a. Arrive at church approximately an hour before Sunday School (or an hour before a special event) to set up necessary equipment and perform any sound checks.
- b. Responsible to cover any events requiring audio/visual system in the week prior to normally scheduled Sunday.
- c. If unable to cover any service or event, replacement needs to be arranged as soon as possible, and communicated to the coordinator.
- d. Participate in periodic meetings and/or training sessions as scheduled by the coordinator.
- e. Provide best-quality recordings possible as requested by those in visitation ministry.
- f. Coordinator will arrange schedules, training, and the maintenance of supplies and equipment.





Job Description

## **Prelude/Offertory Coordinator\***

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

**305**

**Mission Statement:**

**Structure:** Shall be chosen for a two-year term in the odd numbered years by the Gift Discernment Committee and affirmed by the congregation.

**Meetings:**

**Responsibilities:**

- a. Coordinate the prelude and offertory music for worship services for the year.





## Job Description

# Ushers

## Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

306

**Mission Statement:** To show hospitality to all who enter and to assist in the offering and other logistics during services.

**Structure:** The head ushers shall consist of three members of the congregation chosen by the Gift Discernment Committee and affirmed by the congregation, each serving a three year term with one person appointed each year. Additional ushers who volunteer from within the congregation make up a larger team of ushers.

- Years one and two will be served as an assistant usher
- Year three will be served as head usher

**Meetings:** As needed prior to the worship service or other type of service or by phone.

**Responsibilities:**

- a. Enhance worship by welcoming guests, seating worshippers, receiving the offering and distributing literature.
- b. The head usher in conjunction with another usher or the Treasurer shall count the cash currency from any congregational offerings.
- c. The head usher shall enlist additional persons as needed for all worship services, funerals or other types of special services as needed.





Job Description

**Visual Design Committee**

Berlin Mennonite Church

Adopted:

Revised:

307

**Mission Statement:** To provide visuals for worship or other special services.

**Structure:**

- A committee of volunteers interested in providing visuals in the sanctuary or throughout the church during certain seasons
- One member shall be selected by the Design Committee to serve as coordinator

**Meetings:** As needed.

**Responsibilities:**

- a. Plan for and setup up visuals each Sunday based on scripture/topic of sermon, in coordination with the pastor or speaker.
- b. Plan for and setup special visuals for specific seasons, for example, Christmas, Easter, etc.
- c. Utilize materials and supplies from the storage room behind the pulpit, borrow from volunteers, or purchase items as approved by Council.





## Job Description

# Mission Committee

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

401

**Mission Statement:** To share God's love and grace through missional activity within the Berlin Mennonite Church and with our neighbors near and far.

### Structure:

- Three members selected by the Gift Discernment Committee and affirmed by the congregation for three-year terms, one new member being chosen each year with vacancies filled as required to maintain membership levels.
- The fourth member shall be the Elder appointee.
- The committee shall select a chairperson at the beginning of each annual term.

**Meetings:** Monthly or as often as necessary to accomplish goals.

### Responsibilities:

- a. Support the current missional activities of the Berlin Mennonite Church.
- b. Promote missional activities on an individual, group, and/or church-wide basis. The committee or its members may be involved with project planning, information gathering and resource recruitment, for example, participating annually at the Ohio Mennonite Relief Sale at which BMC has provided smoothies.
- c. Maintain a point of contact and communication with the missional groups and individuals that BMC supports in the field, through Moment in Mission, Berlin Beacon articles, our mission bulletin board, and other means.
- d. Review and make recommendations to the Church Council concerning recurring appropriations in the BMC annual mission budget as well as cases of other charitable and/or mission requests brought to the committee.
- e. A Representative from the Mission Committee will serve as a member of the Church Council.
- f. Review and update the Mission Committee job description annually and as required.
- g. Submit a summary for the year end annual report





Job Description

**MCC and MDS Representative\***

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

402

**Mission Statement:** To participate in the missions of MCC and MDS to show God's love by keeping the congregation informed and active with the work of these organizations.

**Structure:** The Mennonite Central Committee (MCC) and Mennonite Disaster Service (MDS) representative shall be chosen for a two year term each odd numbered year by the Gift Discernment Committee and affirmed by the congregation.

**Meetings:**

**Responsibilities:**

- a. Relate MCC and MDS needs to the congregation and encourage church involvement in their projects in addition to the annual OH MCC Relief Sale
- b. Promote the local meat canning project
- c. Shall serve as a member of the Mission Committee





Job Description

**Save and Serve Representative**

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

403

**Mission Statement:** To branch out in love by participating in the mission of Save and Serve and promoting congregational involvement.

**Structure:** The Save and Serve representatives shall be chosen by the Gift Discernment Committee and affirmed by the congregation serving a two year term with one person appointed each year.

- Year one will be served as assistant
- Year two will be served as head representative

**Meetings:** N/A

**Responsibilities:**

- a. Relate the needs of Save and Serve to the congregation and promote church involvement with Save and Serve
- b. Schedule workers as requested by Save and Serve administrators





## Job Description

# Christian Education Committee

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

501

**Mission Statement:** To equip all individuals to become rooted in Jesus, growing in faith and to enable them to be branching out in love through educational programs.

**Structure:** The Christian Education Committee shall consist of the following:

- Pastor or Elder representative
- Wednesday Night Coordinator
- Adult Sunday School Superintendent
- Primary Sunday School Superintendent
- Vacation Bible School Coordinator (attend January through June/July)
- Children's Church Coordinator

**Meetings:** Monthly or as needed.

**Responsibilities:**

- a. The Christian Education Committee will select it's chairperson at the first meeting of the year.
- b. Offer prayer, counsel, and support to enrich spiritual education within the church.
- c. Oversee the comprehensive educational vision and function within the church.
- d. Review mission and benefit money projects and recommend these projects to the chairperson of the Mission Committee.
- e. Oversee Curriculum for Sunday school classes
- f. Oversee Wednesday evening activities, Children's Church and Vacation Bible School programs
- g. Coordinate teacher education and enrichment activities.
- h. Convey to teachers yearly guidelines for classroom set-up and décor.
- i. Review annually and apply the Child Protection Policy.





Job Description

**Christian Education Chairperson**  
Berlin Mennonite Church

501A

Adopted: July 2, 2008

Revised:

**Mission Statement:** To empower and oversee the Christian Education Committee in equipping the congregation through educational programs.

**Structure:**

- The chairperson shall be chosen from those members serving their second or third year.
- The chairperson shall serve as a voting member of Council.

**Meetings:** Monthly or as needed with the Education Committee.

**Responsibilities:**

- a. Serve as chair of the Christian Education Committee and preside at committee meetings.
- b. Oversee and aid in researching the curriculum for the Primary Sunday school, children's church, Wednesday evening activities and Vacation Bible School and present the curriculum to the Christian Education Committee for approval.
- c. Ensure that a comprehensive overview of biblical stories, disciplines, nurture and theory is offered to each student at Berlin Mennonite from the primary grades through their high school years.
- d. Work with Sunday school superintendents, VBS coordinators, and the Children's Church Coordinator to maintain supplies and equipment necessary to provide solid programs.
- e. Through prayer, counsel with others and research, seek God's leading and vision for the education of those at Berlin Mennonite Church.





## Job Description

# Adult Sunday School Superintendent

## Berlin Mennonite Church

501B

Adopted: July 2, 2008  
Revised:

**Mission Statement:** To provide an environment for adults where spiritual growth will continue to occur through the use of various learning materials, Bible study and group discussions.

**Structure:** The Adult Sunday School Superintendent shall be chosen for a two year term in odd numbered year by the Gift Discernment Committee and affirmed by the congregation.

**Meetings:** Monthly or as needed with the Education Committee.

### Responsibilities:

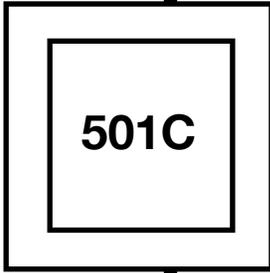
- a. Determine class size and location, working in conjunction with the primary superintendent.
- b. Assist classes if needed to recruit teachers, substitutes and assistants for adult classes.
- c. Oversee the order and distribution of approved curriculum.
- d. Record curriculum material of each adult Sunday school classes and include the list of material in the annual report
- e. Provide equipment, tables and chairs as needed for classrooms.
- f. Encourage and communicate with teachers, provide resources and do necessary troubleshooting.
- g. Serve as a member of the Wednesday Night Committee by assisting the pastor in coordinating the adult activities on Wednesday Family Nights.
- h. Serve as a member of the Christian Education Committee.
- i. Serve as a member of Council.





## Job Description

# Primary Sunday School Superintendent/Bible Memory Berlin Mennonite Church



Adopted: July 2, 2008

Revised:

**Mission Statement:** To provide an environment and teachings conducive to learning about God through the example of Jesus and through the stories of Jesus. In doing so, we will guide children as they are rooted in Jesus, growing in faith and branching out in love throughout their faith journey.

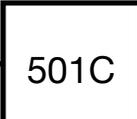
**Structure:** The Primary Sunday School Superintendent shall be chosen by the Gift Discernment Committee and affirmed by the congregation, serving a two year term with one person appointed each year.

- Year one will be served as assistant
- Year two will be served as superintendent

**Meetings:** Monthly or as needed with the Education Committee.

### Responsibilities:

- a. Determine class size and location, working in conjunction with the Adult Sunday School Superintendent.
- b. Recruit teachers, substitutes and opening leaders from the primary classes through grade eight.
- c. Discuss curriculum and get feedback from the Christian Education Committee.
- d. Coordinate Bible Memory activities utilizing Sunday School or other curriculum and work with teachers to organize Bible lessons, memory verses and tracking sheets.
- e. Order and distribute approved curriculum in conjunction with the Church Secretary and Treasurer.
- f. Stock resource room.
- g. Provide equipment, tables and chairs as needed for classrooms.
- h. Encourage and communicate with teachers, provide resources and do necessary troubleshooting.
- i. Serve as a member of the Christian Education Committee.
- j. Serve as a member of Council.
- k. Comply with the Child Protection Policy.







## Job Description

# Wednesday Night Coordinator

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

501D

**Mission Statement:** To help coordinate and oversee the Wednesday evening events in order to educate and nurture all ages.

### Structure:

- A member chosen by Gift Discernment Committee and affirmed by the congregation who can recruit other congregational members to assist with adult and children's programming activities on Wednesday nights, serving a two year term with one person appointed each year.
  - Year one will serve as assistant
  - Year two will serve as Coordinator of the Wednesday night adult/children's activities-

**Meetings:** Meet as often as necessary to accomplish goals.

### Responsibilities:

- a. Call and preside over meetings
- b. Work with the pastors to plan adult project and subject material.
- c. Choose curriculum in conjunction with the education committee and pastors to be used in the children's activities.
- d. Find teachers and leaders for all Wednesday evening classes
- e. Coordinate church wide social activities held on Wednesday evenings
- f. Serve as a member of the Christian Education Committee.
- g. Comply with the Child Protection Policy.

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501D





Job Description  
**Vacation Bible School (VBS) Committee**  
Berlin Mennonite Church

Adopted: July 2, 2008  
Revised:

**501E**

**Mission Statement:** VBS is a focused time of bringing the Bible to life through teaching, singing, worship, crafts and games for children in preschool through sixth grade. Children will be given a foundation rooted in Jesus and the Word as they grow in their faith, with the support of the congregation, in order to branch out in love in the world around them.

**Structure:** The VBS Committee shall consist of four persons chosen by the Gift Discernment Committee and affirmed by the congregation, each for a two year term with two people appointed each year.

- Year one members will serve as assistants
- Year two members will serve as coordinators

**Meetings:** Monthly meetings from January until after VBS concludes with Christian Education Committee. The VBS committee will meet in January to look at all the available curriculums in order to work with the Christian Education Committee for approval.

**Responsibilities:**

- a. Obtain curriculum packets from local Christian Bookstore to evaluate and research.
- b. Discuss curriculum, present options to the Christian Education Committee and get feedback and approval.
- c. Plan and organize Vacation Bible School using approved curriculum.
- d. Plan and organize a Bible School Program
- e. Prepare written report for annual report.
- f. Comply with the Child Protection Policy.

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**501E**





## Job Description

# Children's Church Coordinator

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

501F

**Mission Statement:** To engage and educate children between the ages of 4 through grade 3 in children's Church in a safe and loving environment during the worship service.

**Structure:** The Children's Church Coordinator shall be chosen by the Gift Discernment Committee and affirmed by the congregation, serving a two year term with one person appointed each year.

- Year one will be served as assistant
- Year two will be served as coordinator

**Meetings:** Monthly with Christian Education Committee

**Responsibilities:**

- a. Recruit teachers and helpers for the Children's Church year
- b. Order approved materials and distribute to leaders
- c. Put substitutes in place as needed
- d. Plan the opening and closing of each session
- e. Arrange for the set-up and take down in rooms used for Children's Church
- f. Provide help to teachers as needed
- g. Collect offering, count, and give to treasurer
- h. Oversee the re-uniting of children with their parents after dismissal
- i. Make decisions in consultation with the Christian Education Committee regarding offering projects
- j. Cancel and reschedule sessions as needed
- k. Serve as member of the Christian Education Committee
- l. Comply with the Child Protection Policy.

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501F





## Job Description

### **Mennonite Youth Fellowship (MYF) Sponsor** Berlin Mennonite Church

502

Adopted:  
Revised:

**Mission Statement:** Guide high school aged youth (including members, non-members and guests) in their spiritual and social development through personal interaction and group activities that foster spiritual input, socialization and service to others.

**Structure:** Six to eight individuals (may be couples) chosen by the Gift Discernment Committee and affirmed by the congregation, each serving a two year term with new individuals/couples chosen annually.

**Meetings:** Weekly on Wednesday evenings, typically. Sponsors will meet as needed to plan and coordinate activities or opportunities.

#### **Responsibilities:**

- a. Plan and coordinate weekly activities with the other sponsors as well in collaboration with the MYF students
- b. Work with the Family Life Pastor on service or social opportunities and learning or spiritual teachings/events.
- c. Lead annual service trip (Mennonite Church USA convention alternating years with service trip)
- d. Assure a balance of providing spiritual input, socialization and service activities
- e. Submit updates for the church newsletter
- f. Help plan and lead annual Youth Sunday congregational service
- g. Help plan and lead fundraising efforts for activities and service learning trips (including the annual auction).
- h. Comply with the Child Protection Policy.





## Job Description

# Junior Youth Fellowship (JYF) Sponsors

## Berlin Mennonite Church

503

Adopted:  
Revised:

**Mission Statement:** Guide junior high school aged youth (including members, non-members and guests) in their spiritual and social development through personal interaction and group activities that foster spiritual input, socialization and service to others.

**Structure:** Four individuals (may be couples) chosen by the Gift Discernment Committee and affirmed by the congregation, each serving a two year term with new individuals/couples chosen annually.

**Meetings:** Weekly on Wednesday evenings during the winter Wednesday Family nights typically. Sponsors will meet as needed to plan and coordinate activities or opportunities.

### Responsibilities:

- a. Plan and coordinate weekly activities with the other sponsors as well in collaboration with the JYF students
- b. Consider and plan service or social opportunities and learning or spiritual teachings/events.
- c. Assure a balance of providing spiritual input, socialization and service activities
- d. Comply with the Child Protection Policy.





## Job Description

# Sunday School Secretary\*

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

504

**Mission Statement:** To keep record of Sunday School attendance. (now kept by secretary)

**Structure:** The Sunday School Secretary shall be chosen by the Gift Discernment Committee and affirmed by the congregation for a two year term with one person appointed each year.

- Year one will be served as assistant
- Year two will be served as the Sunday School Secretary

### Meetings:

### Responsibilities:

- a. Keep weekly attendance records of all classes.
- b. Prepare written report for annual congregational meeting incorporating pertinent figures for future reference:
  - 1 - List classes with a brief description of each one
  - 2 - List teachers of each class
  - 3 - List number enrolled in each class
  - 4 - List average attendance of each class
  - 5 - State the average total Sunday school attendance
  - 6 - Compare the total average Sunday school attendance with the total average church attendance and write it as a percent.





Job Description

## Nursery Coordinator

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

505

**Mission Statement:** To show God's love by coordinating nursery childcare during each morning worship service for infants through age 3.

**Structure:** The Nursery Coordinator shall be chosen by the Gift Discernment Committee and affirmed by the congregation for a one year term.

**Meetings:** None.

**Responsibilities:**

- a. Arrange nursery care during the Sunday School hour and morning worship, communicating schedules to each volunteer plus the Church Secretary for bulletin purposes.
- b. Provide written instructions for nursery care workers in conjunction with the BMC Child Protection Policy.
- c. Strive to provide safe and quality nursery care to allow parents to attend worship services,
- d. Comply with the Child Protection Policy.





## Job Description

# Church Librarian

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

506

**Mission Statement:** The library provides access to various books and periodicals that help individuals become rooted in Jesus, grow in faith and branch out in love.

**Structure:** The Librarian shall be chosen by the Gift Discernment Committee and affirmed by the congregation serving a two year term with one person appointed each year.

- Year one will be served as assistant
- Year two will be served as head librarian

**Meetings:** N/A

**Responsibilities:**

- a. Review, choose, and purchase suitable materials for the church library using budgeted funds.
- b. Catalog all library materials.
- c. Keep records of circulation.
- d. Set policies and promote library use.





## Job Description

# Church Historian

## Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

507

**Mission Statement:** To maintain records of church history for future generations as a means of maintaining our roots in faith and community.

**Structure:** The Church Historian shall be selected for a two year term in even numbered years by the Gift Discernment Committee and affirmed by the congregation.

**Meetings:** N/A

**Responsibilities:**

- a. File church bulletins
- b. Collect and preserve items and record events of historical value to the church and congregation.
- c. Encourage activities to stimulate interest in our congregational history to provide guidance and inspiration for the present and the future.





## Job Description

# Newsletter Staff

## Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

508

**Mission Statement:** The purpose of the Berlin Beacon is to provide a written communication of church news, upcoming events, items of interest and Christian encouragement.

**Structure:** The Newsletter Staff, consisting of four individuals, shall be chosen by the Gift Discernment Committee and affirmed by the congregation, each for a two year term with two being chosen each year.

**Meetings:** Regular communication by texts, emails and phone calls.

**Responsibilities:**

- a. Gather information consisting of the pastor's letter, church calendar, youth, women's ministries, sewing, library, missions. congregational family news, articles pertaining to seasonal subjects, (holidays, etc.) word games for children, and relevant articles found online.
- b. Reminders are put in mailboxes at the first of each month to submit news by the 15<sup>th</sup> of that month.
- c. Arrange articles on a computer and provide to the church secretary to copy and distribute either in print or electronically.
- d. Newsletter may be distributed monthly or bi-monthly, as time allows.
- e. Provide copy in Publisher or Word format to person maintaining church website.





## Job Description

# Women's Ministry Team

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

509

**Mission Statement:** The Women's Ministry Team committee will provide opportunities to encourage women of all ages to pray, learn, do service and celebrate life changes together.

**Structure:** The Women's Ministry Team is made up four members chosen to serve a two year (staggered) term by the Gift Discernment Committee and affirmed by the congregation

**Meetings:** At least once each month plus contacts with phone, text and emails.

**Responsibilities:**

- a. Facilitate opportunities for Bible study within and outside the church facilities.
- b. Organize at least quarterly women's events
- c. Plan baby showers for first time parents, \$50 gift card with second or more babies.
- d. Facilitate women and other groups and activities within the church that may need extra help occasionally.





## Job Description

# Stewardship Committee

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

601

**Mission Statement:** To serve the mission and vision of Berlin Mennonite Church by promoting and fostering the church's understanding of stewardship.

### Structure:

- The Stewardship Committee shall consist of the Treasurer, the Assistant Treasurer, the Moderator, the pastors (as pastors feel necessary), and three members selected by the Gift Discernment Committee and affirmed by the congregation for a term of three years, one member being chosen each year.
- During discussions pertaining to the compensation/benefits of the pastors, the pastors will be excused from the meeting.
- A chairperson shall be chosen from the committee at the first meeting of the year. This meeting shall be called by the third year member.

**Meetings:** Scheduled as needed by the chair or Treasurer to complete their responsibilities.

### Responsibilities:

- a. Promote stewardship education within the congregation
- b. Prepare the yearly church budget to be presented at the annual business meeting in September
- c. This group shall meet as often as necessary to complete their responsibilities
- d. Work with the Human Resource Coordinator using the MC USA's Pastor's Salary Guidelines to establish a fair and reasonable salary for the pastors.
- e. Advise Treasurer on all non-routine items.





## Job Description

# Treasurer

## Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

602

**Mission Statement:** Treasurer keeps financial records, recording receipts and disbursing all funds received in a responsible and organized manner, with funds identified and bills paid when due, so that the ministry of the congregation can be effective.

**Structure:** The church Treasurer shall be chosen for a three year term by the Gift Discernment Committee and affirmed by the congregation.

**Meetings:** Attend monthly Council meetings and Stewardship Committee meetings.

### Responsibilities:

- a. See that all funds of the church are deposited in a bank or other financial institution weekly.
- b. See that all bills are paid in a timely manner and employees are paid bi-monthly.
- c. Consult with Stewardship Committee for all non-routine items and advice.
- d. Oversee the accounting procedures of the church.
- e. Monitors all income and expenses of the church.
- f. Work with the Moderator and Council in establishing and applying yearly expense and spending guidelines/budget
- g. Generates monthly financial reports for Council.
- h. Keeps an accurate record of each donor's giving and distributes an annual giving report to each donor.
- i. Prepare written or verbal financial report quarterly for the congregation.
- j. Prepare written financial report for the church annual report. Present report at annual congregational meeting.
- k. Serve as a voting member of Council
- l. Keep financial books and legal papers of church Council in good order.

### Qualifications:

- a. An active member of Berlin Mennonite Church.
- b. Familiar or willing to learn QuickBooks and Excel
- c. Working knowledge of income and expenses
- d. Experience with developing and maintaining a budget
- e. Ability to communicate in writing and in front of the congregation.
- f. Works well with others.





Job Description

**Assistant Treasurer**

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

603

**Mission Statement:** To be available to fill in for the Treasurer if needed and to assist in Stewardship responsibilities.

**Structure:** The Assistant Treasurer shall be chosen for a three year term by the Gift Discernment Committee and affirmed by the congregation. The Assistant Treasurer should be appointed for a different term than the Treasurer to provide overlap.

**Meetings:** As called by the Stewardship Committee.

**Responsibilities:**

- a. Work cooperatively with the Treasurer to accomplish the responsibilities of the Treasurer.
- b. Will assume the role of Treasurer if the Treasurer cannot complete the two year term.





## Job Description

# Student Aid Committee

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

604

**Mission Statement:** The Student Aid Funds were created to help meet the financial burden which may be a deterrent to an individual enrolling at Central Christian School, in a Mennonite college, or attending seminary. The funds support the belief that a Mennonite education should be available to any person of the congregation who feels called upon to improve his/her skills and to deepen his/her understanding of the Christian walk, and in doing so fulfills Berlin Mennonite Church's mission of "Growing in Faith".

### Structure:

- The committee shall consist of four (4) members each serving a four year term
- One member shall be replaced each year with a new member chosen by the Gift Discernment committee and affirmed by the congregation
- The chairperson shall be chosen from the committee at the first meeting of the year. This meeting shall be called by the fourth year member.
- The Student Aid Committee administers the Student Aid Funds: one is specific to Central Christian School, the second specific to Mennonite colleges, and the third to seminaries.

**Meetings:** As needed during the year to solicit donations to the funds and administer the funds to eligible students.

### Responsibilities:

- a. Administer funds through Berlin Mennonite Church.
- b. Granting aid to Berlin Mennonite Church attendees enrolled in Mennonite secondary schools, Central Christian between grade 7-12, or pursuing a pastoral degree at a seminary.
- c. These funds are to be collected and distributed according to the guidelines established and kept on record by this committee. These guidelines are made available to all members of the congregation by the committee.
- d. They shall meet as needed to carry out their responsibilities.





## Job Description

# Board of Trustees

## Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

605

**Mission Statement:** Carrying out the mission of the church by utilizing and caring for equipment and facilities.

### Structure:

- The Board of Trustees shall consist of three members serving three year terms, with one being selected annually by the Gift Discernment Committee and affirmed by the congregation.
- The Trustees shall choose their own chairperson and secretary.
- A consensus of the board is needed to do business.
- The board is responsible to Council.

**Meetings:** As needed to perform their duties.

### Responsibilities:

- a. Shall be the legal custodian of all church property.
- b. Be responsible for the maintenance and improvement of church property, consulting with the design committee when changes are made.
- c. Serve as the agent and power of attorney in legal matters.
- d. Hire and oversee custodial staff.
- e. Outline the duties pertaining to janitorial care of the building(s).
- f. Maintain a church secretarial staff in consultation with the pastoral team.
- g. The senior Trustee shall serve as the statutory agent and serve as a member of Council.





## Job Description

# Custodian

Berlin Mennonite Church

Adopted:  
Revised:

606

**Mission Statement:** To give leadership to church appearance and cleanliness.

**Structure:** Board of Trustees will hire the custodian

**Meetings:** The custodian will work with pastors, Church Secretary and Trustees as needed to coordinate cleaning around events calendar.

**Responsibilities:**

- a. Clean all areas of the church including dusting, sweeping and/or mopping all floors.
- b. Dusting bookshelves, coat racks, tables, pews, window sills, pianos and organ.
- c. Clean all bathrooms and kitchen.
- d. Clean entryways and windows.
- e. Wash kitchen towels and kitchen rags.
- f. Remove garbage.
- g. Order cleaning supplies as necessary.
- h. Alert Trustees to any issues, concerns or problems.
- i. Aid in coordinating annual cleaning week.
- j. Arrange for annual carpet cleaning.





## Job Description

# Design Committee\*

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

607

**Mission Statement:** To utilize church resources responsibly to maintain and improve interior spaces to create a safe and comfortable environment to all who enter the church doors.

### Structure:

- A committee of three members to work with the Trustees as necessary on decisions relating to design and décor for the church building.
- Members shall be selected by the Gift Discernment Committee and affirmed by the congregation for a three year term, one being chosen or reinstated each year.
- One member shall be selected by the design committee to serve as coordinator

### Meetings:

### Responsibilities:

- a. Provide choices and recommendations on color and selection of paint, carpet, lighting and other décor items in consultation with the Trustees, using funds available.
- b. Help with decorations for holidays and special events at the church as needed.
- c. Coordinator or designated member shall serve on the building committee for renovations or new construction.
- d. Shall be available for consultation to individuals wishing to change existing paint colors in any room before changes are made.
- e. Shall meet as often as necessary to accomplish their goals.





Job Description

**Church Sexton\***  
Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

608

**Mission Statement:** To oversee the administration of the church cemetery.

**Structure:** Appointed by the Trustees for an open-ended term. The Sexton, in conjunction with the Trustees, shall appoint an assistant.

**Meetings:**

**Responsibilities:**

- a. Sell cemetery lots
- b. Arrange for the maintenance of the cemetery, which includes reseeding plots and mowing
- c. Arrange for grave digging and closure
- d. Retain and update all cemetery plot information





## Job Description

# Human Resource Coordinator

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

609

**Mission Statement:** To manage all policies and procedures for those who hold paid positions at Berlin Mennonite Church.

**Structure:** The Human Resource Coordinator shall be chosen for a three year term by the Gifts Discernment Committee.

**Meetings:** Annually with the Treasurer to prepare a compensation review for each staff member and shall meet with the Stewardship Committee as needed when it comes to personnel related financial issues.

**Responsibilities:**

- a. Ensure that Berlin Mennonite's employment policies and procedures comply with state and federal employment law.
- b. Manage HR policy and procedures development and documentation. This includes the development and maintenance of an employee handbook.
- c. Manage the compensation and benefits administration for employees (including but not limited to vacation and sick time, health benefits, life insurance and disability benefits, retirement plans).
- d. Coordinate salary and employee benefits proposals within the Stewardship Committee.
- e. Report human resource issues to the Stewardship Committee as necessary.
- f. Meet with staff members annually to review compensation and benefits.
- g. Be a resource to any committee regarding Human Resource concerns and employment issues.





## Job Description

# Land Use Committee\*

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

610

**Mission Statement:** The purpose of the Land Use Committee will be to lead the congregation in visioning for the future use of the seven acres of land purchased adjacent to the church. This visioning should blend with the core values of Berlin Mennonite Church as it continues to grow as a church family and branches out into the surrounding community. As the various uses are identified, they should also be prioritized from a time perspective.

**Structure:** The land use committee was formed by the Church Cabinet through nominations of the Berlin Mennonite Church.

**Meetings:** The committee will meet as often as they deem necessary

**Responsibilities of each auxiliary:** Pastor, Myron Weaver, will call the first meeting together for organization at which time a Chairman, Vice Chairman, and a Secretary will be chosen from within the Committee. The first meeting will convene in September of 2014. Recognizing that this will take some time and require some continuity, and also recognizing that some priorities may need some adjustments with time, this committee will commit to a five year period, after which the church cabinet will determine the need for the continuation of a Land Use Committee.





## Job Description

# Everence Advocate

## Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

611

**Mission Statement:** To serve as a link between the congregation and Everence with the goal of practicing financial stewardship that aligns with our faith and values.

**Structure:** The Everence Advocate representative shall be chosen by the Gift Discernment Committee and affirmed by the congregation serving a two year term.

**Meetings:** Arranged by Everence for sharing resources and training for approximately two hours per quarter.

**Responsibilities:**

- a. Assist the congregation in utilizing Everence stewardship educational resources and events.
- b. Stay informed through Everence's resourcing and training activities.
- c. Help others connect to Everence services, programs, and resources.
- d. Share information about Everence with the congregation.
- e. Report activity to Everence by completing a quarterly report.
- f. Prepare a summary for the annual report.





## Job Description

# Gift Discernment Committee

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

701

**Mission Statement:** Being rooted in Jesus and growing in faith, the Gift Discernment Committee will work with the congregation to appoint individuals to positions within the church in order that the church may fulfill its mission internally and externally as it branches out in love.

**Structure:**

- The Gift Discernment Committee shall consist of six persons (three women and three men) who are caring members of the congregation possessing integrity and spiritual maturity.
- They shall each serve three years with one man and one woman being replaced each year.
- New members shall be appointed by the Church Council prior to the annual meeting. Final approval of this committee shall be by congregational affirmation not later than the annual business meeting.
- The Moderator shall call the first meeting to select a chairperson.
- The chairperson shall be chosen from those members serving their second or third year.
- The members shall represent the congregation age spectrum adequately.
- The chairperson shall serve as a voting member of Council.

**Meetings:** As needed throughout the year to achieve the committee's goals.

**Responsibilities:**

- a. Seek to stimulate gift discernment education in the congregation.
- b. Prepare a slate of appointees for all congregational offices unless another procedure is prescribed by the Constitution or Procedures Manual.
- c. This slate shall be publicized to the congregation one week prior to being affirmed, preferably no later than the third Sunday of July.
- d. Provide appointees with adequate job descriptions of the office they are asked to fill.
- e. Make a new appointment in the event a previous appointee cannot complete a term of office.
- f. Conduct a gift discernment survey in odd numbered years.
- g. Shall meet as often as necessary to accomplish their goals.

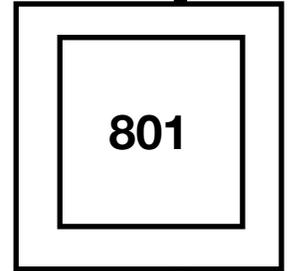




## Job Description

# Food Committee

Berlin Mennonite Church



Adopted:  
Revised:

**Mission Statement:** Providing leadership in hospitality to create an atmosphere for fellowship over meals.

**Structure:** The Food Committee shall consist of six individuals, one being a substitute when needed, chosen by Gift Discernment Committee and affirmed by the congregation for a three-year term with one or two people appointed each year.

**Meetings:** As needed or may be done by phone or other communications.

**Responsibilities:**

- a. Prepare food for funerals
- b. Prepare meals for families between calling hours.
- c. Organize carry-ins and Wednesday evening Family Night meals.
- d. Coordinate and assist with setup in the fellowship hall.
- e. Assist with cleanup in the fellowship hall and kitchen area.





## Job Description

# Hospitality Committee

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

802

**Mission Statement:** Spreading the unconditional love of Christ and creating an atmosphere where both members and guests feel welcomed and comforted during times of need.

**Structure:** The Hospitality Committee shall consist of two persons chosen by the Gift Discernment Committee and affirmed by the congregation for a two year term with one person appointed each year.

- Year one will be served as assistant
- Year two will be served as chairperson

**Meetings:** As needed or may be done by phone or other communications.

**Responsibilities:**

- a. Contact homes to house guests in the event that the church is hosting a conference or a group with housing needs.
- b. Coordinate and arrange for food items or meals to be delivered to surgery patients, new parents, or others in the congregation when medical or other situations arise that warrant providing nourishment of the body and soul.





## Job Description

# Home Department

## Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

803

**Mission Statement:** Branching out in love by connecting with those confined to their home or the hospital.

**Structure:** The Home Department shall consist of two persons or couples, serving a two year term with one person/couple being appointed each year by the Gift Discernment Committee and affirmed by the congregation.

**Meetings:** As needed.

**Responsibilities:**

- a. Arrange visits to those confined to their homes, nursing homes, or hospitals
- b. Distribute bulletins, video and tape recordings of Sunday services to residents of Walnut Hills or those home or hospital bound.





## Job Description

# Berlin Mennonite Women (BMW) Sewing

## Berlin Mennonite Church

804A

Adopted: July 2, 2008  
Revised:

**Mission Statement:** To gather monthly for sewing or quilting and to fellowship with a time of devotions.

**Structure:** Church auxiliary with it's own structure. BMW shall elect their own officers and conduct their own meetings.

**Meetings:** Monthly for sewing and devotions.

**Responsibilities of BMW auxiliary:**

- a. Have a recording secretary to keep accurate record of all meetings.
- b. Have a treasurer to receive monies and to keep accurate record of all receipts and disbursements.
- c. Submit a written report for the annual business meeting.
- d. President will serve as a member of the church council.

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804A





## Job Description

# Conference Delegates

Berlin Mennonite Church

Adopted: July 2, 2008

Revised:

901

**Mission Statement:** Delegates serve as a liaison between the congregation and Ohio Conference, sharing the congregation's perspectives and keeping the congregation informed about the ministry and mission of the Conference. As Mennonite Church USA (MC USA) delegates, they act for and on behalf of the entire MC USA, worship together, discern the leading of the Holy Spirit for MC USA, determine major policy issues and evaluate and offer guidance for the work of the Executive Board and the program agencies of the church.

**Structure:** Lay delegates to the Ohio Conference and MC USA shall be selected by the Gift Discernment Committee and affirmed by the congregation each for a 2-year term, two delegates being chosen each year. The total number of delegates is determined by the church's membership numbers. One young adult delegate, age 18-25, shall also be appointed for a two-year term by the Gift Discernment Committee and affirmed by the congregation.

**Meetings:** Annually: Ohio Conference Fall and Winter cluster meetings, Annual Conference Assembly of Ohio Conference (March) and Bi-Annually: MC USA Delegates Assembly (first week of July)

**Responsibilities:**

- a. Stay informed through the Ohio Conference website and MC USA website, Delegate News, and Ohio Mennonite Evangel
- b. Attend Ohio Conference fall and winter cluster meetings and the Annual Conference Assembly and communicate congregational needs.
- c. Report to the congregation about the work of Ohio Conference and MC USA verbally and in writing.
- d. Report the needs of Ohio Conference and MC USA to the congregation's stewardship Committee

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**Qualifications:**

- a. Active Member of Berlin Mennonite Church
- b. Commitment to discerning God's desired future for Ohio Conference and MC USA
- c. Interested in dealing with vision, values, systems and long term planning.
- d. Willing to make policy decisions in the best interest of the broader Mennonite Church
- e. Personal commitment of time and necessary resources to attend the assembly meetings.

## **Addendum**

Positions or committees not currently in place in case they would ever be revisited.



## Survey for the Procedures Manual

Please complete this to suggest changes or amendments to a particular job description or committee description. Please submit to the Moderator for Council consideration.

Name:

Job Description:

Date:

Please note below any changes or provide a copy of the job description with noted changes.  
Thank you.