

I. Ministry Structure (FINAL DRAFT)

To fulfill its mission, Hood Memorial Christian Church shall be organized in a Mission Focused, Ministry-Intensive Structure which utilizes a combination of Standing Committees, Ministry Coordinators, and Lead Teams (or Task Forces)

A. Standing Committees

Standing Committees serve under the direction of the Board to provide support in the ongoing administrative ministry of the church.

The Board Chair-Elect shall appoint committee chairs-elect prior to the beginning of the new church year.

Standing Committees shall be chaired by an Active Elder or Deacon.

The Chair-elect of the Board, Vice-Chair-elect of the Board, the Chairs-elect of each standing committee and the Pastoral Staff shall select the personnel of each Standing Committee, subject to the approval of the Board.

Each Standing Committee shall have a minimum of three (3) members.

If not a seated committee member, the board chair shall be an ex-officio member with the power to break a tie vote.

The Pastor(s) are non-voting ex-officio members of each Standing Committee.

Each Standing Committee shall plan, organize, and meet regularly to attend to its ministry under the direction of the Board.

Regular written reports shall be made by each Standing Committee to the Board.

Each Standing Committee shall submit a proposed budget of needs to the Stewardship and Finance Committee as part of the annual budget creation process.

1. Stewardship & Finance

- a) Responsible to the Board for preparing and administering the Ministry of Stewardship within the church, including Stewardship Campaigns and the Budget
- b) Seated members include the Board Chair, Treasurer, Bookkeeper (if utilized), and others as appointed.

2. Personnel

- a) Responsible to the Board for personnel policy recommendations, annual evaluations of staff, and annual review of staff salaries.
- b) Serves as a consultant to Ministerial Staff, Standing Committees, and Ministry Coordinators to fill staff vacancies.
- c) Serves as confidential and consultative body available to all staff in all personnel matters.
- d) Seated members shall include the Board Chair, Worship Coordinator, a member of the Stewardship and Finance Committee and others as appointed.

3. Property

- a) Coordinates with Staff to be responsible to the Board for repairs, maintenance, and upkeep of building and grounds.

B. Ministry Coordinators

Individuals or Pairs of Staff and Church Members who work with Pastoral Staff to coordinate ministries within the church. Ministry Coordinators establish, coordinate, and collaborate with Lead Teams (Task Forces) to plan, communicate, implement, and evaluate mission-focused ministries. Ministry Coordinators ideally serve for at least one (1) year and may or may not be an elder or deacon. Each Ministry Coordinator should maintain records of the work in his/her/their ministry area and submit budget requests to the Stewardship & Finance Committee.

1. Membership Co-Coordinator

- a) One church member (aka Clerk) & a member of the Pastoral Staff.
- b) Responsible to the Board for nurturing a thriving membership, maintaining and updating membership records, reaching out to potential new members, and reaching out to current members who become less active.

2. Memorial Coordinator

- a) Works with Pastoral Staff, Board Chair, and Treasurer to create, evaluate and administer Memorial Gift Policies and Practices.

3. Outreach/Evangelism Coordinator

- a) Works with congregation, community, and staff to coordinate those mission and ministry projects, opportunities, and partnerships which reach out to the community beyond the congregation.

4. Worship Coordinator

- a) Works with Pastor(s) and Welcome Coordinator to be responsible to the Board for coordinating the logistics and administrative needs of regular and special worship services;
- b) Coordinates Deacon and Elders who serve during worship, including their duties and roles.
- c) Responsible for worship supplies, such as communion and candles.

5. Christian Education Coordinator

- a) Responsible for curricular needs of small groups and bible study classes of children and adults and serves as a liaison for any curricular needs of lead Teams (Tasks Forces).

6. Welcome Coordinator

- a) Responsible for ministry of welcoming people during church events, services and classes, including coordinating greeters, guest gifts, hospitality, and building access.

C. Lead Teams (Task Forces)

Lead Teams are task forces created or established by Ministry Coordinators, committees, and staff. These lead teams shall plan, implement and evaluate specific ministry tasks, events, programs, services, etc within the church. Lead Teams are typically short-term, event-based, meet as needed, and are composed of any number of church staff, members, and attenders. There is no limit to the number of Lead Teams.

D. Pastor-Parish Relations

Pastor-Parish Relations is a group composed of persons to be selected yearly by the minister and approved by the Board. The pastor shall serve as chair. The group shall function at the option of the pastor or upon the request of the Board, ideally meeting once per quarter and as needed. Pastor-Parish Relations shall cultivate the relationship between pastor(s) and the congregation and provide opportunities for counseling on matters pertaining to the pastor(s)' relationship with the congregation including priorities for the use of time, skills, and other matters relating to the effectiveness and well-being of the Pastor(s) and the Pastor(s)' families.