

USHERS

Current position held by Lloyd Mears

OVERALLEXPECTATIONS

This leader works with the pastor and others so that the congregation will provide opportunities for worship celebrations that focus on God and help people of all ages grow in their understanding of the gospel.

SPIRITUAL GIFTS

This leader would benefit from one or more of these spiritual gifts: servant hood, encouragement, leadership, wisdom, faith and administration.

This person would show evidence of passion for worshiping God and helping others to worship in a spiritual environment.

Useful skills for this position are the ability to listen to and communicate with people of all ages.

RESPONSILILITIES

This person should be able to organize and coordinate the activities for the 11:00 AM service and any other special church services.

This person will have a list of the duties and responsibilities of ushering and will train a group capable of performing that function. Also insure that an adequate number are available at a given service.

This person will see that bulletins and any other material is distributed in an appropriate manner.

This person will ascertain the number of people attending a service and report same to the church office.

This person will see that the money collected at a service is turned over to the stewardship representative for the disposition of same.

BENEVOLENCE

Current position held by A.Enfinger, J.Carden, C.Pierce

OVERALL EXPECTATIONS

This person will work with church members and family members to address the needs and opportunities for dealing with a death. Emphasis will be placed on carrying out everything in an orderly manner.

SPIRITUAL GIFTS

This person would benefit from one or more of these spiritual gifts: servant hood, compassion, exhortation, helping and shepherding.

Useful skills for this position are the ability to listen to and communicate with people of all ages and the ability to work with others, delegate responsibility and follow up to complete tasks.

This leader should show genuine interest in responding to the wishes and concerns of the family.

RSPONSIBILITIES

This person may call upon others to assist while performing this function.

The primary responsibility of the group is to assist when there has been a death. The family will be contacted and they will attempt to take care of any immediate needs that they may have.

A meal will be offered to the family whenever they desire (I.e. before or after funeral). Once it is decided how many will be attending, the various Sunday School classes will be contacted for food.

This group will prepare the place and the meal per the families wishes. After cleaning up they will remain on stand-by.

ACCOUNTABILITY

This person is accountable to the immediate family of the person who has died.

ACCOMPANIST

Current position held by Kathy Bantz

OVERALL EXPECTATIONS

Be able to contribute to all aspects of musical worship and respond to the wishes of the congregation.

Be able to make necessary adjustments to a program to ensure that the continuity is maintained.

SPIRITUAL GIFTS

This person would benefit from one or more of the following spiritual gifts; servant hood, leadership, helping, and shepherding.

This person should show evidence of a passion for music as it relates to Christian faith.

Useful skills for the position are the ability to listen to and communicate with people of all ages.

This person should demonstrate interest in and experience how music can be used to foster spiritual growth.

RESPONSIBILITIES

This person should be proficient in playing the piano or organ.

This person should have a good relationship with the music director to insure that each one complements the other.

This person would make suggestions on how music could be made more effective in worship.

This person should continue to assist when needed in any church services (I.e. Sunday night)

This person should be available when necessary for practice sessions of the choir.

This person should encourage those who show talent to become active in the church musical programs.

RECORDING SECRETARY

Current position held by Lynne Haggerty

OVERALL EXPECTATIONS

An effective recording secretary will keep accurate minutes of all duly called council meetings. The goal is to ensure that the minutes reflect all of the salient points of discussion items and that the resolutions are verbatim to the motions presented.

SPIRITUAL GIFTS

This person would benefit from one or more of these spiritual gifts: administration, discernment, giving, faith, and helping.

Useful skills and experience for this position are skills and interest in church matters; ability to keep detailed, accurate records and maintain appropriate confidentiality.

RESPONSIBILITIES

This person will consult with the chairperson of the council to determine what items need to be included on the agenda.

This person will distribute the agenda for the upcoming meeting at least 5 days prior to the meeting (either hard copy or E-mail)

This person will have available at the meeting copies of the previous meeting for consideration and action.

This person will record the actions and discussion and later reduce same in the formal minutes.

This person will take the roll so that an accurate record is maintained.

ACCOUNTABILITY

This person is accountable to the council members and the congregation.

CHURCH COUNCIL CHAIRPERSON

Current position held by Dee Barronton

OVERALL EXPECTATIONS

An effective chairperson provides initiative, coordination and collaborative leadership for the congregational group that does planning, goal-setting, implementation, and evaluation of ministry to fulfill the mission and vision of the congregation.

SPIRITUAL GIFTS

This leader benefits from one or more of these spiritual gifts: leadership, administration, faith, shepherding, servant hood, discernment and teaching. This leader should show evidence of prior effective ministry leadership and evidence of active and growing discipleship.

Useful skills for this position are the ability to : listen to and communicate with people of all ages, work with other ministry leaders, preside over meetings, delegate responsibility and follow up to complete tasks.

This leader should show genuine interest in responding to the hopes and concerns of people in the community.

The congregation's committee on nominations and leader development can establish specific standards for this position.

RESPONSIBILITIES

This person would act as chairperson in their absence.

This leader meets and works with the pastor, lay leader and others to fulfill the mission of the church.

The person, along with the pastor and lay leader, are the primary spokespersons for the vision and mission of the church and encourage all other ministry leaders.

This person should organize an annual planning meeting for church vision and ministry goals.

This person should become familiar with United Methodist resources and organization.

During the year, this leader prepares and communicates the agenda for meetings, leads the meeting, follows up actions by assigning responsibility for implementation, coordinates the activities of the council and maintains a healthy and growing spiritual life

At its first meeting of the year a vice chairperson would be selected to act in the absence of the chair.

This person will initiate planning, establish goals, implements action plans and evaluates effectiveness for congregational ministries of nurture, outreach, witness and administration.

This person with the committee on parish relations and the committee on nominations and leader development for effective pastoral, staff and lay leadership

This person will recommend to the charge conference the compensation, housing needs, and benefits for the pastor and other staff.

The council will fill leadership vacancies between meetings of the charge conference upon the recommendation of the committee on nominations and leader development.

The council will provide for financial support, physical facilities and the legal obligations of its local congregation.

The team maintains the congregation's connection with appropriate district and annual conference programs and structures.

ACCOUNTABILITY

This person along with the chairperson of the church council is accountable to the charge conference and serves as the executive agency of the charge conference between their meetings to oversee the administration and ministry of the congregation.

CHURCH COUNCIL VICE CHAIRPERSON

Current position held by John Tracy

OVERALL EXPECTATION

An effective vice chairperson provides initiative, coordination and collaborative leadership for the congregational group that does planning, goal-setting, implementation, and evaluation of ministry to fulfill the mission and vision of the congregation.

SPIRITUAL GIFTS

This leader benefits from one or more of these spiritual gifts: leadership, administration, faith, shepherding, servant hood, discernment and teaching. This leader should show evidence of prior effective ministry leadership and evidence of active and growing discipleship.

Useful skills for this position are the ability to :listen to and communicate with people of all ages, work with other ministry leaders, preside over meetings, delegate responsibility and follow up to complete tasks.

This leader should show genuine interest in responding to the hopes and concerns of people in the community.

The congregation's committee on nominations and leader development can establish specific standards for this position.

RESPONSIBILITIES

This person would act as chairperson in their absence.

This leader meets and works with the pastor, lay leader and others to fulfill the mission of the church.

The person, along with the pastor and lay leader, are the primary spokespersons for the vision and mission of the church and encourage all other ministry leaders. This person should organize an annual planning meeting for church vision and ministry goals.

This person should become familiar with United Methodist resources and organization.

During the year, this leader prepares and communicates the agenda for meetings, leads the meeting, follows up actions by assigning responsibility for implementation, coordinates the activities of the council and maintains a healthy and growing spiritual life.

At its first meeting of the year a vice chairperson would be selected to act in the absence of the chair This person will initiate planning, establish goals, implements action plans and evaluates effectiveness for congregational ministries of nurture, outreach, witness and administration.

This person with the committee on parish relations and the committee on nominations and leader development for effective pastoral, staff and lay leadership. This person will recommend to the charge conference the compensation, housing needs, and benefits for the pastor and other staff.

The council will fill leadership vacancies between meetings of the charge conference upon the recommendation of the committee on nominations and leader development.

The council will provide for financial support, physical facilities and the legal obligations of its local congregation.

The team maintains the congregation's connection with appropriate district and annual conference programs and structures.

ACCOUNTABILITY

This person along with the chairperson of the church council is accountable to the charge conference and serves as the executive agency of the charge conference between their meeting.

LAY LEADER

Current position held by Sheila Creel

OVERALL EXPECTATIONS

An effective lay leader functions as the primary representative and role model of Christian discipleship and faith lived out in the church and in daily life. The Lay Leader works with the pastor to fulfill the mission and vision of the congregation.

SPIRITUAL GIFTS

This leader should be a growing Christian disciple who understands that everyone has spiritual gifts and experiences that are vital to the Body of Christ. This person benefits from having one or more of these spiritual gifts: compassion, discernment, faith, helping, leadership and servant hood. This leader should be a living example of one who loves God and his neighbor. It is important for a lay leader to listen well and communicate with people of all ages. This person should show evidence of working well with both clergy and laity and with various church groups. This leader must have the ability to keep a broad view of the separate parts of the congregation and work with the pastor to help align the entire ministry toward the mission of the church. This leader should show interest in connecting the congregation with the community and the world in order to participate in the petition of the Lord's Prayer; thy kingdom come, thy will be done, on earth as in heaven."

RESPONSIBILITIES

Represent the lay people in the congregation in working with the pastor for the mission and vision of the unique congregation. The lay leader meets regularly with the pastor to discuss the state of the church and the opportunities for ministry.

This leader needs to engage in spiritual practices that build a relationship of attentiveness to God's will and direction.

This person continuously looks for ways to build the awareness of the role of laity as Christian disciples both within the congregation and through the activities of their daily lives.

The lay leader collaborates with other church leaders to recognize the ministries of laity in worship.

This person advises the church council of the opportunities for ministry that will improve the quality of life in the church and in the community.

This person represents laity on the various committees of the church.

ACCOUNTABILITY

This leader is accountable to the charge conference through the church council.

METHODIST WOMEN ACTIVITIES

Current position held by Mary Herman

OVERALL EXPECTATIONS

An effective coordinator focuses the congregation's attention on a commitment to full participation of women in leadership and responsibility for the life of the congregation. The coordinator will plan and implement learning experiences for people of all ages so that people will grow in their understanding of the gospel and become better equipped for daily living as faithful disciples.

SPITITUAL GIFTS

This ministry coordinator benefits from one or more of these spiritual gifts: prophecy, servant hood, teaching, exhortation, leadership, wisdom, knowledge and helping.

This leader should show evidence of passion for learning and helping others learn about the gifts and contributions of women. Useful skills for this position are the ability to listen to and communicate with people of all ages and an interest in equality of women in the congregation, the community, the denomination and the world. This leader should have skills for researching issues related to women's lives and developing programs and events.

RESPONSIBILITIES

This leader will keep the church council aware of the meaning of the church's continuing commitment to full, equal responsibility and participation of women in the total life and mission of the congregation. All people in the congregation will have opportunities to exercise and develop their knowledge, spiritual gifts and experiences so that the church is stronger and more effective in its mission

This leader will keep before the congregation issues related to the status and role of women in the community, the congregation and the denomination.

The coordinator will be familiar with the overall goals of the congregation, how these goals influence the status and role of women and how the goals may be extended through the congregation and community.

The coordinator will collaborate with organizations, people and resources in and beyond the congregation that are concerned with the status and role of women.

This leader will make efforts to ensure that men of all ages have opportunities to consider their vocation as Christians and how they may fully express their Christian discipleship in their careers, occupations and daily living.

In conjunction with United Methodist women, the coordinator will lead the congregation in celebrations of worship and fellowship to highlight the status and role of women.

MEN'S ACTIVITIES

Current position held by Lloyd Mears

OVERALL EXPECTATIONS

An effective coordinator focuses the congregation's attention on a commitment to full participation of men in leadership and responsibility for the life of the congregation. The coordinator will plan and implement learning experiences for people of all ages so that people will grow in their understanding of the gospel and become better equipped for daily living as faithful disciples.

SPIITUAL GIFTS

This ministry coordinator benefits from one or more of these spiritual gifts: prophecy, servant hood, teaching, exhortation, leadership, wisdom, knowledge and helping.

This leader should show evidence of passion for learning and helping others learn about the gifts and contributions of men.

Useful skills for this position are the ability to listen to and communicate with people of all ages and an interest in equality of men in the congregation, the community, the denomination and the world.

This leader should have skills for researching issues related to men's lives and developing programs and events.

RESPONSIBILITIES

This leader will keep the church council aware of the meaning of the church's continuing commitment to full, equal responsibility and participation of men in the total life and mission of the congregation. All people in the congregation will have opportunities to exercise and develop their knowledge, spiritual gifts and experiences so that the church is stronger and more effective in its mission.

This leader will keep before the congregation issues related to the status and role of men in the community, the congregation and the denomination.

The coordinator will be familiar with the overall goals of the congregation, how these goals influence the status and role of men and how the goals may be extended through the congregation and community.

The coordinator will collaborate with organizations, people and resources in and beyond the congregation that are concerned with the status and role of men.

This leader will make efforts to ensure that men of all ages have opportunities to consider their vocation as Christians and how they may fully express their Christian discipleship in their careers, occupations and daily living.

In conjunction with United Methodist men, the coordinator will lead the congregation in celebrations of worship and fellowship to highlight the status and role of men.

YOUTH REPRESENTATIVE

Current position held by Derek Thornton

OVERALL EXPECTATIONS

An effective youth representative will work with other church and community leaders to address the needs of youth and maximize opportunities so that all youth grow in strength and wisdom. Youth in the congregation and community will grow in faith as Christian disciples.

SPIRITUAL GIFTS

The youth representative benefits from one or more of these spiritual gifts: servant hood, teaching, leadership, administration, helping and shepherding. This person should show evidence of passion for youth ministry and prior effective ministry leadership. This person should demonstrate a basic knowledge of youth development with appropriate challenge and safety.

Useful skills for this position are the ability to listen to and communicate with people of all ages and the ability to work with other adults. Delegate responsibility and follow up to complete tasks.

This person should show genuine interest in responding to the needs and concerns of youth in the community.

RESPONSIBILITIES

This person will be attentive to the hopes, concerns, and needs of youth in the community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors.

This person needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry by, with and for youth.

This person will work with others to plan and carry out ministry by, with, and for youth in a varied and wide-ranging programs that include worship, study, fellowship, service opportunities and so forth.

This person will work with other leaders to learn about curriculum and other resources available for youth in order to help teachers and group leaders select appropriate resources for study and growth.

This person will advocate for quality leaders and excellent mentors who encourage young people to develop their own gifts, skills, strengths and ideas.

This person will be available to serve on other committees as needed.

ACCOUNTABILITY

This person is accountable to the charge conference through the church council.

CHAIRPERSON OF FINANCE

Current position held by Wayne Barnett

OVERALL EXPECTATION

An effective finance team will propose a budget, then raise, manage, and distribute the financial resources of the congregation to support and strengthen the mission and ministry of the congregation. This committee is responsible for the financial well being of Avalon and as such should make prudent and sound recommendations regarding all aspects of church activities. They would see that a comprehensive budget is established and adhered too. They would have an annual audit administered.

This committee will consist of: the lay member of the annual conference, chair of the church council, a member of the pastor-parish, a member of stewardship, lay leader, financial secretary, the treasurer as spelled out in Section 258 #4 of the 2012 Discipline.

SPIRITRUAL GIFTS

The members of this committee benefit from one or more of these spiritual gifts: giving, faith, wisdom, administration, discernment, helping, leadership, exhortation and teaching.

Useful skills and experience for this position are the ability to listen to and communicate with others.

This person needs a strong understanding of biblical stewardship and management of all that God gives and provides.

Preferably this person would be familiar with all aspects of finance including banking, budgeting and reporting results and to foresee potential problems and recommend solutions.

Ability to reconcile the budgeted expenses to revenue received in a timely manner.

RESPONSILILITIES

This person would submit a comprehensive budget to the council no later than December 1st and keep them aware of any unusual items that might affect the church.

Maintain a good working relationship with paid staff person who is responsible for the receipts and distribution of funds.

Make provision for an annual audit and insure that bank accounts are not set up using the church's federal identification number without council approval.

Designate at least two persons (preferably not of the same family) to count the offering, giving a record of funds received to both the church treasurer and the paid

staff person for computer input. Also train those persons on the procedures of recording the giving and depositing of funds.

Recommend to the council what depositories to be used.

Ensure that contributions designated for specific causes and objects be primly forwarded according to the intent of the donor.

Bring to the council any requests for funds that are not covered in the budget.

Make timely reports to the council and the congregation of the financial status of Avalon.

Other specific duties are spelled out in Section 258 #4 of the Discipline.

ACCOUNTABILITY

This person will respond to any issue that relates to financing, in a expedient and through manner. This person will work with the auditor and bring any recommendations that result to the council for their consideration.

HIGHER EDUCATION REPRESENTATIVE

Current position held by Jim Glass

OVERALL EXPECTATION

An effective leader will assure that people of all ages will have opportunities for learning so that they will grow in their understanding of the gospel and become better equipped for daily living as faithful disciples. The congregation will have a comprehensive plan for growth and nurture for all ages and all stages of faith. The basic concept for this coordinator is to see that all phases of Christian education are included, so that no matter the persons age or their level of Christian growth, they can fit into some program.

SPIRITUAL GIFTS

This education leader benefits from one or more of these spiritual gifts: servant hood, teaching, exhortation, leadership, wisdom, knowledge, faith discernment, administration, helping and shepherding.

This leader shows evidence of passion for learning and helping people learn and grow in faith.

Useful skills for this position are the ability to listen to and communicate with people of all ages; interest in a wide range of educational experiences; the ability to work with teachers, small group leaders, facilitators and others involved in Christian nurture; and skills for researching educational issues and developing programs and events.

RESPONSIBILITIES

This person will coordinate the planning and implementation of a comprehensive Christian formation ministry so that all people at every stage of faith have opportunity to grow in discipleship.

The education leader will identify, equip, and support people to serve as division superintendents, teachers, counselors, sponsors for children and youth programs and small group facilitators.

The leader and education team will be familiar with the overall goals of the congregation and how these goals influence and contribute to the educational programs.

The education leader will be familiar with United Methodist curriculum resources, facilitate their use and be able to recommend appropriate resources for all age levels and faith stages.

This leader will learn about and link with organizations, people and resources in and beyond the congregation that promote Christian discipleship in the Wesleyan tradition.

The coordinator will make efforts to ensure that people of all ages have opportunities to consider their vocation as Christians and how they may express their Christian discipleship in their careers, occupations and daily living
Plan programs at the various age levels so that there is something for everyone.
Help new members to find a place where they would fit (age and spiritual maturity.)

Help the people, especially new members, to feel that they are a part of the Avalon family.

ACCOUNTABILITY

This person would be accountable to the congregation for the needs of all members as it relates to education.

SCOUTING MINISTRY

Current position held by Ken Collins

OVERALL EXPECTATIONS

An effective coordinator addresses the concerns and conditions of children and youth in the community and church through youth serving organizations. Young people will grow to understand themselves through a plan for nurture and service. Children and youth in all stages of faith can participate and be better equipped for daily living.

SPIRITUAL GIFTS

The scouting coordinator benefits from one or more of these spiritual gifts: servant hood, teaching, exhortation, giving, leadership and administration.

This leader should show evidence of passion for scouting for boys and girls and helping young people learn and grow in knowledge and in faith.

Useful skills for this position are the ability to listen to and communicate with people of all ages, knowledge of scouting and other youth serving programs, the ability to work with small group leaders and skills for developing programs and events.

This leader should show genuine interest in responding to the hopes and concerns of people in the community.

RESPONSIBILITIES

This leader will learn about the hopes, concerns, and needs of children, youth and their caregivers in the community to determine how the congregation might serve them through youth serving programs.

This leader will coordinate the planning and implementation of a comprehensive scouting and other ministry for the congregation and community that aligns with and extends the mission of the church.

The leader will identify, equip and support people to serve as teachers, counselors and sponsors for youth serving programs.

This leader will represent the congregation at district scouting meetings and be a liaison with other scouting organizations, people and resources that relate to youth concerns for service and growth.

This leader will link with the camping ministry and youth ministry of the congregation to collaborate on program, calendar schedules and goals of helping youth learn to grow as Christian disciples, serving in the world.

This leader will make efforts to ensure that children and youth in youth service programs have opportunities to consider their vocation as Christians and how they may express their Christian discipleship in their careers, occupations and daily

living.

This leader will lead the congregation in celebrations of worship and fellowship to recognize Scout Sunday, scouting awards and honors and other occasions in the lives of youth and adults.

ACCOUNTABILITY

This leader is accountable to the charge conference through the church council.

CHURCH TREASURER

Current position held by Kate Reed

OVERALL EXPECTATIONS

An effective church treasurer shall work with the financial secretary to disburse all funds received into the church treasury in a responsible and organized manner, with funds identified and bills paid when due, so that the ministry of the congregation can be effective.

SPIRITUAL GIFTS

This leader benefits from one or more of these spiritual gifts: administration, discernment, giving, faith and helping.

Useful skills and experiences for this position are skills and interest in financial matters; ability to keep detailed, accurate records and maintain appropriate confidentiality; passion for financially supporting the mission of making Christian disciples for the transformation of the world; and ability to work with individuals and ministry teams.

This leader needs skill in searching for new revenue sources along with an understanding of biblical stewardship and management of all resources that God provides.

The financial secretary and treasurer roles should be held by two people who are not immediate family members.

The congregation's committee on nominations and leader development may establish specific standards for this position.

RESPONSIBILITIES

The treasurer will work with the financial secretary to disburse all money contributed to the local church budget, keeping accurate records of how money is spent.

This leader works with finances according to the guidelines established by the committee on finance for total fiduciary responsibility. This includes maintaining compliance with all applicable governmental tax guidelines.

The treasurer will work with the financial secretary to send all world service and conference benevolence funds on hand to the conference treasurer each month.

The treasurer works with the financial secretary to maintain records of all funds received. Designated gifts and bequests are managed by the trustees in accordance with The Book of Discipline.

This leader works with the financial secretary and chair of the committee on finance to make regular financial reports to the committee on finance, church council, the charge conference and, in some cases, the trustees.

ACCOUNTABILITY

This leader is accountable to the charge conference through the church council.

STEWARDSHIP

Current position held by Janet Beard

OVERALL EXPECTATIONS

An effective leader will help the congregation understand the meaning of Christian stewardship and the need to practice it in all aspects of their lives. This coordinator leads the congregation to fulfill the mission of making disciples of Jesus Christ for the transformation of the world through an understanding that people are stewards at all ages and in all stages of faith.

SPIRITUAL GIFTS

This ministry leader benefits from one or more of these spiritual gifts: teaching, exhortation, giving, leadership, compassion, faith, and helping.

This leader should show evidence of passion for learning and helping others learn and grow in knowledge and in faith.

Useful skills for this position are the ability to listen to and communicate with people of all ages, interest in a wide range of stewardship experiences, the ability to work with others involved in a full range of Christian stewardship and skills for researching issues and developing programs and events.

RESPONSIBILITIES

This leader will coordinate with others the planning and implementation of a comprehensive ministry of Christian stewardship that includes education, inspiration and action for the congregation. This leader will collaborate with finance leaders.

This person will be familiar with United Methodist and other stewardship resources, facilitate their use and be able to recommend appropriate resources for all age levels and faith stages.

They will link with organizations, people and resources in and beyond the congregation that are concerned with Christian stewardship.

This leader will learn about and promote opportunities for stewardship service (such as recycling) useful to people of all ages, both in the congregation and the neighboring community.

EVANGELISM

Current position held by Ann Owen

OVERALL EXPECTATIONS

An effective leader models discipleship in daily living and leads others to follow the example of the words and actions of Jesus. The congregation will welcome all people so they may develop a relationship with God in a Christian community and grow as Christian disciples.

SPIRITUAL GIFTS

This ministry coordinator benefits from one or more of these spiritual gifts: servant hood, teaching, exhortation, leadership, faith, discernment, apostleship, administration and evangelism. This leader should show evidence of commitment to Christ and passion for telling by word and action the good news of God's love through Jesus Christ to all people.

Useful skills for this position are the ability to listen to and communicate with people of all ages, a concern that others know Christ, the ability to work with church members, visitors, and unchurched people, and skills for organizing meetings and planning and evaluating effective evangelism programs and events. This leader should show genuine interest in responding to the hopes and concerns of people in the community.

RESPONSIBILITIES

This leader will coordinate with the pastor and council to plan and implement a vital, comprehensive outreach ministry for the congregation to reach people of all ages with Christian love and healing. This ministry will include assessment of trends in congregational growth and attendance and how people are received into the congregation. The ministry will extend the goals of the congregation. The evangelism ministry will care for all members of the congregation (including those who are inactive), as well as for people who are not members of a church, to help them know and respond to the loved of God in Christ.

This person will be familiar with United Methodist resources, facilitate their use and be able to recommend appropriate Wesleyan resources for evangelism.

This person will link with organizations, people, and resources in and beyond the congregation that are concerned with Christian evangelism.

The ministry will set goals for congregational growth (in faith and numbers) and will plan specific evangelistic events, and missions.

The leader will engage with others to carry out programs of membership care, including plans for growth in devotional life and distribution of devotional materials.

MISSION MINISTRY

Current position held by Mona Faye Williams

OVERALL EXPECTATIONS

An effective leader will guide the congregation to spread the gospel message of God's love through witness and service in the community and the world. This congregation will have a plan for mission service opportunities for all ages and all stages of faith so that people live as Christian disciples transforming the world.

SPIRITUAL GIFTS

This leader benefits from one or more of these spiritual gifts: servant hood, exhortation, leadership, compassion faith, miracles, administration, helping and evangelism.

This leader should show evidence of passion for active service and helping others engage in ministry in the world.

Useful skills for this position are the ability to listen to and communicate with people of all ages, genuine interest in mission and outreach in the community and the world, openness to new views and different people, creativity in developing ways to interpret and support mission and ability to work with volunteers of various skill levels.

This leader should show passion for responding to the hurts and needs of people in the congregation, community and the world.

RESPONSIBILITIES

This leader will coordinate the planning and implementation of a comprehensive ministry for involving the congregation in mission.

The coordinator will develop a year-round program of mission education for all ages so the congregation will be better informed and strongly committed to supporting the mission of making disciples for the transformation of the world.

This leader will be familiar with the overall goals of the congregation and how these goals influence mission programs and projects.

The mission leader will link with organizations, people and resources in and beyond the congregation that are concerned with mission.

This leader will guide the congregation in worship and fellowship which highlights mission in events like mission studies and speakers, observing World Communion Sun day, and regular opportunities for children, youth and adults to engage in service projects.

This leader will ensure that the congregation has every opportunity to share in financial giving for mission.

CHAIRPERSON OF WORSHIP

Current position held by Jenni Bode, Debbie Zuern

OVERALL EXPECTATIONS

An effective leader works with the pastor and others so that the congregation will be provided opportunities for worship celebrations that focus on God and help people of all ages grow in their understanding of the gospel and become better equipped for daily living as faithful disciples.

SPIRITUAL GIFTS

This ministry coordinator benefits from one or more of these spiritual gifts: servant hood, teaching, exhortation, leadership, wisdom, knowledge, faith, discernment, administration, evangelism and shepherding.

This leader should show evidence of passion for worshiping God and helping others worship through music, liturgy and in personal and community practices.

This leader shows evidence of growing discipleship.

Useful skills for this position are the ability to listen to and communicate with people of all ages, interest in a wide range of worship experiences, interest in music and other worship experiences, and other worship-related arts, skills for researching worship issues and sensitivity both to what makes worship effective and ways people relate to God.

RESPONSIBILITIES

This leader will learn both about worship and about the people in the congregation and community so they can help plan worship appropriate to their needs. This leader needs to be sensitive to both new worship styles and to congregational traditions.

The leader will work with the pastor and other leaders in planning worship. The person will provide support for worship by identifying, training, and supporting worship leaders such as acolytes, artists, scripture readers, ushers, greeters, organists, pianists, audio-visual system personnel, and others.

This person will be familiar with United Methodist resources, facilitate their use and be able to recommend appropriate resources for educating all age levels and faith stages about worship life.

The worship leader will promote and foster regular individual and family worship and spiritual formation.

The leader will work with other ministry leaders so that worship celebrates the whole life of the congregation and community.

This person will ensure that all activities related to worship are carried out in an orderly and timely manner. That would include the music, audio/visual, ushers, and other items as necessary depending on the type of service.

ACCOUNTABILITY

This person would be accountable to the congregation and try to get feedback as to their desired for change or modification.

HOMECOMING COORDINATOR

Current position held by Worship Committee

OVERALL EXPECTATIONS

An effective leader will expand the congregation's awareness of the past, the present and the future of Avalon as a religious institution. The congregation will have a deeper understanding of the mission of the church and how it can relate to those who have helped to make it great.

SPIRITUAL GIFTS

This person would benefit from one or more of these spiritual gifts; servant hood, leadership, compassion, wisdom, and administration.

Should show evidence of and passion for engaging in the fellowship of past and present members.

This person should show evidence of creativity and compassion for all persons associated with Avalon history.

This person needs to have strong communication skills with the ability to listen and communicate with people of all ages.

RESPONSIBILITIES

This person should make plans well in advance, in order to assure that all necessary items are in place for the big yearly event.

This person would enlist the help of as many as necessary with the associated skills to carry out the function.

This person would coordinate with the pastor on the date and on any possible speakers.

This person would insure that appropriate information is disbursed on the event. (newspaper, TV, etc.)

This person would contact any other committees to assist with any arrangements (tables, chairs, etc)

If a these is selected, then this person would make sure that all items were secured to carry out that theme.

This person would contact the media for possible coverage; it could prove to be good future public relations.

ACCOUNTABILITY

This person is accountable to the charge conference through the church council.

OLDER ADULT MINISTRIES

Current position held by Floyd & Mary Herman

OVERALL EXPECTATION

An effective LEADER will work with church and community leaders of all ages to address the needs of adults and opportunities for growing as Christian disciples. Adult ministry shall be for, with, and by adults. Adults in the congregation and community will grow in faith as Christian disciples.

SPIRITUAL GIFTS

The adult ministry leader benefits from one or more of these spiritual gifts: servant hood, teaching, exhortation, leadership, administration, helping and shepherding.

This leader should show evidence of passion for adult ministry, prior effective ministry leadership and active and growing discipleship.

Useful skill for this position are the ability to listen to and communicate with people of all ages and the ability to work with other ministry leaders, delegate responsibility and follow up to complete tasks.

This leader should show genuine interest in responding to the hopes and concerns of adults in the community and congregation.

RESPONSIBILITIES

The leader of adult ministry will be attentive to the hopes, concerns and needs of adults in the community to determine how the congregation might serve them and how they might serve one another as Christian disciples and good neighbors.

Identify key people in the community and congregation for collaboration and expansion of opportunities for all adults.

The leader needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry with adults.

This leader will advocate that all adults are welcome and expected to be vital participants in all aspects of the ministry of the congregation. The coordinator will raise the congregational awareness of the needs and contributions of adults of all ages in the community and the world.

The leader will work with others to plan and carry out ministry with all adults in a varied and wide-ranging program that includes worship, study, fellowship, service opportunities and so forth.

The leader will promote understanding of Christian vocation in daily life as a response to God's call for all Christians.

The leader will intentionally communicate with organizations, people and resources in the community that relate to adults and seek to connect the congregation with the community.

The leader will guide the work of the adults throughout the year, including planning its agendas and presiding at its meeting.

The leader will work with other leaders to learn about curriculum and other resources available for adults in order to help teachers and group leaders select appropriate resources for study and growth.

ACCOUNTABILITY

The coordinator is accountable to the charge conference through the church council.

CHILDREN'S MINISTRIES

Current position held by Linda Stevens

OVERALL EXPECTATIONS

An effective coordinator will encourage all children in the congregation and community to grow in faith as Christian disciples. The coordinator will work with other church and community leaders to address the needs of children so that all of God's children grow in strength and wisdom. Children's ministry shall be for, with, and by children.

SPIRITUAL GIFTS

A children's coordinator benefits from one or more of these spiritual gifts: servant hood, teaching, exhortation, leadership, administration, helping and shepherding. This leader should show evidence of passion for children's ministry and deep commitment to faith formation of children, prior effective ministry leadership and evidence of active and growing discipleship. This person demonstrates a basic knowledge of child development and understands the importance of providing a safe environment for children.

Useful skills for this position are the ability to listen to and communicate with people of all ages, work with other ministry leaders, delegated responsibility and follow up to complete tasks.

This leader should show genuine interest in responding to the hopes and concerns of children in your community.

RESPONSIBILITIES

The coordinator of children's ministry will be attentive to the hopes, concerns and needs of children in your community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors. Identify key people in the congregation and community who are advocates for children's needs and issues.

The coordinator needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry by, with, and for children and their families. Pray intentionally for children and their families.

This leader will advocate that all children are welcome and expected to be vital participants in the full life of the church.

The coordinator will work with others to plan and carry out ministry with children in a varied and wide-ranging program that includes worship, study, fellowship, service opportunities and so forth. The coordinator will advocate for quality leadership and sufficient funding.

The coordinator will intentionally communicate with parents, families, children's ministry leaders in other churches, other denominations and non-profits so that there are multiple opportunities for children to thrive.

The coordinator will guide the work of the children throughout the year, including planning its agendas and presiding at its meetings.

The coordinator will work with other leaders to learn about curriculum and other resources available for children in order to help teachers and group leaders select appropriate resources for study and growth.

ACCOUNTABILITY

The coordinator is accountable to the charge conference through the church council.

AUDIO/VISUAL

Current position held by Ron Wolfe

OVERALL EXPECTATIONS

The audio/visual group takes the responsibility for the sound and visual programs for church activities, I.e. church services, special music and other services in/out of doors.

SPIRITUAL GIFTS

An audio/visual coordinator will benefit from one or more of these spiritual gifts: exhortation, knowledge, administration, and helping.

Useful skills for this position are the ability to listen to and communicate with people of all ages, the ability to work with leaders of other ministry groups.

RESPONSIBILITIES

The audio/visual group is made up of volunteers from the church. There will be an Audio/visual coordinator nominated from the church nominations committee and elected by the church's charge conference. Volunteers will be from the church membership to carry out the needs of the church.

The A/V coordinator will assist in the training and use of sound and visual equipment to the volunteers.

The volunteer responsibilities are as follows:

1. Testing all microphones before the morning service including wireless units.
2. Testing of other wireless devices for proper operation and battery life.
(Wireless mikes and assisted listening units as needed)
3. Set up microphones for special events.
4. Set up for special outdoor events and Easter Sunrise Service.
5. Set up and test sound equipment in the Celebration Hall for events and for summer church services.
6. Set up and operation of church projector and computer to show visual slides and videos.
7. To record Sunday morning services and special events, I.e. Easter, 4th of July, etc. To make audio CD's for shut-ins and others as requested.
8. To repair cables for microphone as needed.
9. To request through the office batteries for wireless unit.
10. From time to time the A/V coordinator will request replacement of certain sound equipment items. The coordinator will submit an annual budget to the budget committee for the coming year, no later than November 15th. All major purchases will be taken to the finance committee for action.

ACCOUNTABILITY

The Audio Visual group is accountable to the local church Worship committee and in turn to the local church council. The AV coordinator will meet with the Worship Committee as needed.

MEMBERSHIP SECRETARY

Current position held by Mona Faye Williams

OVERALL EXPECTATIONS

An effective membership secretary will keep accurate membership records, will help the congregation know its current reality and will help build a plan for growth in professions of faith, baptisms, members, and discipleship. To follow the Book of Discipline regarding the classifications of membership.

SPIRITUAL GIFTS

The membership secretary position will be enhanced by a person who has gifts of servant hood, helping and administration. This role benefits from an adaptable person who understands the changing cultural understanding of membership and can work with individuals and the pastor to facilitate membership categories of the book of discipline.

Skills for this position include an ability to communicate well by listening, speaking, and writing; willingness to tend to details; experience in record keeping; and an interest in learning.

RESPONSIBILITIES

Cooperate with the Church administrative secretary to keep accurate, up-dated lists of members with current addresses, phone numbers and date of origin of membership

Record data to reflect any family members who may be non-members ,baptized children, unapprised children awaiting confirmation..

Keep accurate records of members who move to another town or transfer to another Methodist church or other denomination. If possible find out the reason for the move.

Prepare accurate count of members to report at annual charge conference including members who have moved membership and reason, members who no longer have accurate addresses and/or phone numbers, and number of new members for current year.

Prepare list for annual charge conference to record names of members who are inactive and have no active addresses or phone numbers. These names must be reported at two consecutive charge conferences before names can be removed from membership.

Be responsible for organizing the attempt to confirm current addresses and phone numbers of inactive members before annual, scheduled charge conference. This can take the path of mailed cards to recorded addresses and/or phone calls to

recorded numbers regarding the status of current membership at Avalon United Methodist Church.

Be responsible for staying up to date on any changes in the Discipline regarding church membership.

ACCOUNTABILITY

This person is accountable to the charge conference through the church council.

LAY MEMBER OF ANNUAL CONFERENCE (ALTERNATE)

Current position held by Mona Faye Williams

OVERALL EXPECTATIONS

An effective alternate lay member of annual conference informs the congregation about the United Methodist Church in the conference and around the world. This person attends annual conference sessions as a member from the congregation and interprets the actions to the congregation. An effective lay member builds the connection between the congregation and all United Methodist Churches. An effective lay member is especially interested in connecting the church of God with people who are not yet part of it.

SPIRITUAL GIFTS

An alternate lay member of annual conference benefits from one or more of these spiritual gifts: servant hood, teaching, compassion, faith, discernment, apostleship, leadership and wisdom. This leader must be a member of the congregation for at least four years preceding the election. This leader needs to enjoy learning about issues, programs and hopes of people in the community and congregation and have an interest in learning about parliamentary procedure and church structure. Other qualifications to consider for this leader are listening and teaching skills, speaking, writing, and an aptitude for networking ideas with others.

RESPONSIBILITIES

The alternate lay member of annual conference needs to become knowledgeable about the structure and ministries of the annual conference, the United Methodist Church, and the congregation.

During the conference session, this leader will participate in discussions, debates, voting and all other activities of annual conference in the absence of the lay member.

This leader needs to engage in spiritual practices that build attentiveness to God's will and direction.

The alternate lay member of conference is a communicator and collaborator who helps the congregation understand the actions of annual conference and carries the needs and concerns of the congregation to annual conference.

This leader participates fully as a member of the church charge conference and with other church committees as necessary, such as finance committee, PPR and church council, when the lay member is unable to do so..

ACCOUNTABILITY

This leader is accountable to the charge conference through the church council.

LAY MEMBER OF ANNUAL CONFERENCE

Current position held by Aubrey McClain

OVERALL EXPETATIONS

An effective lay member of annual conference informs the congregation about the United Methodist Church in the conference and around the world. This person attends annual conference sessions as a member from the congregation and interprets the actions to the congregation. An effective lay member builds the connection between the congregation and all United Methodist Churches. An effective lay member is especially interested in connecting the church of God with people who are not yet part of it.

SPIRITUAL GIFTS

A lay member of annual conference benefits from one or more of these spiritual gifts: servant hood, teaching, compassion, faith, discernment, apostleship, leadership and wisdom. This leader must be a member of the congregation for at least four years preceding the election. This leader needs to enjoy learning about issues, programs and hopes of people in the community and congregation and have an interest in learning about parliamentary procedure and church structure. Other qualifications to consider for this leader are listening and teaching skills, speaking, writing, and an aptitude for networking ideas with others.

RESPONSIBILITIES

The lay member of annual conference needs to become knowledgeable about the structure and ministries of the annual conference, the United Methodist Church, and the congregation. This leader will attend all sessions of annual conference arrange for an alternate to be seated. During the conference session, this leader will participate in discussions, debates, voting and all other activities of annual conference.

This leader needs to engage in spiritual practices that build attentiveness to God's will and direction.

The lay member of conference is a communicator and collaborator who helps the congregation understand the actions of annual conference and carries the needs and concerns of the congregation to annual conference. This leader participates fully as a member of the church charge conference and with other church committees as necessary, such as finance committee, PPR and church council.

ACCOUNTABILITY

This leader is accountable to the charge conference through the church council, of which he is a member.

BUILDINGS AND GROUNDS

OVERALL EXPECTATIONS

This person will function as a Christian steward of the property God has entrusted to the congregation. This includes supervising and maintaining the physical property of the church congregation. They would manage the physical resources to support and strengthen the mission and ministry of the church.

SPIRITUAL GIFTS

This person will benefit from one or more of these spiritual gifts: servant hood, helping, leadership, administration and giving. The chairperson should show evidence of prior leadership especially in the area of stewardship of assets.

Useful knowledge and skills for this position are knowledge of property and asset management, ability to listen to and communicate with other ministry leaders.

RESPONSILILITIES

Avalon owns a lot of buildings and acreage, therefore, this position is one that entails a lot of time and effort. Consequently it may be necessary for this person to enlist as many others as needed to insure that everything gets done that needs to be done in a timely manner.

It would be impossible to list all the potential problems that might occur to the facilities, however, common sense and due diligence would be good guidelines. Certainly periodic inspections of all buildings and grounds should be done and so recorded in a maintenance log.

When a problem comes up that is beyond the persons capabilities, they should seek appropriate help to resolve the issue. If it is an extremely large item it should be brought to the attention of chairperson of the trustees for disposition.

Any maintenance of the parsonage or grounds will be done after receiving a written request from the parsonage committee chair.

ACCOUNTABILITY

This person would be accountable to the chairperson of trustees and the church council.

PARSONAGE

Current position held by Floyd Herman

OVERALL EXPECTATIONS

This person will work with other church leaders to address the needs and opportunities so that families and people of all ages will grow as Christian disciples to fulfil the vision and mission of the church.

SPIRITUAL GIFTS

This person would benefit from one or more of these spiritual gifts: servant hood, leadership, administration, helping and shepherding.

This leader should show evidence of passion for family ministry and leadership in discipleship.

Useful skills for this position are the ability to listen to and communicate with people and to delegate responsibility while following up on a task.

This person should show genuine interest in responding to the hopes and concerns of the pastor and his family.

RESPONSIBILITIES

This person may select additional persons to assist in carrying out the functions necessary.

The primary responsibility is to insure that the parsonage is properly maintained. They will make at least an annual inspection and review, along with the coordinator of the trustees, of the parsonage. If there are any maintenance issues they will be put in writing and turned over to the trustees for their consideration. They will consult with the pastor on matters pertaining to the parsonage at any time to insure that it is maintained in the building is okay.

This group would facilitate the transfer of one pastor out of the parsonage and another one in. There are many ramifications of such an undertaking, therefore a lot of planning and coordination must be done before the physical move.

This person would decide if it can be done with local volunteers or if it needs to be done by a licensed professional. If the latter, then this person would get bids, select the carrier, and oversee the move. In either case, care would be used on the families personal items.

The facilities should be mutually respected by the pastor's family as the property of the church and by the church as a place of privacy for the pastor's family.

ACCOUNTABILITY

This person would report to the coordinator of nominations and leadership as well as to the council.

MEMORIALS

Current position held by Katye Reed

OVERALL EXPECTATIONS

An effective memorial person will keep accurate records of all matters relating to memorials. Will work with the church secretary to ascertain all contributions and will handle all phases in a confidential manner. Be available to inform and assist any one in the congregation on any issues concerning memorials.

SPIRITUAL GIFTS

This leader will benefit from one or more of these spiritual gifts; administration, helping, giving and faith.

Useful skills and experience for this position are interest in record keeping, ability to keep detailed, accurate records and maintain appropriate confidentiality.

RESPONSIBILITIES

Would work with the church secretary as needed to carry out the functions dealing with memorials.

Secure all necessary cards, stamps and related supplies as needed.

Submit a budget to budget committee not later than November 15th for next year's needs.

Would work with the financial chairperson as needed to carry out any aspects that relate to money and memorials.

Send a form note card that the church has made to each person who has lost a loved one listing the names of all those that made memorials or honorariums.

Send another printed card thanking all non-members of our church for their donation.

When a request for memorial funds is made, make sure there is a good understanding of the request, so that the committee can act on the request without any misunderstanding.

After a few months all information, all information concerning a memorial or honorarium will be shredded to insure privacy of this information.

ACCOUNTABILITY

This person would be accountable to the person or persons who made the memorial and to see that it was carried out as it should.

CHURCH HISTORIAN

Current position held by Phyllis Strawbridge

OVERALL EXPECTATIONS

An effective historian will document the historical identity of a congregation with orderly records so that heritage will be preserved and can be built on into the future. The congregation can easily trace its efforts of the past for fulfilling the mission of making disciples of Jesus Christ for the transformation of the world.

SPIRITUAL GIFTS

A church historian benefits from one or more of these spiritual gifts: servant hood, knowledge, discernment and administration. This leader should show evidence of an interest in history, the ability to gather information from several sources and skills in organizing, classifying and preserving historical material. The historian should have the ability to listen to and communicate with people of all ages, compile creative displays and plan programs and events to share the history of the congregation.

The historian should show genuine interest in the community's history and connection with the congregation's past.

RESPONSIBILITIES

The historian will review the historical materials and collections of the congregation in order to determine what needs to be done to update, preserve, and interpret the material to people of all ages.

The historian will keep records in good order and interpret the history to others, particularly emphasizing the history of faith and the impact of "lived faith" on the larger community.

The historian will document events and collect materials to add to the historical record of the congregation.

The historian will build a team of interested people who can help with the task.

The team will lead the congregation in celebration of the annual Heritage Sunday and other efforts for congregational or community celebration of history. The team will link with organization, people and resources in and beyond the congregation that are concerned with history.

ACCOUNTABILITY

The historian is accountable to the charge conference through the church council.

PRAYER ADVOCACY

Current position held by Ida Fowler

OVERALL EXPECTATIONS

An effective leader will help the congregation recognize that prayer is essential to a life of Christian discipleship. The congregation will become stronger in the spiritual practice of prayer. The congregation will be led by God's Spirit in fulfilling the mission of making disciples for the transformation of the world.

SPIRITUAL GIFTS

This ministry coordinator benefits from one or more of these spiritual gifts: servant hood, teaching, exhortation, wisdom, discernment, administration and helping.

This leader should show evidence of an active and growing prayer life and a desire to teach and encourage others to pray.

Useful skills for this position are the ability to listen to and communicate with people of all ages, work with other ministry leaders, model and teach a variety of way of praying, organize teams, delegated responsibility and follow up to complete tasks.

This leader should show genuine interest in responding to the hopes and concerns of people in the community.

RESPONSIBILITIES

The advocate will work with others to coordinate the planning and implementation of a comprehensive prayer ministry for the congregation.

This leader will identify, equip, and support people who are praying for all aspects of congregational life as well as for the overall goals of the congregation.

The advocate will be familiar with curriculum resources for teaching prayer, facilitate their use and be able to recommend appropriate resources for all age levels and faith stages.

This leader will link with organizations, people and resources in and beyond the congregation that are concerned with Christian prayer. This group of dedicated persons will devote the necessary time to express their thanksgiving and needs to a living God. The essence of prayer is talking to God as you would to a beloved parent. It is intimate and loving communication. The passions of the heart will come out in prayer. All the infinitely rich and inexhaustible resources of heaven are available for us as God responds to our prayers.

Jesus gave the disciples a model prayer as a guide which all people can use. If, however, you are still uncomfortable, remember that the Bible says that the Holy Spirit will assist you. God hears and God answers.

FAMILY NIGHT FELLOWSHIP

Current position held by Mary Herman

OVERALL EXPECTATIONS

An effective chairperson will work with others church leaders to address the needs and opportunities of the congregation for fellowship of all ages. This will be a good opportunity for growth as Christian disciples to fulfill the vision and mission of the church.

SPIRITUAL GIFTS

This person could benefit from one or more of these spiritual gifts: servant hood, encouragement, leadership, administration, helping and shepherding.

Useful skills for this position are the ability to listen to and communicate with people of all ages, work with other ministry leaders, delegate responsibility and follow up to complete tasks.

RESPONSIBILITIES

This person may select others to assist in this function.

The primary function of this group is Wednesday night suppers.

They will set up procedures for attendance and payment for the meal in conjunction with the caterer.

Someone will contact the caterer as to the number of persons attending on Tuesday morning.

Monies will be collected on Wednesday prior to the meal and deposited in the church office.

Kitchen staff

Various Sunday school classes will act as servers based on a schedule put together by the chairperson.

This group is also responsible for cleanup.

This group will see that the room and other equipment necessary for the function is taken care of (including special occasions)

The kitchen crew prepares and delivers meals to shut-ins.

This group will order all needed supplies for the Wednesday functions and will submit a budget for next year's needs, to the budget committee no later than November 15th.

PASTOR, Following the meal, the pastor or someone he designates will conduct a bible study.

ACCOUNTABILITY

Would get feedback from those attending to see if the food and service met their expectations and make appropriate changes to reflect the desires of the majority.

NOMINATIONS AND LEADER DEVELOPMENT

OVERALL EXPECTATIONS

An effective committee identifies, develops, deploys, evaluates, and monitors Christian spiritual leadership so that the congregation carries out the ministries for transformation of the community. The committee guides church leaders on matters regarding laity leadership of the congregation.

SPIRITUAL GIFTS

One third of this committee is elected annually by the charge conference. Elect people who have one or more of these spiritual gifts: administration, discernment, exhortation, helping, knowledge, servant hood, teaching and wisdom. Members should show evidence of growing discipleship and willingness to help others identify their places of ministry. The book of Discipline states that the pastor shall be chair of the group and a layperson shall be vice-chair who may represent the committee at meetings of the church. There shall not be more than nine people on the committee, and one person shall be a young adult.

RESPONSIBILITIES OF THE COMMITTEE

Members of this committee shall be engaged in and attentive to their own Christian spiritual lives. Individually and corporately, the committee helps members of the church identify their calls from God, their leadership gifts and places for Christian service.

This committee leads the congregation to understand that God gives gifts, skills and experiences to every individual within the Body of Christ for ministry. This committee develops a system for becoming familiar with as many persons in the congregation as possible. Help people discover their spiritual gifts. Develop a system for tracking this information and keeping the list up-to date.

The committee works collaboratively with the church council to keep aware of emerging leadership needs of the church. This committee works cooperatively with other groups or individuals to prepare job descriptions that are adapted to the needs and organizational style of the church.

This committee becomes familiar with the leadership positions and matches potential leaders.

The committee presents a nomination list to the charge conference for a church council chair, committee on pastor parish relations, a board of trustees, a committee on finance, a lay member to annual conference and a lay leader. The committee works throughout the year to name other leaders for the ministry that fulfills the mission of the congregation.

RESPONSIBILITIES OF CHAIRPERSON (the pastor)

Work with the lay person who is co-chair to plan agendas and lead meetings.
Work with the church council to develop a comprehensive plan for connecting growing Christian disciples with service opportunities.

Report to the church council and the charge conference a list of people nominated by the committee who have agreed to serve in positions that the charge conference elects.

Provide resource materials and training opportunities for congregational leaders.

MUSIC DIRECTOR

Current position held by Diana Boensel

OVERALL EXPECTATIONS

An effective leader will guide the congregation to spread the gospel message of God's love through music. The congregation will support this effort by providing the people and related equipment necessary to achieve that objective.

SPIRITUAL GIFTS

This leader would benefit from one or more of these spiritual gifts: servant hood, leadership, compassion, helping and administration.

This person should show evidence of passion for music and helping others to be a part of the musical team.

Useful skills for this position are the ability to listen to and communicate with people of all ages, genuine interest in and a desire to bring out the best in people.

This leader would be flexible when needed but would be orderly in regular services.

RESPONSILILITIES

This leader will coordinate the planning and implementation of a comprehensive music program that involves the congregation in the mission of the church.

The person will select the music to be used, in consultation with the pastor as necessary, so that it produces the necessary effect.

This leader will instruct the organist and pianist as to the music selected for any given service.

This person will plan ahead for special musical events such as Easter, 4th of July and Christmas. Will obtain the materials for these functions.

This person will submit a budget no later than November 15th to the chair of finance for the coming year.

This person will lead the choir and be responsible for their welfare.

This person will also lead the congregational singing on Wednesday and Sunday night services as needed. Playing the piano when needed.

Any special ensembles that are brought in should fall under the music directors' coordinator.

ACCOUNTABILITY

This is a paid position.

NURSERY

OVERALL EXPECTATIONS

This person will encourage the children to grow in the Christian faith. This person will work with other church leaders to address the needs of children, helping them to grow in strength and wisdom.

SPIRITUAL GIFTS

This person would benefit from one or more of these spiritual gifts: servant hood, teaching, encouragement, helping and shepherding. This person should show evidence of passion for children's ministry and commitment to faith formation of children. This person demonstrates a basic knowledge of child development and understands the importance of providing a safe environment for children.

Useful skills for this position are the ability to listen to and communicate with parents and other ministry leaders. Also to delegate responsibility when needed and follow up to complete tasks.

This person should show genuine interest in responding to the hopes and concerns of the children.

RESPONSIBILITIES

This person may from time to time seek volunteers to help.

This is a paid position.

The primary responsibility is to see that the young ones are cared for in a proper manner.

They will insure that the facilities and associated equipment is adequate and suitable for youngsters.

The hours of operation will be established by the pastor and appropriate records will be maintained.

This person will talk with parents and others concerning the activities and any problems that might develop.

This person will personally do the following functions:

1. Lock and unlock the nursery.
2. Ensure there is hand sanitizer and tissue on hand.
3. Makes sure heat, air, and lights are turned off.
4. Maintains first aid kit and emergency supplies.
5. Maintains a "sign in log" with parent contact numbers.
6. Vacuum, dust, wipe surfaces as needed.
7. Keep play areas clean, organized and inviting.

8. Conveys a welcoming environment to both the children
And the parents.
9. Submit a budget to the coordinator of education no later
Than November 1st for next years needs.

ACCOUNTABILITY

This person will report to the PPR chairperson.

CHURCH SECRETARY

Current position held by Elaine Tarpley

OVERALL EXPECTATIONS

An effective staff assistant will be responsible for the daily office duties and functions of the church office. This person should be flexible in carrying out those duties, in order that the vision of the church is always the highest priority. This person would be able to handle normal routine problems as they develop and refer major ones to the proper person. Should be able to work with a minimum supervision. This person should be able to plan their activities, in such a manner, so that everything is accomplished in an orderly and timely way. This person should be able to communicate with all church committee persons and handle their requests and concern related to the positions direct responsibilities. (especially with matters relating to money)

SPIRITUAL GIFTS

This leader benefits from one or more of these spiritual gifts: administration, helping, leadership, discernment, and wisdom.

Useful skills and experience for this position are skills in office management and financial record keeping. The ability to keep detailed, accurate records and maintain appropriate confidentiality.

The person should have the necessary computer skills to format data to be useful and understandable for presentations, i.e. spread sheets.

This person needs to have a positive work ethic and is able to follow through to ensure that all items of the job are completed in a proper method.

RESPONSIBILITIES

1. Act as secretary to staff and Pastor by:
 - A. Answering incoming telephone calls
 - B. Taking messages for Pastor and staff and keep them Informed of any needs within the congregation.
 - C. Preparing and mail out correspondence requested.
 - D. Receive and distribute mail and literature coming to Office.
 - E. Attend staff meetings as requested and record minutes.
2. Act as office receptionist.
3. Prepare bi-weekly mail-out bulletins; prepare Sunday worship bulletins and any special service bulletins. Also type and print any inserts needed for insert into bulletins. Edit these items to assure accuracy and quality per Pastors approval.

4. Responsible for coordinating church calendar of all events and activities of the church as planned.
5. Pass along information and requests to the proper person for events meetings, etc.
6. Keep computer up to date on all member information given by Membership Secretary and write for membership transfers in/out as given by Membership Secretary or Pastor..
7. Establish and Maintain all records and office files.
8. Order all office supplies and any materials requested by Sunday School classes.
9. Receive requests for use of church facilities; provide information on church use guidelines, and collect fees and submit to Treasurer.
10. Post reservations/cancellations for Wednesday Night Supper.
11. Pick up Sunday offerings from S B & T bank. Verify weekly offerings with amount counted by Finance Committee members. Post offerings into member's statements using ACS accounting software, prepare deposits and take to S B & T bank.
12. Prepare offering information for bulletin (general fund).
13. Forward information on memorials received to Memorials Chairperson.
14. Prepare and mail out contribution statements on a quarterly basis. Mail out contribution statements to all that gave monies in the prior year by January 31 of each year.
15. Send out letters and pledge cards for Stewardship campaign in September for the coming year.
16. Enter pledges into ACS for the coming year, by end of current year, and/or as they come in.
17. Help the Pastor with annual statistical reports, usually in January of each year.
18. Prepare weekly accounts payable disbursements and post to general ledger. Mail disbursements after signature by Church Treasurer.
19. Prepare, get signed and deposit a monthly check into checking account at Bank of America prior to mortgage payment being withdrawn, currently withdrawn on the 24th of each month.
20. Prepare weekly payroll and post to general ledger. Distribute payroll checks after signature by Church Treasurer.
21. Set up online payment to EFTPS for prior months payroll taxes due by 15th of each month.
22. Post monthly direct withdrawals from bank to ACS for Mitchell EMC, payroll taxes and mortgage payments.
23. File 941 tax return, quarterly and GA quarterly return.
24. Prepare annual W-2 forms, distribute to employees by January 31 and file with

Federal and State agencies by February 28 of each year.

25. Reconcile bank statements.
26. Prepare monthly financial statements (Revenue & Expense report and check register). Prepare finance report summary for upcoming Finance & Church Council meetings. Attend monthly finance committee meetings.
27. Begin the budget process in August for the coming year by sending out budget requests to committee chairs. Post annual budget into ACS after Finance Committee approves.
28. Prepare reports for various committees as requested by committee chairs.
29. Prepare reports for annual Charge Conference, usually in October.
30. Maintain and file financial reports, invoices and other accounting records.
31. Assist office staff with various projects as they arise.
32. Assist church members as needs arise.
33. Work closely with the pastor under the supervision of the Staff/Parish Relations Committee in the church administrative affairs.
34. Perform other duties as may be assigned.

ACCOUNTABILITY

This person is accountable to the Pastor and other paid staff. They are also accountable to the congregation for ensuring that the administrative affairs of Avalon are carried out properly.

STAFF / PASTOR-PARISH RELATIONS

Current position held by Terri Stumpe

OVERALL EXPECTATIONS

An effective committee builds a strong positive relationship between staff and congregation so that the congregation makes disciples of Jesus Christ for the transformation of the world. This committee will work with the lead pastor and other staff to fulfill legal and ethical responsibilities related to staff.

SPIRITUAL GIFTS

Individuals on this committee benefit from one or more of these spiritual gifts: exhortation, wisdom, discernment, administration, shepherding, helping, servant hood and leadership. This committee should be diverse in age, experience, and interests, bringing all interests of the ministry to the attention of the staff. Some experience in human relations, personnel management, and communications is helpful. These individuals must listen well to both staff and people of all ages in the congregation while keeping a focus on this mission of the church. This committee must be able to maintain confidentiality.

RESPONSIBILITIES OF THE CHAIRPERSON

The chair is the congregation's primary connection with the district superintendent and bishop related to the appointed leadership of the congregation. This individual leads the committee by preparing and communicating the agenda for meetings, leading the meetings and following up actions by assigning responsibility for implementation. This person should become familiar with United Methodist resources and organization.

RESPONSIBILITIES OF THE COMMITTEE

Individuals maintain a healthy and growing personal spiritual life. The committee shall engage in biblical and theological reflection about the mission of the church and biblical leadership.

This committee shall encourage, strengthen, nurture, support, and respect the pastor and staff and their families. They confer regularly about the personnel conditions and issues that affect the congregation's total ministry, including healthy life-work balance.

They shall help the staff set priorities.

This committee communicates openly and regularly with the pastor, staff, and congregation. In consultation with the pastor and with awareness of the strategy of the church leadership team, this committee recommends staff positions needed and develops and approves written job descriptions and titles for staff.

This committee recommends compensation, travel, housing, and other financial matters to the church council through the finance committee. In consultation with the pastor, the committee recommends to the church council a written statement of policy and procedures for hiring, evaluating, promoting, retiring, and dismissing staff members who are not subject to Episcopal appointment.

This committee is responsible for carrying out, through appropriate agencies, proper screening (including background checks) for lay employees and volunteer staff.

This committee weighs several factors as they meet with the district superintendent and/or the bishop in an advisory capacity related to clergy leadership. They consider the age and stage of the congregation. They must have an understanding of feelings and desires within the congregation about the pastor's leadership and appointment. They also consider the culture and needs of the community around the church.

This committee provides an annual evaluation of the pastor and other staff for ongoing effective ministry.

This committee enlists, evaluates and annually recommends to the charge conference candidates for professional ministry.

The work of the committee may include sub-teams (such as a parsonage committee or volunteer staff committee; the committee on nominations and leader development may help identify people for these groups.

ACCOUNTABILITY

This committee would be accountable to the church council and the district superintendent. On some occasions to the bishop.

CHAIRPERSON OF TRUSTEES

Current position held by Neal Stevens

OVERALL EXPECTATIONS

Effective trustees will function as Christian stewards of property God has entrusted to the congregation. This includes supervising and maintaining both the physical property of your congregation and gifts made to the congregation so that the ministries of the congregation can be effective and all legal requirements related to property are satisfied. You are the Keepers of God's house" and your ministry ensures that the facilities and residences are functional.

There shall be no fewer than three nor more than nine and at least one third should be laywomen. They should be divided into three classes and serve a term of 3 years.

SPIRITUAL GIFTS

Trustees benefit from one or more of these spiritual gifts: servant hood, helping, discernment, leadership, administration and giving. The chairperson should show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and exhibit evidence of active and growing discipleship. Useful knowledge and skills for this position are knowledge of property and asset management, ability to listen to and communicate with people of all ages and ability to work with other ministry leaders. The chair shall show prior ability to presided over meetings, delegate responsibility and follow up to complete tasks. Trustees should show genuine interest in responding to the hopes and concerns of people in the community and show willingness to partner with community interests.

RESPONSIBILITIES

This leader guides the work of the trustees throughout the year, including preparing and communicating the agenda for meetings, leading the meetings, following up on plans by assigning responsibility for implementation and coordinating both routine and special maintenance of church property, including endowments, trust funds, and gifts made to the congregation.

The chairperson should maintain a healthy and growing spiritual life.

This person needs to become familiar with disciplinary and legal requirements related to church property and with United Methodist resources and organization.

This person should consult regularly with the pastor about property matters.

This person would help new trustees each year to recognize the biblical and theological reasons that under gird our work.

This person would participate with other committees as necessary.

The first task of business each term shall be to elect officers. The officers shall consist of Chairperson, Vice-chairperson and Secretary.

This person should be able to evaluate any and all aspects of purchase and/or sale of property (real or otherwise).

This person will follow and use the guidelines spelled out in the book of discipline, sections 2537, 2539, and 2544 for any purchase. They will also adhere to sections 2540 and 2541 for any sale.

This person should be able to read and interpret the language of all insurance policies as to coverage. Also maintain a complete file of all policies in place and their expiration dates. These files would be reviewed at least annually and more often if necessary.

This person should be able to put together the specifications for a bid if it is felt that additional coverage is needed. Also, possibly to rebid the same coverage if it has been a number of years since it was last done.

All insurance related documents as well as all property related files should be stored in a safe place off site.

A majority of the members trustees shall constitute a quorum.

RESPONSIBILITIES OF THE COMMITTEE

This team, subject to the direction of the charge conference, has oversight of the use and care of all local church property, buildings, and equipment to further the mission of the church. This is done in consultation with the pastor.

This team and individual trustees need to engage in spiritual practices that build a relationship of attentiveness to God's will and direction. Church administration and attentiveness to daily affairs can distract the team from the mission of making disciples of Jesus Christ for the transformation of the world. Trustees need to hold each other accountable to the mission and vision of the Church.

Trustees receive and administer all gifts made to the congregation, making certain that trust funds of the congregation are invested properly.

Trustees ensure that the Articles of Incorporation of the congregation are kept up-to-date.

Trustees annually review property, liability, and crime insurance coverage on church-owned property, buildings and equipment.

Trustees conduct an annual accessibility audit of buildings and grounds to discover and then work toward eliminating barriers that impede the full participation of all people.

The team submits annual budget requests to the committee on finance for property maintenance and improvement and new property purchases.

The powers of the committee are spelled out in Section 2533 of 2012 Discipline.

ACCOUNTABILITY

Trustees are accountable to the charge conference and the church council.

SUNDAY SCHOOL SUPERINTENDENT

Current position held by John Creel

OVERALL EXPECTATIONS

An effective superintendent will coordinate and implement the Sunday School so that the congregation will have an effective ministry of nurturing Christian faith, building community, and equipping people of all ages for ministry as Christian disciples in daily life.

SPIRITUAL GIFTS

This leader benefits from one or more of these spiritual gifts: servant hood, exhortation, leadership, wisdom, faith, administration, helping and shepherding. This leader should show evidence of passion for nurturing the Christian faith of others.

Useful skills for this position are the ability to listen to and communicate with people of all ages and the ability to connect individuals with others who support and encourage each other as they grow together in faith and discipleship.

This leader should demonstrate experience in Christian education and skills for developing programs in the church.

RESPONSIBILITIES

This leader will work cooperatively with the education and nurture teams in order for the congregation to grow and develop as disciples of Jesus Christ.

The superintendent will keep records of groups for annual report to the charge conference.

The superintendent will develop and carry out plans to promote attendance and participation in church programs functions and growth of Sunday School.

The leader will be familiar with curriculum resources in order to make recommendations for the various classes.

This leader may make recommendations of teachers and leaders to the church council.

This person needs to understand that their duties are pretty well defined and must be carried out in an orderly and timely manner. Those duties are as follows:

1. Be at the church no later than 8:30A.M. every Sunday morning.
2. Unlock all doors of the buildings that are used by Sunday School classes.
Lock and secure after services.
3. Distribute Sunday School envelopes to each class.
4. Turn on heating and/or air conditioning equipment in appropriate classes.
5. Make coffee in the fellowship Hall (formula is written out).
6. Ring the call to worship bell at 9:45A.M.

7. Approximately 10:00 A.M. go to the various class rooms to collect the envelopes.
8. Tally the results in the Sunday School binder (determine attendance percentage - total present this day and what it was the same date last year - total the amount of money collected.
9. Empty coffee pot - wash it and put it away.
10. Post the figures from above on plaques located in the Fellowship hall and in the sanctuary.
11. Place the money in the appropriate bank bag in the church office and the attendance data on the church secretaries desk.
12. On the first Sunday of each month present the attendance trophy to the appropriate class.

These duties and responsibilities are the same for the assistant Sunday School Superintendent. Therefore, they should decide between them who will do what on any given Sunday.

This person should be available to help any class in any way with their needs including finding teachers.

ACCOUNTABILITY

This leader is accountable to the charged conference through the church council.

SUNDAY SCHOOL SUPERINTENDENT (ASSISTANT)

Current position held by Richard Griffin

OVERALL EXPECTATIONS

An effective superintendent will coordinate and implement the Sunday School so that the congregation will have an effective ministry of nurturing Christian faith, building community, and equipping people of all ages for ministry as Christian disciples in daily life.

SPIRITUAL GIFTS

This leader benefits from one or more of these spiritual gifts: servant hood, exhortation, leadership, wisdom, faith, administration, helping and shepherding. This leader should show evidence of passion for nurturing the Christian faith of others.

Useful skills for this position are the ability to listen to and communicate with people of all ages and the ability to connect individuals with others who support and encourage each other as they grow together in faith and discipleship.

This leader should demonstrate experience in Christian education and skills for developing programs in the church.

RESPONSIBILITIES

This leader will work cooperatively with the education and nurture teams in order for the congregation to grow and develop as disciples of Jesus Christ.

The superintendent will keep records of groups for annual report to the charge conference.

The superintendent will develop and carry out plans to promote attendance and participation in church programs functions and growth of Sunday School.

The leader will be familiar with curriculum resources in order to make recommendations for the various classes

This leader may make recommendations of teachers and leaders to the church council.

This person needs to understand that their duties are pretty well defined and must be carried out in an orderly and timely manner. Those duties are as follows:

1. Be at the church no later than 8:30 A.M. every Sunday morning.
2. Unlock all doors of the buildings that are used by Sunday school classes. Lock and secure after services.
3. Distribute Sunday school envelopes to each class.
4. Turn on heating and/or air conditioning equipment in appropriate classes.
5. Make coffee in the fellowship hall (formula is written out).

6. Ring the call to worship bell at 9:45 A.M.
7. Approximately 10:00 A.M. go to the various class rooms to collect the envelopes.
8. Tally the results in the Sunday School binder (determine attendance percentage - total present this day and what it was the same date last year - total the amount of money collected.
9. Empty coffee pot - wash it and put it away.
10. Post the figures from above on plaques located in the Fellowship hall and in the sanctuary.
11. Place the money in the appropriate bank bag in the church office and the attendance data on the church secretaries desk.
12. On the first Sunday of each month present the attendance trophy to the appropriate class.

These duties and responsibilities are the same for the assistant Sunday School Superintendent. Therefore, they should decide between them who will do what on any given Sunday.

This person should be available to help any class in any way with their needs including finding teachers.

ACCOUNTABILITY

This leader is accountable to the charged conference through the church council.

YOUTH AND CHILDREN MINISTRIES

Current position held by Leigh Warren

OVERALL EXPECTATIONS

An effective youth coordinator will work with other church and community leaders to address the needs of youth and maximize opportunities so that all youth grow in strength and wisdom. Youth ministry shall be for, with, and by youth. The coordinator will maximize opportunities so that all youth will experience growth in their faith and wisdom through experiencing the Holy Spirit in their life.

SPIRITUAL GIFTS

The youth coordinator benefits from one or more of these spiritual gifts; servant hood, teaching, exhortation, leadership, administration, helping and shepherding. This leader should show evidence of passion for youth ministry, prior effective ministry leadership and evidence of active and growing discipleship. This person demonstrates a basic knowledge of youth development with appropriate challenge and safety.

Useful skills for this position are the ability to listen to and communicate with people of all ages and the ability to work with other adults, youth ministry leaders and youth. Delegate responsibility and follow up to complete tasks. This leader should show genuine interest in responding to the needs and concerns of youth in the community.

RESPONSIBILITIES

The leader of youth ministry will be attentive to the hopes, concerns, and needs of youth in the community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors. Identify key people in the congregation and community for collaboration and advocacy for young people's issues.

This person needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry by, with and for youth.

This leader will advocate that all youth are welcome. The coordinator will raise the congregational awareness of the needs and contributions of youth in the community and the world.

This person will promote the understanding of Christian vocation in daily life, while building a better understanding of God's call for all Christian.

This person will advocate for quality leaders and excellent mentors who encourage young people to develop their own gifts, skills, strengths and ideas.

This person will work with others to plan and carry out ministry by, with and for

youth in a varied and wide-ranging programs that include worship, study, fellowship, service opportunities and so forth.

This person will communicate with organizations, people and resources in the community that relate to youth and seek to connect the congregation with the community for a strong program.

This person will guide the work of the youth throughout the year, including planning its agendas and presiding at its meeting.

This person will training as needed for both the youth and for those who assist in the work of this committee.

This person will be available for counseling for both the youth and with any parent to discuss any child or youth related issue.

This person will draw up a yearly budget for the committee, no later than November 15th and submit same to the chair of the budget committee.

As time permits, will assist in and serve as a resource person to any other children's ministry of the church.

Will be available to fill the pulpit, conduct funerals, assist the pastor in hospital visitations, etc. in the pastor's absence.

Be available for counseling.

Support youth in their school setting.

Select a balance of men and women to help with youth activities.

Perform other duties as assigned.

ACCOUNTABILITY

Since this is a paid position., this person would be accountable to PPR committee.

YOUTH MINISTRIES

OVERALL EXPECTATIONS

An effective youth coordinator will work with other church and community leaders to address the needs of youth and maximize opportunities so that all youth grow in strength and wisdom. Youth ministry shall be for, with, and by youth. The coordinator will maximize opportunities so that all youth will experience growth in their faith and wisdom through experiencing the Holy Spirit in their life.

SPIRITUAL GIFTS

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This leader should show evidence of passion for youth ministry, prior effective ministry leadership and evidence of active and growing discipleship. This person demonstrates a basic knowledge of youth development with appropriate challenge and safety.

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This leader should show genuine interest in responding to the needs and concerns of youth in the community.

RESPONSIBILITIES

The leader of youth ministry will be attentive to the hopes, concerns, and needs of youth in the community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors.

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