

St. John UCC Organizational Structure

Church Council

Consists of nine members:

- Elders: President
 VP
 Elder
- Trustees: Treasurer
 Financial Secretary
 Trustee
- Deacons: Recording Secretary
 Corresponding Secretary
 Deacon

Functioning Boards

Organized into three boards:

Board of Elders – assists and supports the Pastor in the spiritual, sacramental, pastoral care and nurturing of the congregation. Responsible for the following committees:

Spiritual Life

- Consists of 6 members, 1 of which is an elder
- Keeps a current list of congregation members
- Assists the pastor with pastoral care of the congregation
- Assists with visitation, care and comfort of the sick or members in need of spiritual support and prayer
- Assists the pastor with home and hospital visits
- Assists with confirmations and baptisms
- Acts as lay minister in the absence of the pastor during worship

Constitution

- Consists of at least 3 members of the congregation, one of which shall be an elder from church council
- Meets annually during December & as necessary to consider proposed amendments to the constitution & proposed changes to the by-laws referred by the church council
- Submits its considerations to the church council prior to the January council meeting

Staff Relations

- Consists of 6 members of the congregation
- Evaluates, supports & assists both the professional and personal needs of the pastor and staff
- Negotiates salaries and benefits for the pastor & staff
- Registers work contracts for the church staff

- Listens to any complaints or grievances against the staff or personnel & recommends appropriate action to be taken by the church council or congregation
- Acts as a “pastor to the pastor”

Outreach

- Consists of at least 4 members of the congregation, one of which is an elder from the church council
- Develops and oversees plans for visiting non-members
- Plans events that help promote church growth
- Develops publications promoting the church
- Considers ways to assimilate new member into church programs
- Keeps current bulletin boards of member recognition and new member highlights

Board of Deacons – consists of all leaders and officers dealing with the programming of church activities. Responsible for the following committees:

Christian Education

Worship

- Consists of 3 members in addition to a deacon representative from the church council, the choir director and church organist
- Evaluates, assists and enhances the planning and execution of the worship service
- Oversees the coordination of liturgists, ushers, greeters and other involved in the worship service
- Arranges for elders to serve communion and prepares the elements for communion
- Responsible for maintaining, evaluating and enhancing the décor of the sanctuary and other worship related fixtures

Fellowship Program

- Functions according to their respective guidelines and/or constitutions
- A church council deacon will act as a liaison between the various fellowship programs and the council

Mission Program

- Assists church members in need as well as to support various community projects & extend Christian outreach worldwide
- Collects & distributes needed monies & materials
- Provides educational opportunities to the congregation in the area of various mission projects

Board of Trustees – entrusted with the responsibility of all matters of business management and recording of business transactions on behalf of the congregation and maintenance of properties. Responsible for the following committees:

Stewardship

- Consists of 3 members of the congregation in addition to the financial secretary, treasurer and the building fund chairperson
- Develops and implements a meaningful stewardship program in the areas of time, talents and treasures
- Issues monthly information in the church newsletter and promotes proper education in the area of Christian Stewardship
- In charge of distributing the church offering envelopes
- Submits a church budget to the board of trustees two weeks prior to its annual meeting in November

Maintenance

- Consists of at least 6 members of the congregation, president of the cemetery association, chairperson of the building program and a trustee representative
- In charge of providing yearlong care for the buildings and property of St John UCC
- Establishes a long term maintenance schedule for church buildings, property and equipment
- Secures a coordinator to set up a cleaning schedule
- Oversees snow removal on church property

Cemetery Association

- Governed by the rules & regulations of its respective constitution
- A church council trustee will be a member

Historical Association

- In charge of maintaining the church archives
- Promotes the history of St. John

Endowment Association

- Entrusted with the governing of investing and promoting of financial resources of the endowment and/or memorial funds