

BRECKSVILLE UNITED CHURCH OF CHRIST MINISTRIES

OCTOBER 2020

Date	Updated By	Description
1/14/20	Sue Maier	Initial Draft
10/14/20	Sue Maier	Updated with notes (Coms & Outreach, Leadership Dev Spiritual Life)
10/26/20	Sue Maier	Updated with feedback from Ministries (Membership, Staff/Congregation Relations, Stewardship)

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CHRISTIAN EDUCATION

Purpose Statement: Responsible for providing Christian Education for all ages through a wide variety of learning opportunities, including Sunday morning church school and special education programs throughout the year.

Additional Activities Coordinated by this Ministry: The Christian Education ministry partners frequently with OCWM for fundraising and service efforts to support our many beneficiaries locally, nationally, and internationally. We also partner with the Music Ministry on other activities that primarily include the annual Christmas Pageant.

This Ministry DOES NOT: We are NOT in charge of the nursery. That is a separate staffing and scheduling area. We are focused on education, NOT “childcare.” Any child who attends Sunday school classes must either be potty trained or accompanied by a parent/guardian.

Wish List: I would like us to bring in bigger name speakers, I would like us to have the ability to host more events all-around. Making these things happen require a great deal of time, organization and resources that it is difficult to manage without a dedicated staff member. It would be ideal to someday be able to actually HIRE someone to run this ministry—either a youth pastor or a dedicated Christian Education employee.

COMMUNICATION & OUTREACH

Purpose Statement: The Communication & Outreach Ministry is responsible for facilitating communication flow and coordinating content across the various BUCC media platforms, connecting our members, visitors and surrounding communities, providing engaging information and respectful dialog.

Additional Activities Coordinated by this Ministry:

- Provides communication services for other ministries
- Manages Social Media accounts: Facebook, Instagram, Twitter
- Maintains the BUCC public website: BrecksvilleUCC.org
- Issues Press Releases
- Attends Brecksville Chamber of Commerce meetings
- Provides training and social media awareness to the congregation

This Ministry DOES NOT: Exclusively provide the content that is communicated. We depend on all the other ministries to share their activities and events with us.

Wish List: In order to increase outreach that is targeted to increase our numbers, we sponsor or assist with various events, hosted at BUCC, to which the general public is invited. These have included and could include:

- Last Minute Vendor Marts
- Home Days Welcome Table(s)
- Tea Time for Peace
- Movie Nights
- TED Talk Nights

We assisted with the internal communications associated with the 2020 Visioning process.

FACILITIES

Purpose Statement: The Facilities Ministry serves the congregation by maintaining all church properties including the church and rental properties and surrounding grounds. We provide a safe, welcoming and accessible facility for worship, fellowship activities and outreach ministries. When possible the ministry will perform repair and maintenance tasks to reduce the financial impact on the annual budget. The ministry develops a budget for maintenance expenses which includes the custodial services, hiring contractors and providing for repairs with we cannot do ourselves.

Additional Activities Coordinated by this Ministry: None provided

This Ministry DOES NOT: None provided

Wish List: None provided

FINANCE

Purpose Statement: Responsible for defining, protecting, reporting and enhancing the church's financial resources for ministry. Prepare the annual church budget and monitor and report it's progress. This ministry assists church leadership in financial matters and works with the Treasurer and Financial Secretary to keep our finances in good order.

Additional Activities Coordinated by this Ministry: None provided

This Ministry DOES NOT: None provided

Wish List: None provided

LEADERSHIP DEVELOPMENT

Purpose Statement: Responsible for helping the church to welcome and orient new members, and for helping members identify, cultivate and share their talents for the leadership of the church. This ministry works with Council and the Pastor to identify and recruit members to serve on each of the other ministries.

Additional Activities Coordinated by this Ministry: Help fill ministries and recruit officers. Assist struggling ministries. Put together descriptions of ministries and expectations, get tentative calendar. Organize the search committee when a new pastor is needed.

This Ministry DOES NOT: Anything related to onboarding new church members.

Wish List: Would love to do a Ministry Chair orientation in January that includes the hand-over process and updating the committee notebook. Exit interviews with Pastor to understand responsibilities that should go to ministries.

MEMBERSHIP

Purpose Statement: Responsible for providing all social opportunities for all members.

Additional Activities Coordinated by this Ministry:

Potlucks, ice cream social, church picnic, parties such as birthday and retirement celebrations, includes set up, recruiting and coordinating food donations and cleanup of facilities. The committee coordinates group outings such as baseball games, bowling outings, museum tours and all other social activities. Also the committee joins forces with other church committees for special specific events such as Mardi Gras, the children's Easter egg hunt, Rally Day and Thanksgiving Dinner.

This Ministry DOES NOT: Maintain and update the church directory.

Wish List: Recruit more committee members to share the workload and responsibilities coordinating activities. (Example: At our first committee meeting in January, 2020 all dates for events were coordinated with church office and each committee member took the lead for various annual activities and new activities including rock painting in March, Game night in May, a Lolly the Trolley outing in July and an outdoor autumn event in October. This will be updated eventually for future gatherings.)

Recruit non committee volunteers to assist with set up and clean up with all activities as needed.

OUR CHURCH'S WIDER MISSION (OCWM)

Purpose Statement: Responsible for helping the church relate our faith to significant issues of social concern and justice. OCWM helps us interpret social issues in the light of faith, and involves us in a variety of opportunities for community involvement and benevolence. OCWM helps promote and interpret the United Church of Christ and other local offerings which are collected.

Additional Activities Coordinated by this Ministry: None provided

This Ministry DOES NOT: None provided

Wish List: None provided

SPIRITUAL LIFE

Purpose Statement: Responsible for overseeing and facilitating our church's spiritual life, especially our growth in worship. This ministry provides leadership in worship and supports the Pastor by helping to plan worship and other events in the church's life which help strengthen and deepen our faith. Members of this ministry also facilitate worship by preparing the sanctuary and building for Sunday morning and other worship services.

Additional Activities Coordinated by this Ministry: Scheduling of volunteers to fill roles during the service (head usher, lay reader, ushers, acolyte, peace candle, sound, commons greater, nursery and counters). (NOTE: Sue Stenzel is currently also scheduling servers, snacks and cleanup but we're not sure which ministry this goes with). They also:

- Organizes and serves the meals for the Ash Wednesday and Maundy Thursday dinners.
- Organize Service in the Park in August
- Identify families for the Lighting of the Advent Wreath candles in December.
- Maintain the O&A Bulletin Board

This Ministry DOES NOT: Schedule Flowers or CE teachers

Wish List: Reach out across the congregation for feedback on the service. That volunteers do a better job of tracking the days they are expected to serve and finding replacements when they can't make it. Help with setting up for Ash Wednesday and Maundy Thursday. Who owns setting up and taking down the Christmas tree? This has bounced around.

STAFF/CONGREGATION RELATIONS

Purpose Statement: : Responsible for promoting understanding and harmony between the congregation, pastor and staff in all matters relating to the leadership of the church and for facilitating resolution in the event of conflict. Responsible for developing and updating job descriptions for staff; for hiring and termination; and for developing procedures for and conducting performance reviews for clergy, professional and support staff. Responsible for creating and updating personnel policies as needed.

Additional Activities Coordinated by this Ministry: On an annual basis, Staff/Congregation Relations evaluates the compensation packages of paid staff and submits recommendations to Council for any suggested changes. In addition, recommendations are made for gifts to volunteer staff.

This Ministry DOES NOT: None provided

Wish List: None provided

STEWARDSHIP

Purpose Statement: Responsible for promoting stewardship of all life and for connecting our spiritual commitment of time, talent, and resources to God's work through the church. This ministry conducts an annual stewardship pledge drive, raises congregational awareness about planned giving, and provides opportunities for members to contribute their time and talents to the church's ministry. The committee provides opportunities to learn about stewardship of church, ecology, self, and our planet.

Additional Activities Coordinated by this Ministry:

- Monthly planned meeting, listed on calendar in office
- Place minutes of meeting in folder (right side of door)
- Lay out calendar of activities
- Make use of Bulletin and The Pillar to inform the congregation of our activities
- Have Anne do e-mail blast as needed

This Ministry DOES NOT: Visit people in their homes to ask for pledges

Wish List: More committee members