

# COMMITTEES & MINISTRY TEAMS<sup>1</sup>

## General Rules

### Regarding Standing Committees

- A. All committees shall be elected by the Church upon receiving the recommendations of the Committee on Committees. In an emergency requiring action before the next regular or special business the Moderator (that is, the pastor) may fill vacancies on committees.
- B. All committee members shall be members of this Church.
- C. ~~As provided in the By-Laws~~, the Pastor shall be an ex-officio member of all committees. In addition, committees shall meet with the Minister of Administration and other staff members as may be necessary.
- D. Each committee shall seek to meet at least quarterly for planning and review.
- E. Each committee shall report on its activities to the Church at least once each quarter. The report may be presented orally or in writing at any regular business meeting.
- F. Each committee shall have a chairman appointed by the Committee on Committees and a secretary elected by the committee.
- G. No person while serving on the Committee on Committees may be placed on a standing committee; however, any member of a standing committee may be placed on the Committee on Committees.
- H. No relative<sup>2</sup> of a church staff member<sup>3</sup> may serve on any committee which impacts that staff member's job; e.g. personnel, finance, or the committee which directly relates to that staff member's job.
- I. Any time a committee is considering an item which may directly benefit a committee member or his/her family, that committee member must excuse themselves while the committee deliberates about and votes on that item.

### Rotational Plan

- A. Committee members shall be elected for one, two or three year terms during the first year the rotational plan is in effect. After completion of such terms, all members shall be elected for three-year terms.
- B. A committee member who has served a three-year term shall not be eligible to serve on any standing committee until after twelve months have passed.
- C. A person cannot serve on more than one standing committee.

<sup>1</sup>Revised: March 6, 2002.

<sup>2</sup>Specifically parent, spouse, or child.

<sup>3</sup>ministerial, secretarial, maintenance, kitchen, custodial, etc.

- D. The annual term of office is from January 1 to December 31.<sup>1</sup> The Committee Rotational Plan shall be inaugurated in the church year following the calendar year in which the plan is adopted.

## REGARDING MINISTRY TEAMS

- A. The “core” membership of “essential” ministry teams shall be approved by the Church upon receiving the recommendations of the Committee on Committees. In an emergency requiring action before the next regular or special business the Moderator (that is, the Pastor) may fill vacancies on “essential” ministry teams.<sup>2</sup>
- B. Membership of the church is not a requirement for placement on a ministry team.<sup>2</sup>
- C. Each Ministry Team must have a mission statement consistent with the mission statement of the church and approved by the Committee on Committees.<sup>3</sup>
- D. Each ministry team shall have a leader approved by the Committee on Committees.<sup>3</sup>
- E. Expenditure of money, use of building, and decisions involving services of paid personnel must be approved by an appropriate committee.<sup>3</sup>
- F. Membership on a ministry team is voluntary. Team leaders are encouraged to recruit people of like passion and gifts to serve. One would be expected to serve for at least one year.<sup>3</sup>
- G. Each Ministry Team must have a staff liaison.<sup>3</sup>
- H. Each ministry team shall report on its activities on an annual basis or at the request of the Pastor. The report may be presented orally or in writing at any regular business meeting.<sup>2</sup>

<sup>1</sup>Exception: Committee on Committees term begins October 15 and ends October 14 (per Oct 6, 2010 Church Conference).

<sup>2</sup>Approved in Church Conference October 13, 2013.

<sup>3</sup>Approved in Church Conference April 6, 2003.