

**IN STEP  
OPPORTUNITIES FOR INVOLVEMENT AT FCC  
2008-2009**

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**The UCC Way**

**THE GOVERNING BODY**

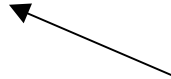
*The vote of a majority of the quorum of membership assembled is the action of the church.*



**THE CHURCH COUNCIL**

*An elected board for policy-making and transacting the business of the church, it consists of*

*4 at-large members to represent the congregation, Moderator, Vice Moderator, and representatives of each of the following:*



**MINISTRIES**

*Ministry of the Building*

*Ministry of Christian Education*

*Ministry of Worship and Hospitality*

*Ministry of Missions and Social Concerns*

*Ministry of Stewardship*

*Ministry of Financial Stewardship*

*Ministry of Evangelism and Membership*

*Ministry of Youth and Young Adults*

*Ministry of Music*

*Ministry of Adult Education*

*Ministry of Mental Health*

**COMMITTEES**

*Personnel*

*Memorial*

*Long-Range Planning*

*Pastoral Relations*

*Mission Grants*

## **Officers within the Church**

Moderator – Elected by the governing body for a 1 year term, this is the chief lay officer of the church whose purpose is to guide and facilitate the administrative structure of the church. The term of office is usually repeated for another year.

Vice Moderator - Elected by the governing body for a 1 year term, this officer assumes the duties of Moderator when he/she is not available. The term of office is usually repeated for one year and the expectation is that this person will move into the role of Moderator.

Secretary of the Church Council - Elected from the Church Council, this officer keeps the records and minutes of the Council and files any certificates required by state or federal statutes.

Treasurer of the Church - Elected annually by the governing body, this officer has the care and custody of all monies and securities belonging to the church and provides written account of the finances of the church. This officer is a member of the Ministry of Financial Stewardship and attends Council meetings.

Church Clerk – Appointed by the Moderator with the approval of the Council, this officer keeps records of congregational meetings, baptisms, and members received, dismissed or deceased.

## **Ministries**

Ministry of the Building –The purpose of this ministry is to maintain and insure the building, contents, and exterior property and oversee any maintenance and improvements to the properties.

*Skills and interests that support this ministry include:*

*Carpentry*

*Plumbing*

*Electrical*

*Painting*

*Special projects - build an interior wall, build the bell choir facilities, find replacement globes, etc.*

*Maintenance skills -general all around upkeep, housekeeping, etc.*

Ministry of Christian Education –The purpose of this board is to plan and develop programs for children and youth which lay a foundation for the development of the Christian faith. It identifies, trains and develops teachers, curriculum and special events.

*Skills and interests that support this ministry include:*

*Teach/assist Sunday school -on a quarterly basis September – May.*

*Work with any age, preschool – HS.*

*Provide childcare - on a rotating basis for first Sunday service, second service, and special events such as a congregational meeting*

*Teach/assist Vacation Bible School -one week during the summer, usually June*

*Assist with FROG Friday - Friends Relying On God is for children Kdgn – 6<sup>th</sup> grade. Meets one Friday per month Sept. – March at 6pm and involves a pizza dinner, songs, games, stories, and crafts. Cost is \$15 per semester if paid in full or \$7.00 per month.*

*Sponsor a Confirmand – meet with and support a confirmand during the confirmation process Oct. – May. Spend time together and share faith stories, experiences, hopes, dreams, etc.*

Ministry of Worship and Hospitality – The purpose of this ministry is to help plan and support the worship experience and to create a welcoming friendly environment throughout the church. It is responsible for ushers and greeters, preparation and serving of Communion, baptisms, sanctuary flowers, and planning special events, such as retirements, installations, etc.

Skills and interests that support this ministry include:

Usher – one Sunday per month, second service

Greeter – one Sunday on a rotating basis, second service

Scripture reader – one Sunday on a rotating basis, second service

Prepare Communion – one Sunday per month for first and/or

second service

Serve Communion – one Sunday per month, second service

Operate sound system – on a rotating basis, second service

Operate video camera – on a rotating basis, second service

Decorate Sanctuary for special celebrations – seasonal, several

times per year

Host Fellowship Hour – on a rotating basis, prepare and serve coffee and goodies and clean up, following second service

Help with special events and receptions – as needed for funerals, conference meetings and so on; this could include any or all of the following: provide food, help serve, help decorate, help clean up

Contribute ideas for fellowship opportunities

Ministry of Mission and Social Concerns –The purpose of this ministry is to promote and guide the mission activities of the church and to increase awareness of matters of social concern. It develops ideas/approaches for fund-raising for mission, assures the congregation is aware and involved in mission, and develops an annual mission theme.

Skills and interests that support this ministry include:

Visit homebound members –as needed

Provide transportation to worship – as needed

Provide transportation to Golden Years – Wednesdays as needed

Assist in Golden Years –Wednesdays as needed

Meals on Wheels – drive and/or deliver meals from hospitals to shut-ins around town, teams of two, two or three days one week every quarter

Promote denominational offerings – five times per year, letter and/or announcements during services

CROP Walk – several weeks before the mid-October date, promote interest in and participation in this mission

Ministry of Stewardship –The purpose of this ministry is to manage and coordinate the Stewardship concerns and campaign. It is responsible for assisting in the preparation of the annual budget, developing and implementing programs on the Stewardship of giving, educating members about Faith-based giving, encouraging the donation of time and talent, and increasing pledges and donated monies to support the operation of the church.

Skills and interests that support this ministry include:

Stewardship campaign – annually in Oct. – Nov., plan and promote campaign to consecrate members' giving of time, talents, and treasure.

*Ministry of Financial Stewardship – The purpose of this ministry is to manage the church's finances. It is responsible for maintaining fiscal integrity for FCC, developing the budget, communicating a clear budget process, tracking and analyzing budget funds, investing church monies, providing financial reports, developing and recommending policy for investing, counting and recording offerings, providing bookkeeping definitions, acting as a resource for purchasing and maintaining financial software, and overseeing payroll and tax obligations.*

*Skills and interests that support this ministry include:*

*Bookkeeping and banking procedures*

*Prepare and oversee annual budget*

*Ministry of Evangelism and Membership – The purpose of this ministry is to bring individuals and families into our church through God's love in Christ. It develops and implements visitation programs, develops ways to activate members, develops ways to integrate new members, represents the church in the community by extending invitations to new people to visit us, helps develop a program for visitation and support of shut-ins or members who are sick.*

*Skills and interests that support this ministry include:*

*Participate in community outreach activities – represent the church in parades, at meetings, etc.*

*Maintain membership rolls*

*Sponsor new members – meet with, support, and guide new members as they learn about FCC*

*Help with publicity –write newspaper articles, design and create posters for special events, maintain the website, design and create church brochures, etc.*

*First Faces –on a rotating basis Sunday afternoons, drop by visitors' homes to leave information about FCC, answer questions, provide a welcome*

Ministry of Youth and Young Adults – The purpose of this ministry is to create and develop a spiritual, social, and safe environment in which youth and young adults can explore their faith. It is responsible for planning and coordinating activities.

Skills and interests that support this ministry include:

- Chaperone retreats or special events
- Provide transportation for youth events
- Plan activities

Ministry of Music – The purpose of this ministry is to provide direction and support for the music programs. It is responsible for encouraging involvement in the music programs, overseeing the maintenance of all equipment, supplies, and robes, working with the Director of Music to develop the music budget, and reporting to the Council on the programs and needs of the ministry.

Skills and interests that support this ministry include:

- Sing in Chancel Choir
- Play in bell choir
- Sing in Children's choirs
- Play in chime choir
- Share musical talent or instrument
- Plan and promote special musical events
- Provide summer music

Ministry of Adult Education – The purpose of this ministry is to provide ongoing and occasional educational opportunities for adults to grow in their faith. It is responsible for designing and offering, in consultation with staff, these opportunities which utilize resources from the congregation, community, and denomination.

Skills and interests that support this ministry include:

- Lead a class
- Plan and promote curriculum
- Help with breakfast

Ministry of Mental Health – Also known as Stepping Stones, this ministry is focused on recovery to educate, enlighten, empower, and encourage individuals living with mental illness, their families and the community.

Skills and interests that support this ministry include:

*Plan and promote monthly events*

*Plan and promote occasional workshops*

## **Committees**

Personnel Committee – This committee reports to the Council on the relationship of the staff to the congregation, prepares recommendations of personnel policies, reviews the financial arrangements of all staff members and makes recommendations to the Council.

Memorial Committee – This committee gives personal attention to the disposition of memorial gifts to the church in a manner satisfactory to both the church and the immediate family, records each memorial given in a record book, and makes recommendations for this purpose.

Long-Range Planning Committee – This committee recommends goals for all levels of the church's life and submits these goals to the Council for its approval. At present, this committee is called the Renovation Committee.

Pastoral Relations Committee – This committee meets with the pastors to hear their concerns and assists them in evaluating their ministries. It is available to hear the concerns of the membership regarding the pastoral leadership.

Mission Grants Committee – This committee develops and provides recommendations to the Council and the Congregation for the mission portion of the Endowment Fund. It develops an annual theme, solicits grant requests, reviews those requests, and recommends grant recipients and grant amounts to the Council and to the Congregation at the Annual Meeting.

### **Small Groups**

Sonshine Readers – This is a book club which meets the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays at 7:00 pm in the church Library. It is a group who enjoy reading and discussing books and sharing each others' lives. Contact: Patti Scroggins

Mothers' Group – This is a group of moms who meet in the church Library to share ideas, stresses, challenges, successes and failures in the wonderful role of being a mom. They help one another in trying to raise a family with Christian values in today's world. It is for moms with children from infancy through 3<sup>rd</sup> grade. It meets every other Thursday from 4:30 – 6:00 pm. On site child care is available for a donation of \$3 per family and a simple dinner to take home will be provided. Contact: Penny Donehoo

Crafty Christians – This is a group of men and women of all ages who enjoy working with their hands. If you can handle a glue gun, you can have fun. No talent is needed and your supplies are provided. This group meets every Saturday morning from 11:00 – 12:30 pm at the church. Everyone is welcome! Contact: Marilyn Kauffman

Cross I'd Players – This is a group for all ages that are interested in performing skits on occasion during worship or a special event. Practices are held every Saturday at church from 9:00 – 10:30 am. Come and enjoy having fun with words. Contact: John Kauffman

Kerygma – This is an in-depth Bible study focusing on one book at a time. Purchase of a book for a study guide and reading and studying between meetings is expected. The group meets for discussion at 7:00 pm on one or two Mondays a month, depending on the schedules of the members. Contact: Roger Dieringer

Damaris Group - This is a women's group for those who enjoy food and fellowship with other women. It has no officers, no speakers, no dues, no dessert to make and no house to clean! All women are welcome. It meets the 4<sup>th</sup> Thursday of each month at 6:30 pm at a predetermined restaurant. Contact: Lee Ellsworth

Dine with Nine or Dinners for Eight – These are dinner groups of eight or nine adults. Couples and singles participate together. The group takes turns meeting for dinner in each other's homes. The host/hostess plans the menu for the evening and lets the other guests know what to bring. Post-dinner is a time for games, movies, discussion or whatever. A group could also meet in different restaurants or prepare different ethnic meals each time. Sign-ups occur in August/September each year. Contact: Lois Bucher

Creative Fundraising – This group plans and promotes events to raise money for the Renovation effort. It supports similar events executed by members within the congregation. All are welcome to provide ideas and energy. Meetings are the 4<sup>th</sup> Monday of each month at 7:00 pm at church. Contact: Jeanne Rothlisberger

## **Other Opportunities**

Office Volunteer – The responsibilities of this opportunity include answering the phone and door bells, making copies, and general office duties as requested by the church secretary. This service is one morning per week, from 9:00 to noon. Contact: Pat Calvin in the church office.

Assemble Church Life – Volunteers meet the Thursday following the deadline date for articles for Church Life (usually the 4<sup>th</sup> Thursday of the month) at 8:30 am in the church library to assemble the church newsletter and prepare it for mailing. Contact: Pat Calvin in the church office.

Computer Skills – This opportunity requires you to have skills and understanding of computer technology. It could involve helping with the web site, preparing brochures, pamphlets, or special mailings, or other computer projects. Contact: Pat Calvin in the church office.

Soup Kettle - Sometimes referred to as the Soup Kitchen, this ministry seeks to meet the needs of a hungry population by providing a nutritious hot meal every Wednesday. Volunteers work one Wednesday per month and work one shift, either 4:00 – 6:00 pm or 5:00 – 7:00 pm. Contact: Janet Aldred

Food Pantry – The official name of this organization is the All People's Interfaith Food Pantry. Housed in our basement, it offers emergency food assistance to the greater Elgin area. Volunteers may shop for and help put food away or assist clients in receiving food. Call 847-741-2329 to volunteer. Other means of support include monthly donations of cash or foodstuffs.