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**Procedures of Colonial Park United Church of Christ**

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Colonial Park United Church of Christ

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January 30, 2013  
Updates 01/06/2014

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## **STEWARDS OF FINANCE**

### **I. Finance**

The Stewards of Finance shall be responsible for the financial management and office management of the Church.

- A. Responsibilities of the Stewards of Finance or their designee(s) shall include but are not limited to:
1. Budget Maintenance & Preparation
  2. Management of Church Investments
  3. Office Management
  4. Support and Supervision of Treasurer, Financial Secretary and Investment Treasurer
  5. End of the Year Audit
  6. Fund-raising Activities
  7. Scheduling for Collection of Church Offerings

## **FINANCE GUIDELINES AUDIT**

The following is a suggested approach to conducting the Audit.

### **INCOME**

1. Obtain box of weekly counter sheets and envelopes from the church office.
2. Randomly choose 6-8 weeks of sheets and envelopes for verification.
3. Check weekly envelopes against Counter's Record Sheet verifying the monies are recorded and totaled correctly.
4. Counter's Record Sheets are recorded on the Income Control Sheet. Each line item on the Counter's Record Sheets should have a line item on the Income Control Sheet. The line items from all Counter's sheets should be totaled and recorded on the Income Control Sheet. Verify these totals on the Income Control Sheet.
5. Grand Total from Income Control Sheet should match the deposit slip.

### **EXPENSE**

1. Obtain expense vouchers/records from the church office.
2. Randomly choose 6-8 months of expense records.
3. Review the disbursements and verify that they are properly signed by the appropriate Deacon or Steward.
4. Use the Treasurer's Transfer Spreadsheet and verify that funds have been properly distributed.

## **INSTRUCTIONS FOR USE OF THE EXPENDITURE APPROVAL FORM**

### **When to use an Expenditure Approval Form:**

Anytime a person or group wants to spend Church money, a form must be completed for direct payment or reimbursement. An item may be purchased without approval, but the purchaser may be denied reimbursement or have reimbursement delayed depending on moneys available.

1. Persons requesting funds for a ministry can pick up a form from the appropriate Deacon or Steward, or from the church office.
2. Fill in date, your name, the amount of request (this can be estimated), the reason for the request, and the name of company or person to which the check will be made payable. (Be sure to include an address if no invoice or letter will accompany check)
3. If this is an Advisory Team request, an Expenditure Approval Form should be submitted to the appropriate Deacon or Steward for approval of purchase and for coding to category that the purchase will be charged against.
4. Return form to the church office.
5. The Office Manager will record Expenditure Approval Form in log and verify against current balance sheet that funds are available. Expenditure Approval Form will, upon receipt of invoice, be submitted to the Treasurer for payment.
6. If the voucher is for reimbursement, receipts must accompany the voucher.

## EXPENDITURE APPROVAL FORM

Voucher # \_\_\_\_\_

Date Request Made \_\_\_\_\_

Person Making Request \_\_\_\_\_ Amount of Request \$ \_\_\_\_\_

Chairperson's Approval \_\_\_\_\_

Item(s) purchased (in general):

**Indicate Category to be charged (see back)**

Congregational Life	5.600. _____	Evangelism	5.500. _____
External Mission	5.700. _____	Facility	5.200. _____
Faith Development	5.300. _____	Finance	5.100. _____
HResources & Cong. Records	5.800. _____	Spiritual	5.400. _____
Stewardship	5.150. _____	Other	_____
World Ministries	5.900. _____		
Worship & The Arts	5.950. _____		

Pay to: Name of Company or Person: \_\_\_\_\_

Address: \_\_\_\_\_

(if not a regularly used vendor) \_\_\_\_\_

**OFFICE USE**

\_\_\_\_\_ Approved                      \_\_\_\_\_ Not Approved

Signature: \_\_\_\_\_ Date sent to Chairperson \_\_\_\_\_

Invoice # \_\_\_\_\_ Invoice Date \_\_\_\_\_ Invoice Amount \$ \_\_\_\_\_

Check # \_\_\_\_\_ Code # \_\_\_\_\_ Date Paid \_\_\_\_\_

Comments:

**CONGREGATIONAL LIFE**

- 100.01 Banquets
- 100.02 Hospitality
- 100.03 Kitchen

**EVANGELISM**

- 100.01 Advertising
- 100.04 Other – Evangelism
- 100.05 Crèche Festival

**EXTERNAL MISSION**

- 100.01 Mission – 1
- 100.04 Mission Trip
- 100.06 Pastor’s Discretionary Fund

**FACILITY**

- 100.07 Snow Removal
- 100.08 Supplies
- 100.10 HVAC
- 100.11 Improvements & Repairs
- 100.12 Property Insurance - Church

**FAITH DEVELOPMENT**

- 100.01 Children & Youth Curriculum
- 100.02 Children & Youth Events
- 100.03 Children & Youth Books/Bibles
- 100.05 Children & Youth Resources
- 100.08 Children & Youth Confirmation
- 100.10 Camp
- 100.15 Adult Curriculum
- 100.16 Adult Guest Speakers
- 100.17 Adult Resources
- 100.19 Adult Workshops
- 150.03 Misc. Women’s Spirituality

**FINANCE**

- 300.01 Postage
- 300.02 Supplies
- 300.03 Software
- 300.06 Publications
- 300.07 Copier
- 300.08 Printing
- 400.01 Other Finance

**HUMAN RESOURCES & CONG RECORDS**

- 100.03 Senior Pastor – Health
- 100.07 Senior Pastor – Continuing Education
- 100.09 Senior Pastor - Travel
- 600.01 Seminary Support
- 280.01 Replacement Pastor

- 280.02 Replacement Organist
- 400.01 Staff Recognition

**SPIRITUAL CARE**

- 100.01 College/Military Correspondence
- 100.03 Other Spiritual Care

**STEWARDSHIP**

- 100.01 Offering Envelopes
- 100.02 Stewardship Campaign
- 100.03 Delegates

**WORLD MINISTRIES**

- 100.02 Christian Churches United (\$3)
- 100.06 UCC Homes – World Ministries (\$10)
- 100.07 Harrisburg Association (\$3.25)

**WORSHIP & MUSIC**

- 100.02 Music Licenses
- 100.03 Guest Musicians
- 100.04 Instrument Maintenance
- 100.05 Music Supplies Other
- 100.06 Music – Choir
- 100.07 Music – J. Ringers
- 100.08 Music – Insp. Singers
- 100.12 Music Purchases – other
- 100.13 Music Conferences
- 100.14 Music - Children
- 200.02 Altar Flowers
- 200.03 Bulletins/coin folders/devotionals
- 200.04 Worship Subscriptions
- 200.05 Altar Guild
- 200.06 Worship Other
- 200.07 Worship Nursery

## **STEWARDS OF FACILITY**

The Church building and property has been entrusted to our congregation by God as a tool for ministry. The Stewards of Facility are responsible for the stewardship, care, and maintenance of the Church property, whether real or personal property.

- A. Responsibilities of the Stewards of Facility or their designee(s) shall include but are not limited to:
1. Keep a current inventory of Church's physical equipment, provide for storage, and devise a policy for the use of equipment
  2. Conduct regular inspections and inventory of the property and equipment
  3. Make recommendations to Council to improve, replace worn, and/or dispose of equipment
  4. Resolve emergency matters related to church property and grounds to be followed by appropriate reports to the Church Council
  5. Provide guidance and support to groups and organizations undertaking renovation and/or improvement projects approved by the Church Council
  6. Arrange for and maintain adequate property insurance coverage
  7. Assure the security and safety of the Church facility - this includes keeping an inventory showing which church keys have been issued to staff or members.
  8. Arrange for timely placement and removal of the Live Nativity structure
  9. Maintenance of the Memorial Garden

## **Colonial Park United Church of Christ**

5000 Devonshire Road, Harrisburg, PA 17109

717-545-3782

Fax: 717-545-0176

email: kneely@cpucc.org

### **General Rules for the Use of the Facilities**

1. Use only the room(s) reserved and for the hours specified. The building must be cleared by 10:45 P.M. unless prior arrangements are made.
2. For evening meetings, doors may **NOT** be unlocked or propped open. It is your responsibility to have someone at the door to allow your group members access. This is for the security of others in the building.
3. **YOU** are responsible for setting up your room and leaving it as you found it. This includes all clean-up. You may make private arrangements with the church for set-up and clean-up if you so desire. (rate-\$20.00 per hour, 1 hour minimum, ½ hour increments). If Sexton services are needed, fees must be paid in advance along with facility fees.
4. The use of scotch tape, masking tape, push pins, and staples is **PROHIBITED** on the walls and woodwork. The removal of any furniture from a room is prohibited, unless approved by the Stewards of Facility.
5. Turn on the lights only in the area you are using. Turn off all lights when you leave.
6. Furniture or fixtures attached to the floor or walls shall not be removed for any reason.
7. The use of alcoholic beverages is prohibited in the Church Building or on church grounds.
8. Outdoor grilling is permitted on the premises; however, grills using hot coals are not permitted to be placed directly on the grass, sidewalks, or parking area.
9. Any violation of the regulations established herein will result in your group being denied future use.

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5000 Devonshire Road, Harrisburg, PA 17109

717-545-3782 Fax: 717-545-0176

email: [cpucc@ucc.org](mailto:cpucc@ucc.org)

**Facilities Usage Approval Form**

As per your request, the \_\_\_\_\_  
has been granted permission to use \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_.

Rules governing the use of CPUCC rooms are listed on the back of this form.



**CALENDAR RESERVATION/REGISTRATION**

Organization Name \_\_\_\_\_  
Contact Person \_\_\_\_\_ AM Phone \_\_\_\_\_  
Address \_\_\_\_\_ PM Phone \_\_\_\_\_  
Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Recurring meetings: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Type of Event \_\_\_\_\_ Room Needed \_\_\_\_\_  
Number Expected to Attend \_\_\_\_\_ Equipment needed \_\_\_\_\_  
Other remarks or requests: \_\_\_\_\_

Please return this card to:

Office Manager  
Colonial Park United Church of Christ  
5000 Devonshire Road  
Harrisburg, PA 17109

For additional information (availability dates and/or rate info) call the church office at 545-3782, Monday - Friday, 9:00AM to 3:30PM.

For office use only

Church Member Yes No  
Operating Cost for room \_\_\_\_\_ Authorized by \_\_\_\_\_ Date \_\_\_\_\_  
Additional Comments \_\_\_\_\_

## LIVE NATIVITY GUIDELINES

The Stewards of Facility are responsible to organize a group for assembling the stable by the first Sunday of Advent. Group will need to be responsible to bring out from storage in the garage, the three wooden manger cut-out pieces and two storage containers that contain the lighting set up for the Live Nativity. After the stable is assembled, the group will then need to set up the spot lights with the electrical cord arrangement needed to illuminate the cut-outs on the first Sunday of Advent.

After Epiphany a group will disassemble the stable, the spot lights and electrical cords (store in the two designated storage containers), and the wooden cut-out manger pieces with metal pins. All previously stated will be stored together in the garage to prevent supplies from being separated.

**Inventory For Outdoor Live Nativity Supplies:** 6 Metal Pins, Mary, Joseph, and Manger wooden cut-outs, a hammer, spray paint, and a pair of work gloves, 2 -5 spotlights and extension cords

## PROPERTY GUIDELINES

The CPUCC Church Council recognizes that not all improvements, and repairs to the property of the Church are accomplished as budgeted and planned projects. Indeed, many necessary and worthwhile improvements are not funded in the yearly budget.

Many improvements and rehabilitation projects are initiated and funded by the various organizations within the church. In an effort to coordinate these undertakings and to ensure that they fit into the overall long range objectives of the church the following procedures are adopted:

- 1 All alterations, paintings or changes, other than rearranging portable furniture, to any room or facility must be approved by the Stewards of Facility and submitted to the Church Council for concurrence. This includes removal, even temporarily, of any fixed appliance or property.
2. All groups within the church wishing to rehabilitate, change or upgrade any portion of the Church property must submit their proposal, in writing, to the Stewards of Facility for preliminary approval. This request shall include such things as: paint schemes/colors, sketches, as to appropriate costs and who will be paying the bill, names of contractors/ vendors or volunteers performing the work, responsible party and point of contact for the organization.

Anyone contemplating repainting should advise the Stewards of Facility before doing so. Specifications and guidelines for any interior painting to be done by Church members are as follows:

Walls - semi gloss or low luster enamel, Paint type: Eggshell (added April 2009)

Door frames - semi gloss enamel

Ceilings - flat white ceiling enamel

Ceiling tiles - Flat white, suitable for ceiling tile

Ceiling tile grid system - semi-gloss enamel

Trim and/or other woodwork such as shelving, cabinets, etc. - semi-gloss

Color choices should be brought to the Stewards of Facility for consensus.

Wall papering of any kind including any kind of so called contact covering will not be allowed.

Patching - Sherwin Williams shrink-free - Spackling #c77 or equivalent.

## **CHURCH SECURITY**

All doors will be locked when the staff leaves the building at approximately 4:00 p.m. and the Church will continue to be locked all day Saturday.

The rear Activity room door and the front door by Fellowship Hall are equipped with combination locks. The combination access capability is in addition to the existing key access. Existing key access on these and other doors will not change.

The Office Manager shall assign a combination Code in August of each calendar year. The Stewards of Facility or their designee shall change the combination code during the month of August. The Stewards of Facility or their designee will coordinate each change of code with the Office Manager. The code will be available to those with a need to know.

It will be your responsibility to provide access for your group. The front (Fellowship Hall) doors are unlocked, from the inside, by using the key hanging on the Fellowship Hall bulletin board to unlock the panic bar.

It is your responsibility to lock any doors you have unlocked when you leave.

It is our sincere intent that the present procedure better protects our assets, the property and you, from the danger of robbery and vandalism of the building as well as the possibility of an attacker hiding in the building prior to an evening activity.

**JOB DESCRIPTION: MEMORIAL GARDEN CHAIRPERSON**

Job Definition: The Memorial Garden Chairperson shall be responsible to do/assign/coordinate the following:

**Memorial Garden**

- Add tan bark in the Spring
- Water/fertilize/spray plants as needed
- Replace plants as needed
- Trim plants as needed
- Remove weeds
- Open fountain in Spring/Close in Fall
- Verify fountain operation throughout the summer
- Initiate structural improvements as required
- Coordinate location of cremated remains interred in the Garden (map in the church office)
- Meet with family to determine the location for ashes and prepare hole for cremated remains
- Discuss the Memorial Plaque and Memorial Book with the family

**Memorial Plaque**

Order and install brass plaque showing name, date of birth, and date of death (plaques currently obtained from Harrisburg Awards – Penbrook) Husband and wife will be placed on one brass plate at the location on wooden plaque of the first deceased, upon the death of the second.

**Memorial Book**

Encourage families of those interred in the Garden to prepare a memorial page

**Memorial Garden ‘Fund’**

Funds used for Garden maintenance, improvements, plant replacements, and memorial plaques. A donation of \$250 is requested from CPUCC members, and \$500 for non-CPUCC members.

Conduct periodic meetings of the Memorial Garden Committee to make policy and action decisions.

**FAITH DEVELOPMENT – ADULT**  
*“Nurturing a faith which celebrates questions”*

The Deacons for Adult Faith Development are responsible for providing opportunities to help CPUCC disciples grow in their Christian faith and spirituality. This includes providing an adult Christian Education program on Sunday mornings, as well as a variety of other educational programs and opportunities geared towards faith and spiritual development. Programs encourage the exploration of faith questions, the sharing of faith stories, and the growth of spiritual practices such as prayer.

Specific responsibilities include:

- Researching, selecting, or approving curriculum for the faith development classes
- Obtaining teachers or outside speakers for the various classes and programs
- Advertising programs and events in the bulletins and newsletters
- Sponsoring the Women’s Spirituality Group
- Organizing and overseeing the Lucille Frame Library Committee
- Coordinating inter-generational activities with the Deacons for Children and Youth Faith Development

**FAITH DEVELOPMENT – CHILDREN AND YOUTH***“Nurturing a faith that celebrates questions”*

The Deacons for Children and Youth Faith Development oversee the Christian Education offerings for children and youth at CPUCC by providing learning experiences that allow them to learn about God’s love for them as well as learn about the Bible, through a variety of age-appropriate activities, such as stories, activities, games, music, arts and crafts, etc. Classes for middle school students and high school youth are designed to be interactive and participatory.

Children are identified as toddlers, pre-school and elementary school students.

Youth are identified as students in middle school through high school graduation.

Key Activities:

- Plan age appropriate Christian Education activities for children and youth.
- Coordinate the recruitment and training of Sunday School teachers for each class.
- Ensure availability of appropriate curriculum for each class.
- Develop seasonal bulletin board displays on Christian education activities.
- Oversee confirmation classes
- Plan and implement special events such as Rally Day, Children’s Day, the Advent Festival and summer Christian Education opportunities (such as Vacation Bible School or a community carnival)
- Identify and inform visitors to Sunday worship about the appropriate age group class(es)
- Encourage participation in children and youth faith development through newsletter and bulletin updates, family outreach and personal contact
- Coordinate inter-generational activities with the Deacons for Adult Faith Development

### **DEACONS OF EVANGELISM**

The Deacons of Evangelism shall be responsible for the development of programs and processes that invite individuals to make a personal commitment to Christ, the nurture of new members to Colonial Park UCC, and encouraging current Church disciples to think and act as evangelists in everyday life.

- A. Responsibilities of the Deacons for Evangelism or their designee(s) shall include but are not limited to:
1. Ushers
  2. Greeters
  3. Church Publicity Liaison – responsible to send information to the Patriot News for the Faith Section. Always send for the Lent and Advent seasons. Other special events maybe mailed in also.
  4. Evangelistic education of current church disciples
  5. Other programs, deemed appropriate by the committee, that invite individuals to make a personal commitment to Christ
  6. Developing and implementing programs and measures to encourage the addition of new disciples at Colonial Park UCC.
  7. Crèche Festival

**INSTRUCTIONS FOR USHER CAPTAINS****ONE MONTH BEFORE YOUR ASSIGNED MONTH:**

1. Before the beginning of your month of service, contact the church office to request a listing of individuals who have volunteered to be ushers. You are responsible for **recruiting ushers** to serve during your month as Captain. (Four (4) ushers + captain) Please consider asking new members in particular, as well as individuals who are not on the usher list, including youth. Also, note who is ushering the month before your assigned month and don't ask them to serve two months in a row.
2. Assign team members the Sundays on which they will serve. Provide the **list of ushers** to Church Office by the 15<sup>th</sup> of the month prior to your month of service. Example: If you are the usher captain for the month of May, your list of ushers should be in the office by April 15. Please note: **ALL USHERS SHOULD WEAR NAME TAGS.**

**SUNDAY MORNING – BEFORE THE SERVICE**

3. Team captain should **report for duty** by 7:55 AM or 10:25 AM to begin work (or 20 minutes in advance of the service start time if it is at a different time). Obtain bulletins for the day from the Church office (usually on the counter in the office, or already in the narthex). Make sure there are bulletins in the **balcony**. Also, ensure that the **Christ candle** is lit for the acolyte's use. Your team members should be in place by 8:00 AM or 10:30 AM, or 15 minutes before the start of the service. Check with the Pastor to determine if there is any departure from the normal procedures. Service on an ushering team is a priority. Participation in Sunday School or any other activity must take a back seat to this obligation.
4. Check to see who is assigned to the **nursery** and ensure that both assigned volunteers are in place. Then advise anyone with small children about the availability of the nursery. If not, inform the other ushers as well as the person making announcements that the nursery is not available today, so that they make the necessary announcement.
5. Regardless of whether the nursery is available, be sure that you and all other ushers inform **parents** of small children about the worship activity bags, children's books and children's bulletins.
6. Assign your team members to their positions. **ONE PERSON SHOULD BE STATIONED IN THE FOYER TO GREET VISITORS AND DIRECT THEM TO THE SANCTUARY. Council has requested that someone be stationed at every entrance to welcome visitors and escort them to the sanctuary (rather than just point the way).** The usher captain has the responsibility of greeting visitors entering the narthex. The remaining three members of the usher team should be stationed as follows – one in the center aisle and one each in the outside aisles. The more experienced and/or effective team members should be assigned those positions where there is high volume. Insist they maintain the proper position, and pay attention to business. Be gentle, but firm in following accepted procedures. You are responsible for the conduct of your ushering team. Periodically check to see if they need more bulletins.
7. **Visitors are a top priority of the usher captain!** If you don't recognize someone, inquire if they are a visitor. If so, ask them if they would like more information, or would like to be seated with someone who can provide them with information during the service. If they say yes, look for an outgoing and knowledgeable member and ask them if the visitor can sit with them. Also advise one of the pastors about the visitor.
8. Make certain team members know what is happening in regard to receiving the **offering**. Remind them that both sides should move together. The two "outside" people are responsible for determining when the team should move (after completing each row). The ushers in the center aisle should watch **ONLY** the person on their outside, to avoid excessive head turning. A short meeting of the usher team 20-25 minutes before the service is recommended to answer any questions.



9. Once persons begin to arrive, the captain should be the only usher in the Narthex. The captain should not normally be distributing bulletins.
10. Hold the **door open** for people coming directly into the narthex from outside, PARTICULARLY FOR THE VAN FROM KINDRED PLACE. Additionally, the Church umbrellas in the Narthex should be used to assist members into and out of the Church as needed.
11. For those with hearing difficulty, **Personal PA devices** are available in the table in the narthex. **Large print bulletins and hymnals** are also available and should be offered to individuals who could benefit.
12. The captain or one of the ushers will collect **prayer requests** after announcements and give the blue cards directly to the Pastor as early as possible prior to the Pastoral Prayer. (Change: The pastors do NOT want a consolidated list!) Make arrangements to collect prayer requests from the choir and balcony as well. The blue cards should be given to the pastor before the processional or by using the door at the sacristy as soon as they are completed., depending on the timing
13. **Remain in the narthex after the service starts to assist latecomers by providing them with a bulletin. Ask them to wait to enter if they arrive during a prayer. (NEW ITEM)**

## DURING THE SERVICE:

14. Be sure that once the service begins the **doors** to the Sanctuary and Narthex are closed.
15. The **attendance count** should be taken during the children's time, using the attendance card on the table in the narthex. Note the date and which service on the card. **Don't forget to count the organist, clergy, choir loft, and nursery, etc.!** Go the balcony to count as many people as possible (except for the last few rows, which cannot be seen from the balcony). One card is used per day – after the early service, leave the card on the table. After the late service, place the report card in the mailbox of the Office Manager. If you put it on the office desk, the report can be misplaced. The Office Manager is responsible for recording the count.
16. It is recommended that you **sit in the back row**, for ease getting in and out of the sanctuary, and also to observe any problems. The usher captain is the person to whom we look to handle unusual situations, such as a fainting worshipper, or worship disturbance.
17. After the offering is completed, **open both sets of doors** to the sanctuary.

## AFTER THE SERVICE:

18. Do not hurry away at the conclusion of the service. Check to see if you can be of further assistance to the Pastor(s).
19. **Check to make sure the Christ candle on the altar is extinguished.**
20. **Attendance sheets should be collected** from the blue pads in the pews following the late worship service and placed in the church office in the Office Manager's box.
21. **Check to ensure hymnals and Bibles in all pews are placed correctly, and remove any bulletins remaining for recycling** (this includes the balcony and choir loft if the choir was there during the service). Place approximately 20 left-over bulletins on the counter in the office. The remainder can be disposed of in the recycling container.

Revised 10/30/13

A copy of these instructions is available in the drawer of the table in the narthex and should be used as reference during the service to make sure no items are missed.

**DEACONS FOR CONGREGATIONAL LIFE**

The Deacons for Congregational Life will be responsible for planning and coordinating social activities for the whole Church family. Deacons will also oversee sub-committees that provide support in coordinating these social functions.

- A. Responsibilities of the Deacons for Congregational Life or their designee(s) shall include but are not limited to:
1. Planning All Church Fellowship Receptions/Activities
  2. Live Nativity
  3. Cookie Teams
  4. Kitchen Supplies
  5. Friendship Club
  6. Funeral Luncheons
  7. Transportation
  8. Pictorial Directory
  9. Youth & Young Adult Social Functions / Fellowship Activities

### **GUIDELINES FOR LIVE NATIVITY**

1. The Live Nativity takes place usually on the first two full weekends before Christmas.
2. Request event information to be placed in November's and December's newsletters. Encourage people to be participants and/or dressers to run the evening. Note that there are written directions for anyone to review if they are interested.
3. Request event information to be placed in the bulletins four weeks prior to the start of event. Again, encourage members to participate.
4. Place sign-up sheets for dressers/standers in the hallway by Fellowship Hall after the Devonshire Fair. Time slots should be for ½ hour standings (7pm, 7:30pm, and 8pm slots). This is a good standard to keep consistent.
5. Phone calls may have to be made to find dressers and people to open and close an evening of the Live Nativity.
6. Order cookies from cookie teams. Buy cold drinks, hot chocolate, napkins, cups, plates, and table cloth.
7. Bring down costumes, props, and manger from bedroom closet located upstairs in the Parsonage.
8. Repair, mend, or replace any costumes or props needed. Have bobby pins, safety pins, scissors, and twine (for shepherd belts and headpieces) on hand. Organize costumes on large hangers.
9. Have three bales of straw delivered to stable.
10. On the first Sunday of Advent or the day before, the Deacons for Congregational Life or their designee(s) will be responsible to erect the three wooded cut-out manger pieces, and to plug in the main electrical cord into the automatic power eye to illuminate the three back spot lights for the first Sunday of Advent. (Spray paint the grass to mark where the cut-outs belong so that the cut-out pieces will be easier to replace after a live nativity standing.) The first Sunday in Advent will be the first night the spot lights in the back of the stable shall be lighted to illuminate the manger cut-outs and should remain lit every night through January 6<sup>th</sup> which is Epiphany.
11. On the first day of Epiphany (after the church's Christmas season is over), the Deacons for Congregational Life or their designee(s) will be responsible for unplugging the spot lights behind the cut-outs, and responsible for pulling out the metal pins holding the wooden manger cut-out pieces, then lay the pieces on the ground to be put away.
12. Organize costumes on proper hanger with picture. Take inventory to find anything lost so that it is looked for as soon as possible. Take all the props and costumes back to the upstairs closet in the parsonage to be stored.

## **STEWARDS FOR HUMAN RESOURCES AND CONGREGATIONAL RECORDS**

The Stewards for Human Resources and Congregational Records will be responsible for Personnel Management and the maintenance of Congregational Records (the Records of Discipleship)

### **Personnel Management**

The committee shall be for the purpose of seeking applicants for paid non-ordained staff positions, evaluating the performance of all paid employees, reviewing and creating new job descriptions, considering employee grievances, making recommendations for disciplinary action, and making recommendations for compensation of all paid employees.

Responsibilities of the committee include, but are not limited to:

1. Seek applicants for vacant (paid) non ordained staff positions.
2. In carrying out this responsibility the Stewards for Human Resources and Congregational Records may choose to appoint and empower Search Committees to seek out and interview prospective candidates.
3. Should this occur the Search Committee will be accountable to and make their recommendations to the Stewards for Human Resources and Congregational Records.
4. The Stewards for Human Resources and Congregational Records shall then recommend the candidate to the Council for final approval. (The guidelines to be followed when a pastoral vacancy occurs are outlined in the CPUCC constitution and By-laws sections 5.04, 5.05, and 5.06).
5. Annually review Staff Evaluations, Goal Charts, Job Descriptions and Personnel Policies and update when necessary.
6. When new staff positions are created, the Stewards for Human Resources and Congregational Records will actively participate in the creation of the Job Description for the new position.
7. Consider employee grievances.
8. Recommend disciplinary action when indicated in accordance with CPUCC disciplinary policy.
9. Make recommendations for compensation of all CPUCC's paid staff.

**Congregational Records**

1. Contact disciples who are not attending worship and contributing in three (3) to four (4) month periods of time or more frequently and report any concerns or problems these people may be having to the Pastor(s), Pastoral Relations Committee and Church Council.
2. Send letters in January to all who have not attended or contributed in the past year.
3. Send letters six ( 6) months later to disciples that have not complied with the By-laws regarding discipleship responsibilities. If by the end of the year there still hasn't been any activity from these disciples, report their names to the Council for their vote to remove them from the active discipleship rolls.
4. Report to Council any disciple who may request to be removed from the discipleship rolls.
5. Shut-ins, students and active military are considered to be active disciples.
6. Stewards for Human Resources and Congregational Records are responsible for recommending to Council the removal of names from the active discipleship roll.

January

Name  
Address  
City State

Dear:

Recently the Discipleship Committee of Colonial Park United Church of Christ reviewed attendance and contribution records. According to our records you have not attended or provided financial support to the Church in "Year". If you have attended but did not sign the pew pad, or have contributed but did not use your discipleship envelope, we may not have record of it. The Church By-laws require attendance at Worship, celebration of the Lord's Supper, or financial support at least once during a one-year period as necessary to maintain discipleship. Please understand that the Church pledges a dollar amount for each disciple to the charities we support. Therefore, we try to keep our discipleship rolls as current as possible.

We miss you and are concerned about you. It is our hope that you/your family will once again become an active disciples(s) at Colonial Park UCC. Our greatest joy would be to welcome you/your family back. If there are any problems that we can help you with, please let us know. Let us hear from you by taking a minute to fill out the bottom portion of this sheet, and return it to the Church within the next two weeks.

Cordially reaching out to you in Christian love,

Steward, Human Resources & Congregational Records

- 
- \_\_\_\_\_ I am a full-time/part-time student, medical resident, in the military on active duty.
  - \_\_\_\_\_ I (we) have attended worship and/or given financially this past year. Please correct your records.
  - \_\_\_\_\_ I (we) would like to remain active disciple (s) at CPUCC. I (we) will attempt to worship with CPUCC whenever possible and will support its ministry financially.
  - \_\_\_\_\_ I would appreciate a phone call or visit from a pastor \_\_\_\_\_ or a layperson \_\_\_\_\_.
  - \_\_\_\_\_ I (we) desire to transfer my (our) discipleship from CPUCC to \_\_\_\_\_.
  - \_\_\_\_\_ I (we) would like to have my (our) name(s) removed from the discipleship roster of CPUCC.
  - \_\_\_\_\_ I (we) would like to remain on the Messenger (newsletter) mailing list.

Disciple's Signature \_\_\_\_\_

January

Name  
Address  
City, State, Zip

Dear,

Recently Colonial Park United Church of Christ reviewed attendance and contribution records. According to our records you have not attended or provided financial support to the Church in "Year." If you have attended but did not sign the pew pad, or have contributed but did not use your discipleship envelope, we may not have record of it. The Church By-laws require attendance at Worship, celebration of the Lord's Supper, or financial support at least once during a one-year period as necessary to maintain discipleship. Please understand that the Church pledges a dollar amount for each disciple to the charities we support. Therefore, we try to keep our discipleship rolls as current as possible.

We understand that you probably aren't able to attend because of your physical distance from the Church. Maybe you have found another church in your area to attend and would like to transfer your discipleship. If there are any problems that we can help you with, please let us know. Let us hear from you by taking a minute to fill out the bottom portion of this sheet and return it to the Church within the next two weeks.

Cordially reaching out to you in Christian love,

Steward, Human Resources & Congregational Records

- \_\_\_\_\_ I am a full-time/part-time student, medical resident, in the military on active duty.
- \_\_\_\_\_ I (we) have attended worship and/or given financially this past year. Please correct your records.
- \_\_\_\_\_ I (we) would like to remain active disciple (s) at CPUCC. I (we) will attempt to worship with CPUCC whenever possible and will support its ministry financially.
- \_\_\_\_\_ I would appreciate a phone call or visit from a pastor \_\_\_\_\_ or a layperson \_\_\_\_\_.
- \_\_\_\_\_ I (we) desire to transfer my (our) discipleship from CPUCC to \_\_\_\_\_.
- \_\_\_\_\_ I (we) would like to have my (our) name(s) removed from the discipleship roster of CPUCC.
- \_\_\_\_\_ I (we) would like to remain on the Messenger (newsletter) mailing list.

Disciple's Signature \_\_\_\_\_

March

Name  
Address  
City, State, Zip

Dear,

Colonial Park United Church of Christ is currently in the process of verifying the discipleship roll. We are now following up on the previous letter we sent to you. So that our discipleship list will be accurate, we request that you please check one of the following items, sign and return it in the enclosed envelope no later than June 1, "Year."

Our greatest joy would be to welcome you back into our fellowship. We realize, however, life leads us in many directions and your interests now may lie elsewhere. Please share your church intentions with us now.

If we do not receive a response from you by June 1, we will assume that you are no longer interested in being a part of the faith community of Colonial Park United Church of Christ.

Cordially reaching out to you in Christian love,

Steward, Human Resources & Congregational Records

- 
- \_\_\_ I am a full-time/part-time student, medical resident, in the military on active duty.
  - \_\_\_ I have attended worship and/or given financially this past year. Please correct your records.
  - \_\_\_ I would like to remain an active disciple of CPUCC I will attempt to worship with CPUCC whenever possible and will support its ministry financially.
  - \_\_\_ I would appreciate a phone call or visit from a pastor\_\_or a layperson\_\_\_.
  - \_\_\_ I would like to remain on the Messenger (newsletter) mailing list.
  - \_\_\_ I would like my name removed from the discipleship roster or to transfer my discipleship from C.P.U.C.C. to\_\_\_\_\_.

Disciple's signature\_\_\_\_\_



October

Name  
Address  
City

Dear Name

Earlier this year, we contacted you expressing our concern about your long absence from Colonial Park United Church of Christ. We were pleased that your response indicated a desire to be active and participate in the life of the Church. Since that time, however, our records indicate you have not attended worship or shared in the life and work of the Church.

Please understand that the Church By-laws require attendance at worship, celebration of the Lord’s Supper, or financial support at least once a year to remain on the active discipleship roll. The Church also pledges a dollar amount for each member to a variety of charities we support.

While we are not eager to remove your name from our discipleship roll, your long absence may indicate you are no longer interested in CPUCC, or that you may be attending elsewhere. Soon it will be our unhappy task to remove your name from our discipleship roll unless we see activity by the end of this year. If you have found another church home, we certainly want to wish you well. We trust you will understand our need to keep our records up to date.

Please help us by sharing your intentions by responding to the enclosed questionnaire and returning it to Colonial Park UCC within two weeks.

Cordially reaching out to you in Christian love,

Steward, Human Resources & Congregational Records

\_\_\_\_\_ I am a full-time/part-time student, medical resident, in the military on active duty.

\_\_\_\_\_ I (we) have attended worship and/or given financially this past year. Please correct your records.

\_\_\_\_\_ I (we) would like to remain active disciple (s) at CPUCC. I (we) will attempt to worship with CPUCC whenever possible and will support its ministry financially.

\_\_\_\_\_ I would appreciate a phone call or visit from a pastor \_\_\_\_\_ or a layperson \_\_\_\_\_.

\_\_\_\_\_ I (we) desire to transfer my (our) discipleship from CPUCC to \_\_\_\_\_.

\_\_\_\_\_ I (we) would like to have my (our) name(s) removed from the discipleship roster of CPUCC.

\_\_\_\_\_ I (we) would like to remain on the Messenger (newsletter) mailing list.

Disciple’s Signature \_\_\_\_\_

March

Name  
Address  
City, State, Zip

Dear,

As you know, Church By-laws require disciples to attend or contribute once within a one-year period in order to maintain active discipleship status. Although you did not attend, contribute once within a one year period or participate in the Lord's Supper in "Year", we were glad to hear your expressed interest in maintaining active status early last year, and granted an extension until December 31, "Year" for these requirements to be fulfilled.

A review of attendance and contribution records through "Year" indicated that you did not attend or contribute during that period. Therefore, Council voted in March "Year" to remove you from the discipleship rolls. If you believe our records are incorrect, please call the Church office as soon as possible so we can correct the error.

We regret the failure of our congregation to meet your needs and provide you with the support and fellowship of a Christian community. We would be happy to welcome your participation in any and all the Church functions. Should you decide you would like to reactivate your discipleship, please call the Church office or contact the Pastor (s). If you wish to remain on the "Messenger Newsletter" mailing list, please return the bottom portion of this letter to the Church office as soon as possible.

May God bless you! We wish you the best.

Sincerely,

President of Council

-----  
I would like to continue receiving the "Messenger Newsletter."

Thank you,

Name \_\_\_\_\_

November

Name  
Address  
City

Dear Name,

As per your request your name(s) have been removed from discipleship roll of Colonial Park United Church of Christ.

We would be happy to welcome you back to Colonial Park anytime. Should you decide you would like to reactivate your discipleship, please call the church office or stop by and talk to the Pastor(s).

May God bless you! We wish you the best.

Sincerely,

Pastor

Date

Name  
Address  
City, State, Zip

Dear ,

Our attempts to contact you, by phone and mail, about your discipleship have been unsuccessful. Therefore, we regret to inform you that your name has been removed from the discipleship roll of Colonial Park United Church of Christ.

We would be happy to welcome you back to Colonial Park any time. Should you decide to reactivate your discipleship, please call the Church office or stop by the Church to speak to me.

May God Bless You! We wish you the best.

Sincerely,

Pastor

**DISCIPLESHIP CHECKLIST**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_

**First Contact**

Date \_\_\_\_\_

Form of contact \_\_\_\_\_

**Second Contact**

Date \_\_\_\_\_

Form of contact \_\_\_\_\_

**Third Contact**

Date \_\_\_\_\_

Form of contact \_\_\_\_\_

**Contact in January with letter A-1: no activity for one year**

Date \_\_\_\_\_

Response \_\_\_\_\_

**Contact in January with letter A-2(long distance disciple): no activity for one year**

Date \_\_\_\_\_

Response \_\_\_\_\_

**Needed to follow up with Letter A-3: because there was no response to Letter A-1 or A-2.**

Date \_\_\_\_\_

Response \_\_\_\_\_

**Contact in September with letter B-Not complying with by-laws response indicating a desire to remain a disciple last Jan.**

Date \_\_\_\_\_

Response \_\_\_\_\_

**Voted off Discipleship Roll, was sent Letter C.**

Date \_\_\_\_\_

## **DEACONS FOR STEWARDSHIP**

The Deacons for Stewardship will be responsible for recruiting nominees to fill vacancies on Council, Delegate positions, and positions on the Pastoral Relations Team. They are also to run the (annual) Stewardship Campaign.

- A. Responsibilities of the Stewardship Team or their designee(s) shall include but are not limited to:
1. Obtain list of vacancies to be filled
  2. Obtain job descriptions for above vacancies and provide to prospective candidates
  3. Solicit input for nominees. Sources include Stewards/Deacons, advertising through newsletter and bulletin and obtaining Time & Talent cards showing interest. Refer to notes from prior years.
  4. Obtain updated Church discipleship telephone directory
  5. Provide nominees to Council by November meeting. Notify congregation of slate of nominees at least two weeks in advance of the elections to be held at December Congregational Meeting
  6. Written job descriptions and thank you letters will be sent to nominees, by the Office Manager, explaining that their name has been submitted/approved by the CPUCC Council and Congregation.
  7. Publicize in February Newsletter updated roster with term dates for Deacons, Stewards and Delegates
  8. Vacancies by resignation of any position elected by congregation will be filled by Council via majority vote, from nominees presented by the Deacons for Stewardship.
- B. The Stewardship Team should be aware or, and exercise discretion in recruiting Council members that may have close personal ties to members of the church staff
- C. The Deacons for Stewardship shall create ‘Stewardship Moments’ for the worship service, when requested to do so. These are intended to keep the spirit of giving of time, talent and tithes throughout the year.
- D. The Deacons for Stewardship shall run the (annual) Stewardship Campaign. This shall include, but not be limited to:
- Selection of a date for Stewardship Sunday.
  - A letter from the Senior Pastor to the membership about Stewardship.
  - A letter and follow-up letter from the Deacons of Stewardship about Stewardship and the annual campaign.
  - Creation of updated Time & Talent cards.
  - Selection and distribution of Stewardship promotional materials.
  - Announcements about the campaign in the bulletin and at the worship services prior to Stewardship Sunday.
  - A program or guest speaker during the Sunday School hour on Stewardship Sunday. The speaker may give the sermons on Stewardship Sunday, if previously arranged with the Senior Pastor.

**DEACONS FOR EXTERNAL MISSION**

The Deacons for External Mission are responsible for reaching out in Christian love to others in the local and global community by initiating, coordinating and supporting programs which address spiritual and physical needs of others.

- A. Responsibilities of the Deacons for External Mission or their designee(s) include but are not limited to:
1. Food Pantry Volunteers
  2. Meals on Wheels Volunteers
  3. Downtown Daily Bread Volunteers
  4. Crop Walk
  5. Promotion of Special offerings including One Great Hour of Sharing, Neighbors in Need, Strengthen the Church, and The Christmas Fund.
  6. Inner City Missions - Clothing drive,
  7. Habitat For Humanity
  8. Foose Early Childhood Projects - Books and Stamp Donations and Volunteers
  9. Church World Service Depot – Gift of the Heart Kits, Blankets
  10. Care & Share Fair (Heifer Project, etc.)
  11. Mission Trips
  12. Other Service Activities for Community or Wider Area

**DONATIONS TO ORGANIZATIONS**

The External Mission Ministry receives numerous requests for help from local and international organizations. It is impossible for the church to address all of these requests. With your help we can determine which organizations are receiving contributions from CPUCC. Please complete this form whenever your group makes a donation and put in the mailbox for the Deacons for External Mission. Additional forms are available in the Church office.

Please mention that your group is from CPUCC when making donations. We would like to ensure that CPUCC is recognized, as well as your group, for these contributions.

Thank you for your help in this matter. If you have any questions, please contact the Church office.

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**COLONIAL PARK UNITED CHURCH OF CHRIST  
CHARITABLE CONTRIBUTION REPORT**

FROM: SUNDAY SCHOOL CLASS/GROUP \_\_\_\_\_

SUBJECT: DONATIONS TO BENEVOLENCES

NAME OF RECIPIENT:

DONATION:

DATE OF CONTRIBUTION: \_\_\_\_\_



**DEACONS FOR SPIRITUAL CARE**

The Deacons for Spiritual Care will encourage and inspire persons to live in a way that is pleasing to God.

A. Responsibilities of the Deacons for Spiritual Care or their designee(s) include but are not limited to:

1. Lay Support
2. Prayer chain
3. Lay Communion Ministry
4. Shepherd Program
5. New Member Orientation
6. College / Military Correspondence

B. Deacons for Spiritual Care will make disciples aware of care and assistance in time of need.

## **THE SHEPHERD PROGRAM**

**Goal:** To assimilate new disciples into the fellowship, activities and service of Colonial Park United Church of Christ.

**How:** To have a shepherd for each new disciple who will contact them at least quarterly to inform them of a specific activity and invite participation and/or ask for their help on a specific project.

**Responsibilities of Shepherding Committee:**

1. Attend the first new disciple orientation program and explain the Shepherding Program to the new disciple group. Explain that our Shepherding Program is a way to help them learn more about our Church, the people in it, and our activities, both social and service.
2. Obtain interest and activity information from volunteer shepherds and incoming disciples, in order to match people with similar interests.
3. Match and recruit possible Shepherds with new disciples, and divide the Shepherds into groups, with each committee member responsible for one group.
4. Provide Shepherds with information about what to do and who they are Shepherding.
5. Review Time and Talent sheets for new disciples with Shepherds.
6. Arrange for Shepherds to meet the new disciples at the New Disciple Reception.
7. Write a brief summary about the new disciples for the newsletter.
8. Contact shepherds, at least, quarterly to provide information about upcoming events. Shepherds should also ask enough questions of the new disciples to ascertain their progression with our congregation.

**Responsibilities of Shepherds:**

1. Arrange to meet new disciples at the New Disciple Reception.
2. Stay in touch with assigned disciples by making contact with them no less than quarterly.
3. Introduce new disciple to other members.
4. Introduce new disciples to various church activities, especially by participating in the activity with them.
5. Send birthday cards to new disciple(s), noting their first birthday as a disciple of our church and wishes for many more.
6. Use talent information submitted by new disciple to make sure they get involved in activities they are interested in.
7. Pray for the new disciple(s).
8. Send the new disciple a card signifying their anniversary of joining the Church, which will be the end of the formal shepherd program.

## **DEACONS FOR WORSHIP AND THE ARTS**

The Deacons for Worship and the Arts will be responsible for the spiritual growth of the discipleship of the congregation, logistical elements of the worship service, and inviting individuals to make a personal commitment to Christ. Deacons will work with the Pastor(s) in the planning of worship experiences for the congregation and is responsible for the administration of the music ministry of the congregation. Deacons or their designee(s) will be responsible for planning, recruiting, organizing, and training, volunteers to assist in worship services, subcommittees and the music ministry. All volunteers are appointed/discharged by the Deacons for Worship and the Arts.

The Deacons for Worship and the Arts are responsible for the maintenance of the church's pipe organ, pianos, bells and all other musical instruments owned by the church, including replacement of outdated or nonfunctioning instruments owned by the church, including replacement of outdated or nonfunctioning instruments.

(approved January 2009)

- A. Responsibilities of the Deacons for Worship and the Arts or their designee(s) shall include but are not limited to:
1. Worship Services
  2. Altar Guild
  3. Communion
  4. Lay Readers
  5. Nursery
  6. Music Ministry
  7. Concerts
  8. Acolytes
  9. Sound System
  10. Pencils, Flyers, Bulletins
  11. Visual Arts
  12. Sound and Video Systems

**JOB DESCRIPTION: NURSERY TEAM**

1. Schedule nursery volunteers for the Worship services.
2. Substitute or find a substitute for any volunteer who is unable to keep their commitment.
3. Keep rooms, toys and equipment properly maintained and cleaned.
4. Change and wash crib sheets frequently.
5. Keep a supply of antibacterial soap and disinfectant spray in crib nursery.
6. Keep record of attendance and refill supplies in each nursery “Baby Check System” notebook.

**JOB DESCRIPTION: NURSERY VOLUNTEERS**

1. Make an attempt to switch or find a substitute if unable to keep assigned Sunday. Call Church office with any changes as soon as possible.
2. Be present in nursery 15-20 minutes before the beginning of the service.
3. Follow all guidelines for nursery volunteers described in detail in the “Nursery Volunteer Handbook” (found in nursery) starting on page 5. This includes the “Baby Check System” and Universal Precautions.

**SOUND SYSTEM CAPTAIN - SUNDAY SCHEDULE**

**SANCTUARY**

1. Plan to arrive no later than 7:30AM so that all preparation can be completed prior to start of Worship services.
2. Check bulletin for the day to see who soloists are. Check with Director of Music Ministry to see what microphones, CD player/tape deck are needed.
3. Set up any needed equipment (microphones, speakers, etc.).
4. Turn on the wireless body pack / lapel mics and the handheld wireless microphones by pushing and holding the power button for 2 seconds. After they turn on the light should be green indicating that the unit is working properly. If the light is red the batteries are dead and need replaced. If the light is green check the battery level indicators to see if the batteries are still good. If there are less than 2 bars showing; replace the batteries. Each unit takes two "AA" batteries. These are located in the Sacristy closet.
5. Take a bulletin upstairs to soundboard console. Remove cover from soundboard.
6. Turn on power:
  - a. Turn on the master red rocker switch on the rack unit power supply located underneath the soundboard desk.
  - b. No further action is required.
7. Practice with soloist, band or singers.
8. Before service starts check that the lay reader (lectern) microphone is positioned approximately 8 to 10" from the lay reader's mouth. If the microphone is too far away feedback will be a problem.
9. Be at soundboard no later than 5 minutes before service starts.
10. When the service is completed turn off all of the wireless transmitters and the red master power switch upstairs on the rack unit.
11. Recording of service is done at both services. Copies of the service may be obtained by contacting the Office Manager.
12. At the end of the late service, all microphones, microphone stands, cables and other sound equipment must be taken from the Sanctuary and placed in the Sacristy and/or the locked closet in the Sacristy. Put each item back where you found it. The wireless microphones each have their own zip bag. Place them in their respective bags. Don't forget to collect the wireless lapel microphones from those that used them during the service.

**SOUND SYSTEM CAPTAIN - SUNDAY SCHEDULE (cont.)**

**FELLOWSHIP HALL**

1. The Sound System Captain is also responsible for events in Fellowship Hall.
2. The microphone for Fellowship Hall is in the church office closet. (See Sexton if you need access)
3. Connect the microphone to the cord by the stage steps and place on podium stand.
4. The soundboard for Fellowship Hall is on the stage. Turn on the red lighted power supply switch on the wood cabinet.
5. **Do not** change any settings on the Yamaha mixer amp.
6. After Sunday school the power supply switch should be turned off and the microphone disconnected and returned to the church office closet.
7. If adjustments are necessary for the sound, you must contact the system administrator to make any changes. This contact information is available from the Office Manager. Do not make changes without this approval.

**CHAPEL**

1. Microphone and stand from the Sacristy are needed.
2. Plug microphone into amp- located beside the organ.
3. Turn the amp on.
4. Following the event turn off the amp and return the microphone, stand and cable to the Sacristy closet.

**JOB DESCRIPTION: LAY READER**

The Lay Reader Coordinator will schedule lay readers for the 8:15 and 10:45 a.m. services and offer the following guidelines.

- 1) Enclosed is the preliminary bulletin for Sunday, with your readings in blue. In addition to the scripture and invitation to offering, there may be a mission moment for you to read. Also, you should go to the lectern and lead the congregational responses. **Please practice your scripture and other readings before Sunday.** It may be helpful to mark pronunciation of certain words, appropriate words to emphasize, and where to pause. It is important to read with reverence, expression and meaning, and match your reading to the text – joyful, sorrowful, instructional, etc. If you have questions about the best way to approach the reading, please check with the pastor. **PLEASE, PLEASE review your scripture in advance, be comfortable with it, and read SLOWLY.** The opportunity to share scripture is a holy and sacred privilege, but it is also a responsibility!
- 2) A final bulletin will be on the front pew where you sit on Sunday morning. Before the service, please review the “official” bulletin located on the pew, since there may have been changes from the one you received in the mail. Particularly note any changes in the order of the service, the mission moment, or in the scripture reading itself. **ASK THE PASTOR IF YOU HAVE ANY QUESTIONS.** Please plan to read from this bulletin, or if you prefer, from the lectern Bible (first check to ensure consistency). The scriptures posted on the screen match the bulletin.
- 3) The bulletin also includes the introductory and closing language that should be used for each scripture. **Please read BOTH parts of the closing.**
- 4) Also before the service, adjust the microphone at the lectern for your height. **The adjustment should be done BEFORE the service to avoid any feedback from moving it when it is turned on.** The lay reader is not using an attached microphone at this time.
- 5) Finally, before you report to the narthex before the service, please check to make sure the candle used by the acolyte for lighting the candles is lit. Usually the usher captain does this, but the lay reader should double check. If the candle is not lit, please do so, using matches in the sacristy.
- 6) Please be available 10 minutes prior to any worship service in the narthex at the back of the sanctuary, and check with the pastor to see if you will be processing in. If there is an entrance procession, the lay reader, acolyte, and pastor will normally process in from the rear of the sanctuary during the first hymn. The acolyte and lay reader will process in together (lay reader on the right and acolyte on the left). The pastor is last in the procession. Go directly to the altar and pause to revere the cross. **The acolyte and lay reader should stand on the outside, leaving room for the pastor to stand in the center of the altar – then leave the altar when the pastor does.** The acolyte will begin to light the candles at that time. If there is no procession, you should enter through the sacristy and take your seat before the announcements begin.
- 7) **The lay reader should watch to see if the acolyte has any difficulty lighting the candles and assist them if they do. If there is no acolyte available, the lay reader should bring the taper lighter/candle lighter in the procession and light the candles during the first hymn and extinguish them during the closing hymn, being sure to finish before the hymn is completed. If you have any questions about this, please check with the pastor.**

- 8) **AT BOTH SERVICES, THE LAY READER SHOULD GO TO THE LECTERN AND LEAD THE CONGREGATION'S PART OF ANY CONGREGATIONAL RESPONSES, which may be in the call to worship, prayers, or special litany. It is important to read the people's response but do NOT read the part the pastor is leading.** This is for the benefit of those listening to CDs or on-line recordings of the service. We always want one voice as the leader, not the hum of the congregation or a duet with the pastor. If you have any questions about which part to lead from the lectern, check with the pastor.
- 9) Important information for whenever you are at the lectern – if there is any singing (such as during a responsive Psalm), you may want to step back from the microphone or stay there and “lip sync,” just in case the sound technician did not turn off your microphone during the singing. Of course, if you have a good voice and don't mind the possibility of being recorded, it's no problem. Your choice!
- 10) **The lay reader is responsible for the offertory invitation – language is included in the bulletin you receive. However, there may or may not be a mission moment or a stewardship moment to be read by the lay reader. Check your materials carefully and ask the pastor if you have any questions.**
- 11) The lay reader should assist the pastor preaching that day with the offering plates, in both distributing and retrieving the offering plates to/from the ushers, and follow the pastor's lead in when and where to place the offering plates. **THE LAY READER SHOULD REMAIN AT THE ALTAR WITH THE PASTOR FOR THE OFFERTORY PRAYER.** You will not need a separate copy.
- 12) The lay reader should recess with the acolyte and pastor **AFTER** the benediction. Meet in the center when the benediction is done.
- 13) It is your choice whether to greet the congregation along with the pastor after the service.

In an emergency, or if you are unable to serve when scheduled, PLEASE contact Cindy Gnech at 991-4124. If you have lost or forgotten your material, there is a copy of the mission moment posted on the bulletin board in the sacristy, and the bulletin is on the pew where you sit.

Thank you for your service to your church!

(revised 1/3/14)



**JOB DESCRIPTION: COMMUNION COORDINATOR**

1. Get dates and type of Communion being served from the Pastor.
2. Get names of Council Members from the Office Manager.
3. Recruit additional people from the Order of Timothy to fill out required number of people needed
  - a. 8:15 a.m. service needs 9 people (12 on Easter)
  - b. 10:45 a.m. service needs 15 people
4. Recruit a captain for each service.
5. Make a schedule with members serving at desired service. Distribute schedule and arrange rehearsal.
6. Call servers before each Communion to remind them of their commitment. Each person is supposed to find their own substitute if they cannot serve and notify the captain of substitute.
7. Recruit set-up and clean-up helpers for each service and notify the Office Manager so their names can be placed in the bulletin.
8. The Deacons and Stewards are to assist the Pastor when they are available.

**A. PEW COMMUNION**

**1. Set-up**

8:15 a.m. – fill 9 trays, fill flagon and put ½ slice of bread on bread plate then cover Altar with white sheer cloth.

10:45 a.m. –fill 15 trays, fill flagon and put ½ slice of bread on bread plate then cover with white sheer cloth.

**2. Clean-up**

8:15 a.m. – collect cups from pews, wash and refill trays.

10:45 a.m. – collect cups from pews, wash all trays with soap and water, dry with linen cloth, put trays away in cupboard.

Captain is responsible for lining up servers.

**B. ALTAR COMMUNION**

1. Set up table in front of steps.

2. Trays are filled for this communion as follows:

8:15 a.m. – 4 trays

10:45 a.m. – 5 trays

3. Recruit two people to hold trays to receive empty cups (one on each side of aisle in the front pew).
4. Alert ushers to assist in specifying which parishioners come forward to form line across front (15-20 people)
5. Recruit one person to help in chancel to serve organist, nursery workers and parishioners unable to come forward.
6. Clean-up & set-up crews same as Pew Communion.

**C. INTINCTION COMMUNION**

1. Use pottery cups and plates.
2. Secure small loaves to be broken in half and pieces broken from it.
3. Alert ushers to direct parishioners forward.
4. Encourage organist and nursery workers to come to the Sanctuary.

**JOB DESCRIPTION: ALTAR GUILD**

1. Weekly Altar Guild duties should be carried out after Thursday and before the Sunday Services. The Candle room is locked. Information about location of key should be obtained from Coordinator.

At the beginning of the month, check with the Coordinator or the church office to see if there is anything special that is happening. If you plan to come to the church after office hours, you will need to obtain the door combination from the Office Manager. Please note: the building is generally locked at 4:00 p.m. daily and on Saturdays.

2. Weekly duties include:
  - a. Replace candles – fresh candles are kept in the cupboard in labeled boxes. Be careful to use the correct candles, the floor candlesticks use styrene candles and the candles on the Altar use beeswax candles. In the past, the candles have been mixed and beeswax candles have been used in the floor candlesticks where they don't burn correctly and drip a lot, making a real mess!

Never use candles from the box of discards, there are candles left over from weddings that we use, but they are in boxes on the shelf.

Replace the candles on the Altar when there's about 5" or less of the candle showing, not including the brass candle saver.

- b. Dust the Altar, pulpit and lectern, the duster is in the cupboard. Check the windowsills in the sanctuary for dead flies. Check the globe light.
  - c. Change paraments according to schedule provided by the Altar Guild Coordinator.
  - d. As needed replace the wicks on the lighters that are used by the Acolytes.
3. The Altar Guild Team meets several times each year for work projects, usually around major church holidays (consult yearly schedule).

**SAMPLE PARAMENT CHANGES AND SPECIAL DAYS**

January – Epiphany – change paraments to white and leave up until Ash Wednesday.  
Monday after Epiphany – undecorate the church.

February – Ash Wednesday – change paraments to purple for Lent and post hymn numbers for Ash Wednesday Worship Service.

March/April – Palm Sunday, Maundy Thursday, Good Friday, Easter  
Prior to Palm Sunday – Team meets to polish brass  
Maundy Thursday – Team meets in morning to set up for service in Fellowship Hall.  
Good Friday – Team may be asked to participate in the service.  
Saturday prior to Easter – Change paraments to white, arrange Easter flowers

May – Confirmation/Pentecost  
Confirmation is generally the first Sunday of May – change paraments to Red  
Change paraments back to white.  
Pentecost – change paraments to red.

June/July/August/September  
Paraments should be changed to green following Pentecost and remain green until October

October  
Change paraments to red for Reformation Sunday  
Change paraments back to green after Reformation Sunday

November  
Decorate the Altar for Harvest Home on Thanksgiving Sunday  
Decorate the Sanctuary for Christmas prior to the first Sunday in Advent  
First Sunday in Advent – change paraments to blue and set up Advent Wreath.

December  
Saturday before last Sunday before Christmas – arrange poinsettias  
Christmas Eve – change paraments to white and put out candles for candlelight service.

### **ACOLYTE TRAINING**

1. In September advertise in the Bulletin/Newsletter that training will be held on a specific date.
2. Acolytes may be anyone over the age of 8 (third grade) who is tall enough to reach the Candelabras in the Chancel.
3. Explain to the children the order in which they are to light the candles.
4. Explain the process for distinguishing the candles and leaving the Chancel area at the conclusion of the service.
5. Give each child the opportunity to practice lighting and distinguishing the candles
6. After they receive a scheduled time, review the procedure with them.
7. When they acolyte the first time, be there (or review with parent) to help them and make sure they can reach the candles.

Yahoo Finance's Jen Rogers highlights the stories that will be making headlines next week including the release FOMC minutes from the most recent Fed meeting. Existing home sales and jobless claims will be also be released next week along with earnings from retailers including Home Depot, Kohl'. Yahoo Finance Video. Paris Baguette CEO on plans for growth. Paris Baguette is a fast casual bakery that started in Seoul, South Korea. Finance is a field that is concerned with the allocation (investment) of assets and liabilities over space and time, often under conditions of risk or uncertainty. Finance can also be defined as the art of money management. Participants in the market aim to price assets based on their risk level, fundamental value, and their expected rate of return. Finance can be split into three sub-categories: public finance, corporate finance and personal finance. At Yahoo Finance, you get free stock quotes, up-to-date news, portfolio management resources, international market data, social interaction and mortgage rates that help you manage your financial life. Investors responded by sending the stock on a 17.2% decline to \$2.73, the largest single-day percentage decline for Aurora shares in more than five years and the lowest closing price since October 2017. Why America's legal weed sales could triple in the next 5 years. Yahoo Finance.