

# **WESTFIELD BOARD POSITION DESCRIPTIONS**

## **MODERATOR/ASSISTANT LAY MODERATOR**

- The Lay Moderator shall preside over all business meetings of the Church and of the Church Board. The Moderator is to insure that effective communication is maintained throughout the church body. The Lay Moderator shall also be the official spokesperson of the Church and for the Church.
- The Lay Moderator shall call a Nominating Committee to recommend candidates for elected leaders.
- The Lay Moderator shall appoint an auditor who shall file a report with the Board.
- The Lay Moderator shall call together a Christian Education member, the Pastoral Relations person and the pastor to review the Safe Church policy annually.
- The Assistant Lay Moderator shall work closely with the Lay Moderator. In the absence of the Lay Moderator, the Assistant Lay Moderator shall be prepared to serve in the same capacity as the Moderator. In the absence of the Assistant Lay Moderator, any member of the Board may be appointed to chair a Board meeting.
- The Assistant Lay Moderator serves as an Advocate for church members at Board meetings

## **TREASURER/ASSISTANT TREASURER**

- The Treasurer shall be responsible to the Church Board. The duties shall be those usually associated with this office (including the signing of checks, initialing of bills, ensuring prompt payment of all bills, and maintaining records of all Church investments.)
- The treasurer shall ensure the preparation of the Annual Proposed Budget and oversee other financial matters including the weekly collection process, the management of bequests memorial gifts and trust funds. The Treasurer may be bonded by the church. The Assistant Treasurer will assist the Treasurer.
- Work closely with the church administrator to ensure accurate record keeping of church expenses and revenue.

## **CLERK/ASSISTANT CLERK**

- The Assistant Clerk will assist the Clerk in keeping records of the church, baptisms, marriages, births, deaths and membership.
- The Assistant Clerk and the Historian will evaluate records and make recommendations for archiving data and records.
- The Assistant Clerk will record minutes of all business meetings in the absence of the Clerk.

## **WORSHIP AND MINISTRY (2)**

### **How we worship and honor God**

- Oversee all aspects of worship service, including communion, music, sanctuary, greeters, ushers, acolytes, flowers, pulpit supply, etc.
- Assists the pastor in ministering to all the spiritual needs of the church
- Special Events/Responsibilities
  - Victorian Christmas
  - Baptisms
  - Communion
  - Name tags
  - Greeter/Lay Liturgist/Server scheduling
  - Staffing additional services (Holy Week, Christmas, Vigils)
  - Assist with liturgical adornments
  - Pick up/re-stock pews after/before weekly worship
  - Money counting scheduling

## **PROPERTY/FISCAL (2)**

### **How we care for our building and assets**

- Oversee the maintenance of all church property including lawn care and exterior.
- May authorize expenditures up to \$1,000.
- Works with the treasurer in managing the church's assets
- Maintain emergency plans

## **MISSIONS/OUTREACH (2)**

### **How we care for the community (missions) & invite them to be a part of ours (outreach)**

- Directs the Church's charitable giving, mission, outreach programs including UCC, Windham Association, and community-based programs.
- Is attentive to the needs and concerns of the congregation
- Special Events include:
  - Christmas Giving Tree
  - Tomato Festival Kids Zone
  - Easter Egg Hunt (with Christian Education)
  - Blessing of Backpacks, Students, and Educators
  - Blessing of First Responders
  - Be Our Guest Suppers
  - Soup on Sunday (Jan-Mar)
  - Thanksgiving Basket Food Drive
  - Halloween movie night (with Christian Education)
  - Trick or Treat on Main St.
  - Bike Night Kids Zone

## **CHRISTIAN EDUCATION (2)**

### **How we teach people about God's love for the world through Jesus.**

- Coordinates all religious education programs held at the church including youth, adult, and special programs held during the year such as confirmation, Youth Recognition Sunday, Vacation Bible School
- Enlists and supports Sunday school Teachers, keeps accurate records, maintains appropriate parental consent records, selects curricula in consultation with teachers and/or parents
- Special Events/Responsibilities include:
  - Easter Egg Hunt (Saturday before Easter)
  - Dessert Auction
  - Confirmation
  - Children's Sunday
  - Sunday Funday (Sundays in July and August)
  - Halloween Movie Night
  - Christmas Pageant
  - Work with HR to oversee/hire Christian Ed Staff
  - Coordinate all efforts with Director of Christian Education
  - Cover any absences in classrooms
  - Attend monthly Christian Education meetings

## **STEWARDSHIP/FUNDRAISING (2)**

### **How we fund our ministries**

- Coordinate stewardship activities through the year, including annual pledge drive.
- Coordinate annual fundraising opportunities including church suppers and bazaar.
- Meet with fundraising team
- Special Events include:
  - Third Saturday Suppers
  - Woodstock Fair
  - Pie Tents (Spring/Fall)
  - Victorian Feast
  - Winter Wonderland Bazaar
  - Killingly's Bike Night

## **FELLOWSHIP/DEVELOPMENT (2)**

### **How we welcome visitors and new members (development)**

### **& how we empower the congregation to care for each other (fellowship)**

- Coordinates fellowship opportunities throughout the year including coffee hour, new member orientation, social events
- Coordinates spiritual/personal growth opportunities.
- Special Events
  - Coffee Hour
  - Second Sunday Summer Suppers
  - Homecoming Potluck
  - Thanksgiving Potluck
  - College Care Packages
  - T-shirt sales

## **PASTORAL RELATIONS (1)**

### **How the church engages its staff**

- Address potential problems, conflicts, and misunderstandings and is responsible to Bothe the congregation and Pastor on matters relating to pastoral service.
- Advocate for needs of both congregation and pastoral family
- Coordinate with Board for annual ministry performance evaluations of both pastor and congregation
- De facto chair of HR team helping to address wider staffing concerns