

## **AdMinistry**

AdMinistry attends to the legal, fiduciary, physical and personnel matters of the church, and the spiritual uses of our facilities. The Ministry includes:

- **Lay Leaders (Moderator, Co-Moderator)**
- **Church Officers as Required (Treasurer, Financial Secretary, Clerk)**
- **Delegates to CMA, II Conference**
- **Church Administrative Assistant**
- **Communications and Marketing Coordinator**
- **Building and Grounds Ministry**
- **Spiritual Space Ministry**
- **Finance Committee**
- **Memorial Gifts Ministry**
- **Personnel and Pastor/Parish Relations Committees**
- **Nominating Committee**

AdMinistry is conducted through the following:

### **1. Lay Leaders**

Purpose: To conduct church council and congregational meetings as needed. Call and conduct meetings and activities of the Personnel Committee. Provide communication channel among members, pastor and various ministry groups.

- \*Moderator
- \*Co-Moderator

### **2. Church Officers:**

Purpose: To conduct official church business and ensure legal compliance.

- \*Treasurer
- \*Financial Secretary and Assistant Financial Secretary
- \*Church Clerk

### **3. Delegates to CMA, Illinois Conference**

Purpose: To represent our church at respective organizations and communicate activities and issues to us.

- \*CMA Delegate
- \*IL Conference Delegate

\*Denotes elected positions; term is one year

### **4. Church Administrative Assistant (Paid Staff Position) (See separate job description)**

- Create and maintain church calendar
- Act as contact point for all event scheduling for church use and meetings
- Order supplies at the request of ministry leaders

### **5. Communications and Marketing Coordinator**

Purpose: To publicize and promote all church activities both to the greater community and internally. Organizes sub-groups and individuals as needed to

- Monitor church calendar activities
- Solicit information from various ministries for publicity purposes, both past and future
- Use various forms of media to record and publicize events and activities
- Establish connections with a variety of media: local, denominational, etc.
- Provide suggestions and support to the pastor, the administrative assistant and Ministry Circle Coordinators to facilitate communication.
- Maintain church historical records

#### **6. Building and Grounds Ministry**

Purpose: To plan, conduct, and/or oversee as needed the maintenance and repair of the building and property and capital improvement projects. Organizes sub-groups and individuals to

- Ensure appropriate maintenance, protection, cleaning, lawn care, snow removal, etc. for the building and grounds.
- Assure fulfillment of any capital improvement projects.

#### **7. Spiritual Space Ministry**

Purpose: To maximize the spiritual contributions of the building and grounds. Organizes sub-groups and individuals to

- Coordinate sanctuary décor and decorations to enhance worship
- Explore, promote and coordinate ways to better use our indoor and outdoor facilities for ministry, fellowship and outreach
- Plan seasonal decorations
- Develop building use policies for weddings, funerals and outside organizations.

#### **8. Finance Committee** (Treasurer, Financial Secretary plus two or more at-large members)

Purpose: To plan, administer and audit the annual Operating Budget and all expenditures. With the Treasurer and Financial Secretary, organizes sub-groups and individuals as needed to

- Assemble, publish and present the Annual Operating Budget
- Maintain financial reports; provide written reports to Church Council monthly
- Arrange for periodic audit as required
- Open bank accounts, purchase insurance, enter into loans on behalf of the church

#### **9. Memorial Gifts Ministry**

Purpose: To honor gifts given in memory of members and families

- Accept and acknowledge memorial gifts
- Make and accept recommendations for memorial gifts use
- Approve expenditures of memorial gifts

#### **10. Personnel and Pastor/Parish Relations Ministry**

Purpose: To attend to the personnel matters of the church and ensure a communications process between and among members, staff and pastor.

- Participate in the hiring, performance review and salary recommendation processes for all paid staff positions.
- Facilitate communication among and between members
- Facilitate resolution of issues

Personnel Committee shall consist of the Moderator, Co-Moderator, most recent past Moderator, Coordinators of Grow Christian Disciples, Outreach and AdMinistry.

### **11. Nominating Committee**

Purpose: To identify and invite individuals who will be elected to church officer and leadership positions.

- Prepare and submit a slate of nominees for congregational vote at the Annual Meeting