



# Niles Discovery Church

## Ministry Team Policies

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**Adopted: October 15, 2012**  
**Updated: November 18, 2013**  
**Update: May 16, 2016**  
**Updated: July 18, 2016**  
**Updated: April 19, 2021**  
**Updated: July 19, 2021**

This document provides information on the responsibilities and duties of each of the Niles Discovery Church Ministry Teams.

## CONTENTS

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Contents.....	1
General Ministry Team Policies .....	2
Communication with Outside Parties.....	2
Minutes .....	2
Standing Ministry Teams .....	2
Ministry of Spiritual Life Team.....	2
Ministry of Christian Education Team .....	3
Ministry of Property Team.....	3
Ministry of Social Concerns Team.....	4
Ministry of Evangelism .....	4
Ministry of Hospitality and Fellowship.....	4
Church Officers.....	5
Cabinet .....	5
Moderator .....	6
Vice-Moderator .....	6
Treasurer .....	6
Clerk .....	6
Standing Committees.....	7
Personnel Committee .....	7
Stewardship Committee .....	7
Pastor Parish Relations Committee.....	7
Nominating Committee.....	7
Care Team.....	8
Finance Committee .....	8
Special Ministry Teams.....	8
Liturgical Arts Ministry Team.....	8
Green Team.....	8
Homelessness Task Force.....	9
Technology Special Ministry Team.....	9

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## GENERAL MINISTRY TEAM POLICIES

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### COMMUNICATION WITH OUTSIDE PARTIES

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The individual Ministry Teams are free to communicate with outside parties as they see fit, provided they make it clear whom they represent. For instance, a Ministry Team may be speaking on behalf of that Ministry Team alone or some segment of the Congregation. Only the Cabinet may speak on behalf of the church as a whole.

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### MINUTES

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It is generally considered best practices for each Ministry Team and Committee to keep notes (minutes) of discussions and decisions made at their meetings and to share these notes (minutes) with all the members of that Ministry Team, the Cabinet, the pastors, and the Church Secretary. Since the Cabinet is the defacto board of directors of the church, formal minutes of all meetings will be written by the Clerk and the final version will be approved by the Cabinet as a whole. These final versions will be archived by the Secretary.

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## STANDING MINISTRY TEAMS

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### MINISTRY OF SPIRITUAL LIFE TEAM

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The purpose of this Ministry Team is to tend to the spiritual life of the congregation, especially as it relates to the worship life of the church.

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#### Responsibilities of this Ministry include:

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1. Enabling of worship by preparing for worship, assisting in worship, assisting with the sacraments, and in other ways seeking to enhance and make possible more complete worship experiences.
2. Collaborating with the Pastors on the general forms of worship and the spiritual life of the Church and serving as a link in feedback to the Pastors on reactions to worship and the spiritual life within the Church.
3. Recognizing the Pastors as spiritual leaders with both knowledge and spiritual preparation that allow them to best develop and prepare for the various forms of worship and for the spiritual life of the Church.
4. Cooperating with the Pastor(s) in Pastoring to the spiritual interests of the Church and community.
5. Aiding and giving to the Service of Worship, Sacrament of Baptism, Sacrament of Holy Communion, and providing spiritual growth opportunities to the Church community.

6. Maintain accurate and timely church membership rolls, in accordance with the church bylaws.
7. Aiding in the spiritual development of Church members.
8. Providing for conduct of Worship in the absence of the Pastor.
9. Opening and preparing the building for worship on Sundays
10. Recruiting and training ushers (and potentially acolytes).
11. Providing ushers for all Church services.
12. Being responsible for the communion service and flowers for the communion table.
13. Coordinating the liturgical space and design with the Liturgical Arts Ministry Team.

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### MINISTRY OF CHRISTIAN EDUCATION TEAM

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The purpose of this Ministry Team is to facilitate a relationship between the people of the Church and God through the administration of educational programs and youth fellowship programs, and through participation in Conference and Region outdoor ministry programs.

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#### Responsibilities of this Ministry include:

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1. Selecting curriculum and teaching resources; purchasing and distributing same shall be administered by the ministry team in conjunction with staff, upon approval of funds within budgetary constraints.
2. Recruiting, replacing, and training of volunteers to lead classes and groups for the Ministry of Christian Education.
3. Initiating and carrying out all programs and policies of the ministry team.
4. Working directly with the Pastor(s) or other staff person who will serve in an advisory capacity to the ministry team.
5. Appointing advisors and giving general supervision to youth fellowships.
6. Carrying out tasks as assigned by the Safe Church Policies.

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### MINISTRY OF PROPERTY TEAM

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This Ministry Team is responsible for the maintenance and improvement of the Church buildings and grounds and any other real estate owned by the Church.

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#### Responsibilities of this Ministry include:

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1. Being responsible for the maintenance and improvement of the Church buildings and grounds and any other real estate owned by the Church.
2. Procuring and maintaining church equipment.
3. Determining the scale of fees to be charged for use of Church property to outside individuals and groups and submitting to the Church Cabinet these recommendations for final decision.
4. Ensuring Facility Safety including periodic walk-throughs.
5. Securing the facilities after the Sunday worship service.
6. Recommend to the Cabinet an adequate insurance program.
7. Maintaining and inventory of property.

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## MINISTRY OF SOCIAL CONCERNS TEAM

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The purpose of this Ministry Team is to guide, educate, and stimulate the Church to serve God by serving people in Christ's name.

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### Responsibilities of this Ministry include:

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1. Providing information to the local Church on missions of the United Church of Christ and the Christian Church (Disciples of Christ).
2. Informing the Congregation of programs and activities of ecumenical and interfaith organizations and other Church-related agencies.
3. Providing information on local activities and concerns which this ministry team feels should be brought to the attention of the Congregation.
4. Being a resource for information as well as an action initiating body on national and world concerns.
5. Requesting and collecting goods and/or money from the Congregation to be given to causes or groups as determined by the Ministry Team, with approval of the Church Cabinet.
6. Allocating funds from the budget of the Ministry Team to groups furthering the mission projects of the United Church of Christ and the Christian Church (Disciples of Christ).

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## MINISTRY OF EVANGELISM

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The purpose of this Ministry Team is to empower the members of the Church to share the good news of Jesus Christ within and beyond the Church.

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### Responsibilities of this Ministry include:

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1. Provide training to church members and friends on how to effectively and invitationally share their faith and invite people to participate in the life of our congregation.
2. Organize events, advertising, etc. to promote Niles Discovery Church.
3. Coordinate the Social Media ministry of the church.

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## MINISTRY OF HOSPITALITY AND FELLOWSHIP

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The purpose of this Ministry Team is to facilitate an extravagantly welcoming environment of acceptance and support for all visitors, members, guests, and friends of the church by providing opportunities for participants to build friendships while experiencing shared events.

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### Responsibilities of this Ministry include:

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1. Recruiting and training volunteer "greeters". Greeters welcome individuals (especially first-time worshipers) to worship, answer questions, and provide information as needed. They help people feel welcome by making introductions, and sharing welcome items (e.g., gift bags) as is appropriate. This is done in an effort to encourage visitors to become involved in the life of the Church.

2. Purchasing items and assembling gift bags for first-time worshipers.
3. Planning and coordinating special programs and events that promote fellowship and a sense of community among participants
4. Recruiting volunteers to assist with food preparation/service, facility set up, decorations, equipment needs, publicity, clean up, etc. for Ministry Team-sponsored programs and events.
5. Planning, preparing, and serving food and/or beverages for attendees during coffee hour. This task includes organizing donations or purchasing items to serve.

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## CHURCH OFFICERS

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### CABINET

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The Cabinet shall function as the policy making, coordinating, advisory, and administrative body for the Church. It shall meet monthly or on call of the Pastor(s), Moderator, or of five members of the Cabinet. More than half the members must be present to constitute a quorum. The Cabinet shall consist of the Officers of the Church (except those listed as Other Officers) and the Chairperson of each of the Standing Ministry Teams (see Article VIII of the Bylaws).

As the administrative body of the Church, the Cabinet is responsible for preparing and presenting to the congregation at the Budget Meeting a budget for the fiscal year; assessing revenues and expenses each month, comparing to budget and initiating corrective actions should an out-of-budget condition arise; directing the investing of excess monies of the General Fund and Designated Funds in certificates of deposit, common stock, corporate bonds, and other securities whether they are of individual companies or mutual funds; reviewing the findings of the auditor and acting upon them; and receiving quarterly reports of the endowment committee.

Any vacancy occurring in an officer's position of the Church shall be filled by appointment of the Cabinet; said appointee shall serve the remaining term of office. The Cabinet shall appoint the delegates to all denominational and ecumenical meetings in which this Church is a participant.

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#### Responsibilities of the Cabinet include:

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1. Setting policies and ministry priorities of the Church.
2. Coordinating the ministries of the Church.
3. Preparing and presenting the annual budget for congregational approval.
4. Assessing revenues and expenses each month, comparing to budget and implementing corrective actions should an out-of-budget condition arise.
5. Approving the Investing and reinvesting of excess moneys of the General Fund and Designated Funds in certificates of deposit, common stock, corporate bonds, and other securities whether they are of individual companies or mutual funds, in consultation with the Finance Committee.
6. Other duties dictated by adopted policies (e.g., the Financial Policies).

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## MODERATOR

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The Moderator shall be elected at the Annual Meeting for a term of one year and may serve for as many terms as the members and the Church choose provided that no more than two of these terms are consecutive. The Moderator shall preside over the Cabinet and all business meetings of the Church and shall be an ex-officio member of all Ministry Teams except as noted. The Moderator shall be responsible, with the Pastor(s), for the coordination of all activities of the Church. For legal purposes, the Moderator is president of the corporation.

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### Duties of the Moderator include:

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1. Reviewing and approving all expenditures each month, as submitted by the Treasurer.
2. Coordinating and conducting monthly cabinet meetings.
3. Presiding over Town Hall Meetings and Congregational Meetings.
4. Carrying out other duties as defined in the financial policies.
5. Serving as Nominating Committee Chair at the end of term of office.

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## VICE-MODERATOR

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The Vice Moderator shall be elected at the annual meeting for a term of one year; shall act in place of the Moderator at the Moderator's request; and complete the Moderator's term if the Moderator is unable to do so. The Vice Moderator is also the chair of the Personnel Committee. It is traditional that the Vice-Moderator will serve as the Moderator in the following term. For legal purposes, the Vice Moderator is the vice president of the corporation.

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## TREASURER

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The Treasurer shall be elected at the Annual Meeting for a term of one year; shall act as the Chief Financial Officer of the corporation of the Church, and shall ensure that all corporate financial and administrative reports required by state and federal agencies are prepared and submitted in a timely manner; shall attend to the tasks and responsibilities customarily assigned to the role in keeping with the financial policies adopted by the Cabinet.

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## CLERK

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The Clerk shall be elected at the annual meeting for a term of one year; shall keep an accurate record of all Congregational Meetings of the Church and of the Cabinet; shall provide for the keeping of a register of the members of the Church with the dates and modes of their reception and removal, of baptisms, of marriages, and of funerals/memorial services and report on these at each Annual Congregational Meeting; shall conduct correspondence as requested by the Moderator or Cabinet; and shall attend to other matters as come within the scope of the office. For legal purposes, the Clerk is the Secretary of the corporation.

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## STANDING COMMITTEES

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### PERSONNEL COMMITTEE

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The Personnel Committee is composed of four members: the Vice Moderator (who serves as Chairperson of the Committee), the senior Pastor, the chair of the Ministry of Spiritual Life Team, and the chair of the Ministry of Property Team. The Personnel Committee is responsible for carrying out the Personnel Policies of the church as adopted by the Cabinet and for ensuring that Personnel Files are maintained properly.

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#### Duties of the Personnel Committee Include:

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1. Being responsible, with the assistance of the Pastor(s), for hiring of an adequate staff to carry on the necessary work of the Church.
2. Administering of personnel policy.
3. Reviewing salaries yearly.
4. Preparing and updating a job description for all administrative staff and paid personnel, with the exception of the pastors whose duties are outlined in the bylaws.

### STEWARDSHIP COMMITTEE

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A Stewardship Committee shall be appointed annually by the Cabinet. The Committee shall provide a continuing program of stewardship, enlisting financial support and personal participation in creative and constructive use of the talents of every member. Its duties shall include stewardship education, an annual pledge campaign, and continuing enlistment.

### PASTOR PARISH RELATIONS COMMITTEE

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The PPRC will consist of four to six members of the Church and the Pastor(s). The Moderator will not be a member. The committee members shall be nominated jointly by the Pastor(s) and the Moderator and shall be approved by the Cabinet to serve 3-year terms. The primary purpose of the Pastor Parish Relations Committee is to encourage healthy relationships between the Pastor(s) and members of the Church and within the Church, meeting as needed always with at least one Pastor present. The PPRC will take a proactive approach toward potential conflicts before they escalate. The Committee also serves as the mechanism for the Pastor(s) to share concerns and strategize ways to deal with issues by empowering clear, honest, and direct communication. Due to the nature of the committee's work, meetings of the PPRC are closed and confidential.

### NOMINATING COMMITTEE

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The immediate past Moderator chairs this committee and may invite others to join him/her. This committee, in consultation with the Pastor(s), is responsible for presenting a slate of Officers and Ministry Team Chairs to the Annual Meeting and for recommending members of the Church to be appointed by the Cabinet to fill vacancies.

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### CARE TEAM

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The Care Team is appointed by and works with the Pastor(s) to extend the pastoral care of the church and to promote the health of the whole person, integrating spiritual and physical health. Due to the nature of the committee's work, meetings of Care Team are closed and confidential.

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### FINANCE COMMITTEE

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The Finance Committee consists of at least five members appointed by the Cabinet: the Treasurer; an additional member of the Cabinet (appointed for a one-year term); and at least three additional people appointed for three-year terms such that terms end in a staggered manner. All members of this Committee must be members (Participating Members or Associate Members) of the church. The Finance Committee is responsible for carrying out the Financial Policies adopted by the Cabinet, including the stewardship of the Endowment Fund.

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## SPECIAL MINISTRY TEAMS

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### LITURGICAL ARTS MINISTRY TEAM

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The Ministry of Spiritual Life Team formally established the Liturgical Arts Ministry Team. The Liturgical Arts Ministry Team consist of a coordinator (appointed by the Ministry of Spiritual Life) and people who desire to explore the arts for their spiritual growth as they produce arts for use in worship and the wider life of the church. The primary focus of the Liturgical Arts Ministry Team is to create visual art (banners, textiles such as quilts, photos, etc.) to decorate the sanctuary and augment the worship experience of the people of the church. In an effort to integrate these arts into the worship life of the church, the Liturgical Arts Ministry Team coordinator works closely with the Pastors and both the Ministry of Spiritual Life Team and the Ministry of Property Team to facilitate the installation of art and to engage members of the congregation.

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### GREEN TEAM

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The Ministry of Social Concerns Team formally established the Green Team. The Green Team consist of a coordinator (appointed by the Ministry of Social Concerns Team) and people who desire to lead the church as we decrease our environmental footprint. The Green Team's primary function is to help the church be recognized as a "Green Chalice" congregation in the Christian Church (Disciples of Christ) and any similar program in the United Church of Christ. The Green

Team may also make recommendations on policies and procedures to the appropriate bodies in the church, lead educational events, and coordinate other activities to meet the group's goals.

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### HOMELESSNESS TASK FORCE

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The Homelessness Task Force was formally established by the Ministry of Social Concerns. The Task Force's goal is to provide education and information about homelessness issues to the congregation, to implement programs that address the needs of people experiencing homelessness, to work with community partners in addressing challenges that arise while providing this much needed ministry, and to speak prophetically to the society at large about policy changes that will move our society toward making homelessness a thing of the past.

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### TECHNOLOGY SPECIAL MINISTRY TEAM

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The Ministry of Spiritual Life established The Technology Special Ministry Team. This team consists of the Technology Director and members who are enthusiastic about using technology to enhance the spiritual life of the church. The team supports the worship, evangelism, and community life within the church utilizing multimedia, social media, and other technologies. Team members and others they recruit serve in various roles (production, post-production, social media, etc.), and explore and adapt new technologies that advance the overall mission and ministry of the church.