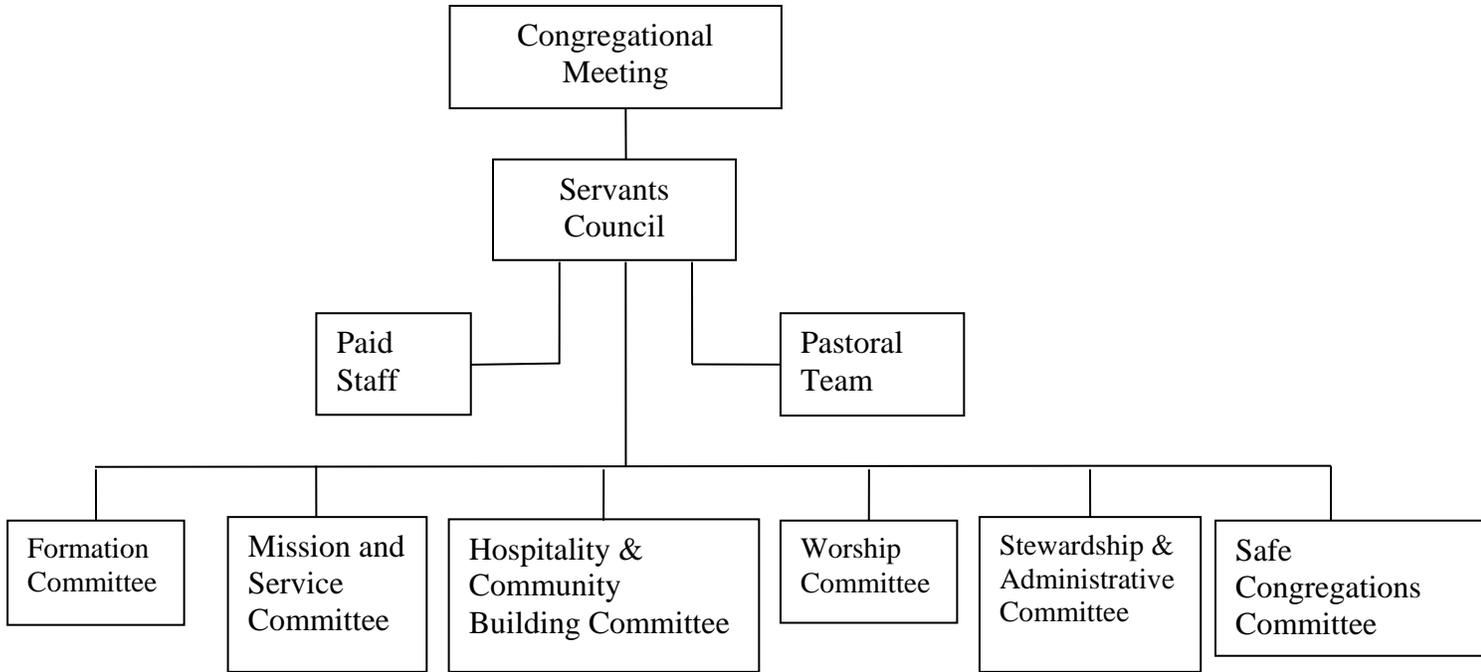


Shalom Mennonite Congregation Organizational Handbook (Updated 10/19/2015)

Overall Structure:



The Congregational Meeting is where all major decisions will be made. The process used to make these decisions will be varied and include voting processes with open and respectful discussion. (Each process will begin with an Appreciative Inquiry approach [where appropriate] in order to acknowledge what is going well, how it can be built upon and what changes are needed to enhance congregational life and actions.)

The Servants' Council will provide overall administrative leadership and vision for the congregation. It will also be the body that evaluates whether the mission of the church is being fulfilled. The Servants' Council is made up of five (5) representatives, one (1) from each of the five (5) committees, plus the paid administrative assistant and paid pastor. (The Pastor and Administrative Assistant are Ex-officio members of the Servants' Council). It also includes a Chair Person who is completely separate from any paid position and not on any committee. This person is voted on by the congregation. The responsibilities of the Servants' Council are as follows:

- a. Meets bi-monthly and receives reports from all committees
- b. Ensures that the committees are active and fulfilling their missions
- c. Brings agenda to Congregational Meetings
- d. Coordinates the hiring of professional staff
- e. Reviews the vision and mission statement in the same year as the tri-annual pastoral review and asking if we are fulfilling them.
- f. Brings any updates for the constitution to congregation meeting as needed for approval.

- g. Reviews and approves the yearly budget developed by the Stewardship and Administrative Committee before it goes to the congregation.
- h. Reviews budget income at every meeting.
- i. Evaluates the pastor annually and includes input from the congregation to review the pastor every three (3) years.
- j. The Chair Person will review staff evaluations completed by the pastor.
- k. Completes and revises job descriptions for all paid personnel.
- l. Discerns gifts for volunteer positions in the church--which will include asking participants in Shalom what they are gifted in and how they want to use these gifts.

The Pastoral Team holds the primary responsibility for pastoral leadership, preaching, pastoral care and counseling, and other pastoral functions. The pastoral team will include any ministry staff and at least two (2) lay members appointed by the congregation, serving two (2) year terms. Members may include any who are or have been licensed or ordained ministers or are seeking licensure or ordination, any pastoral counselors, any ministry interns, or anyone who feels called to explore or share their pastoral gifts with Shalom. There shall be a minimum of four (4) members on the pastoral team.

Leadership of the Pastoral Team is coordinated between the Pastor and a lay chair person. They may take turns or cooperate in setting agendas. The lay chair serves as a voting member of the Servants' Council and is expected to attend Servants' Council meetings or find another representative in their absence.

The Pastoral Team may need to coordinate with other committees that overlap with its responsibilities, such as Formation Committee for small groups, Worship Committee for preaching and prayers of the people, and Hospitality Committee for pastoral care.

The Team's responsibilities will be as follows:

- 1. Holds the primary responsibility for pastoral care, taking the initiative to visit the sick, those in crisis or transition (births, deaths, illnesses), and new attendees or members.
- 2. Team members may be involved in hearing and responding to Prayers of the People during worship, counseling, and working with those desiring baptism and membership transfers.
- 3. Is available as a source of preachers and speakers from within the team and congregation, and also helps identify outside speakers. Also may be available to officiate at weddings, funerals and other events in the life of the congregation.
- 4. Participates (at least one member of the team) in Central District Conference annual assemblies along with any designated congregational representatives.
- 5. Meets monthly for sharing, mutual support, and prayer and coordinates the team's responsibilities in the congregation.

6. Forms and supports small groups through an annual check-in with existing small groups and an invitation to members who are interested in joining or creating a group. Small groups provide opportunities for fellowship, mutual care, learning and outreach in the congregation.

Paid Staff What follows are the job descriptions for each of our paid staff positions.

POSITION: Pastor

POSITION SUMMARY: Covenanting with the congregation, the pastor of Shalom gives leadership to the congregation based on its vision to participate in God's work of healing and reconciliation in the world and to live faithfully as a people of God under the lordship of Jesus Christ.

QUALIFICATIONS:

Experience: Previous experience as a pastor preferred but not required

Other: Person committed to and supportive of the mission and policies of Shalom Mennonite Congregation.

Education: Seminary degree preferred

PHYSICAL REQUIREMENTS: Being able to physically meet the demands of pastoral duties.

EXPECTED ETHICAL STANDARDS: Pastors are expected to maintain high personal ethical standards, as outlined in *A Mennonite Polity for Ministerial Leadership* (Everett J. Thomas, ed.: Faith & Life Press, Newton KS/Minnipeg MB, 1996; pp. 106-127). The pastor will respect the *Confession of Faith in a Mennonite Perspective* and commit to Shalom's covenant practices. Pastors and paid staff who work with children are required to pass a criminal background check.

ACCOUNTABILITY AND SUPPORT: Position reports to Servants Council. Evaluation yearly by Servants Council and every third year by congregation.

Pastor Congregational Relations Person (PCRP) provides additional support for our pastor. The purpose PCRP is to care for the relationship between the pastor(s) and the congregation and when necessary, to mediate conversations between pastors and members of the congregation, pastors and the Servants' Council and between pastors and other members of the pastoral team.

TASKS:

Worship

1. Serve on Worship Committee and helps to coordinate worship leaders, speakers and worship resources.
2. Plan special rituals/blessings such as communion, baptism, rites of passage, baby blessings, etc.
3. Preach about twice a month as needed.
4. Be present for and involved in most worship services (if not preaching, leading worship, helping with music, leading rituals or prayer time, according to gifts and preferences) except when on vacation.

Pastoral

1. Give spiritual direction/vision to Shalom; facilitate visioning processes with the congregation.
2. Serve on the Pastoral Team, coordinating agenda and leadership with lay chairperson
3. Be aware of new people and people who need someone to talk to; initiate welcoming and pastoral care.
4. Coordinate counseling and instruction for new believers and members
5. Coordinate pastoral visitation and counseling
6. Facilitate planning the annual retreat and adult education classes

Administration

1. Overall coordination of congregational life along with the Congregational Chair(s)
2. Ex officio member of Servants Council
3. Facilitate staff meetings as needed
4. Supervise and evaluate other paid staff along with yearly evaluations.

Church wide Involvements

1. Share responsibility of attending CDC annual meetings
2. Participate in Harrisonburg District meetings and pastoral gatherings as appropriate
3. Share responsibility of attending Mennonite Church USA assemblies
4. Help communicate CDC agenda to the congregation as appropriate.

Community Involvements

1. Participate in the Rockingham/Harrisonburg Interfaith Association
2. Build various community relationships as appropriate.

WORKLOAD

This is a 75% position with benefits. MCUSA suggests that it is reasonable to expect a full-time pastor to work 40-50 hours per week; we would expect Shalom's pastor to work an average of 30-37 hours per week, or 9-11 productive blocks of time (morning, afternoon, or evening) throughout the week. Monthly time sheets will be submitted to the Servant's Council chair [or the new pastoral relations committee, as developed.]

POSITION: Administrative Assistant

POSITION REPORTS TO: Pastor

POSITION SUMMARY: The ideal candidate must have good computer skills and be flexible and available for some evening work. He/she will be able to work dependently and have good interpersonal skills. He/she will be able to work with minimal supervision and be a team player.

QUALIFICATIONS:

Experience:

Experience with computer software including Microsoft Word and a financial tracking program

Other:

Person committed to and supportive of the mission and policies of Shalom Mennonite Church.

PHYSICAL REQUIREMENTS: Within the general range of an office environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Financial

1. Takes care of the budget, all financial transactions and assumes the role of Shalom's treasurer, working closely with Stewardship and Administrative Committee
2. Receives offering from Stewardship and Administration committee representative and does recount
3. Makes any deposits for the church. Pays bills weekly or as needed.
4. Writes any necessary checks for the church.
5. Keeps accounts on Quicken.
6. Files and keeps financial records as necessary.
7. Updates offering statistics monthly in bulletin.
8. Makes bi-monthly pension payments.
9. Makes budget reports available for congregational meetings and Servants Council.
10. Prepares contribution reports for individual Shalom contributors for their tax returns.
11. Calculates monthly salary/housing allowances, taxes and pension payments based on Budget.

12. Prepares salary/housing worksheets for staff members that show monthly withholdings.
13. Pays all required taxes to Federal and State Government.

Administrative

1. Does all administrative work related to the bulletins, minute taking at congregation meetings, maintains files and records, compiles statistics for denominational records, subscriptions, church calendar and membership records, etc.
2. Maintains communication essential to the congregation (email, postal mail, phone calls, business contacts, directory, takes and sends out Servants Council and congregational meeting minutes, including conference and denominational communication).
3. Maintains and purchases office supplies.
4. Is Ex-officio member of the Servants Council and Stewardship and Administration committee.
5. Maintains Shalom website.

CONTRACT: 12 month, ten hours per week. In lieu of pension, 10% of salary will be added to yearly total.

Music Leader (5 hours per week)

- a. Coordinates music for weekly services.
- b. Plans music for special events.
- c. Is a member of the Worship Committee—which plans music and choir, the services, creates worship space, recruits preachers, etc.

Coordinator of Youth and Children's Ministries

Position: Coordinator of Youth Ministries
Position Reports to: Pastor
Positions Supervised: Sunday School Teachers
Youth Mentors
Christian Education Volunteers
Second Hour Staff

Position Summary:

The Coordinator of Youth Ministries will lead the congregation in ministering to the youth at Shalom Mennonite Congregation. The coordinator will also lead and coordinate the MYF and Jr. MYF programs and teach one of the youth classes. Further, this person will coordinate the mentorship program.

Qualifications:

Education: Bachelor's degree is required with a preference for Seminary study.

Desirable Skills and Experience:

1. Knowledge of current practices in Christian education.
2. Ability to relate to young people
3. Good communication skills
4. Ability to organize volunteers
5. Knowledge of child development
6. Commitment to the Anabaptist faith

Other: Christian person committed to and supportive of the mission and policies of Shalom Mennonite Congregation and an active member.

Essential Duties and Responsibilities:

I. The Coordinator of Youth Ministries provides leadership and coordination to volunteers and mentors for the Christian Education Program

Satisfactory performance is achieved when:

- A. Volunteers are recruited to teach young people in the Christian Education Program
- B. Volunteers are recruited to be mentors for the youth of the church
- C. Volunteers are recruited or persons are hired to run the second hour program for the younger children
- D. Teachers and Volunteers are supported so they may excel in their positions

II. The Coordinator for Youth Ministries will coordinate and lead the youth groups

Satisfactory performance is achieved when:

- A. The youth groups meet at least once a month.
- B. The youth of the church find healthy relationships with like-minded peers

- C. The youth are assisted in their spiritual and theological development
 - D. The youth are introduced to Anabaptist principles
 - E. The youth are involved in the broader life of the congregation and denomination.
- This will be demonstrated through service projects, participation in church worship services, church retreats and national youth conferences.

III. The Coordinator of Youth Ministries reports to the pastor

Satisfactory performance is achieved when:

- A. Meets at least monthly with the pastor
- B. Writes an annual report

* Does NOT chair the Faith Formation committee

IV. Special/Occasional Duties: Accept special assignments from time to time as requested by the pastor and the Faith Formation Committee

Position hours: Twenty hours/week

The Formation Committee is responsible for the overall educational and faith formation needs of all ages and life stages at Shalom. The committee will use Shalom's *Faith Formation Vision, Mission and Goals* to coordinate and discern. Membership of the committee should represent a diversity of life stages in order to cover the range of ages and life experiences at Shalom, intentionally seeking to include the perspective of youth. The committee should have at least 5 members, with one being the Coordinator for Youth Ministries, a paid staff person. This committee (like all committees) reports to Servants Council and has a member on Servants Council, preferably the Chair. The responsibilities of the committee are as follows:

- a. Meets every other month
- b. The Chair will meet quarterly with the Youth Ministries Coordinator and serve as Servant's Council representative
- c. Discern and decide upon the yearly class curricula, teachers and assistants
- d. Help track the class schedule.
- e. Support teachers and assistants so they may excel in their positions
- f. Approves MYF sponsors, and Nursery and Mentor coordinators as recruited by Youth Ministries Coordinator
- g. Determine the budget
- h. Supports the Youth Ministries Coordinator as she/he works with sponsors, mentors, parents and volunteer coordinators
- i. Meets annually with MYF Sponsors, Mentor and Nursery Coordinators, and Youth Ministries Coordinator

The committee will assist the Coordinator of Youth Ministries to achieve these goals through:

1. Help coordinate, in collaboration with the worship committee, youth involvement in worship services.
2. Help plan and implement service projects.
3. Take minutes at parents and committee meetings as well as assist in creating the budget for the committee.
4. Track schedule for teachers and assistants.

The Mission and Service Committee plans and implements the sharing of our resources with the local and global community. Our resources include time, talents, skills, and money, which we offer to others in need – within Shalom and in our community, as well as across the globe. This committee should have at least three (3) members, with one being appointed to serve on the Servants Council. It reports to the Servants Council. The responsibility and goals of this committee are as follows:

- a. Designs, implements, and supports specific projects that allows members and other participants of Shalom to share with the greater community.
- b. Keeps congregation informed of local and global happenings and needs in the wider Mennonite church.

- c. Helps Shalom members/regular participants meet the needs of others within and outside the congregation; and in the process build better relationships and care for each other.
- d. Acknowledges (through specific moments and acts of recognition) volunteerism of members of Shalom.
- e. Builds relationships with groups/organizations with which we interact and makes decisions about how much we share financially or otherwise. These groups/organizations may include (but are not limited to): MDS, Everence, VMRC, People Helping People, Menno Media, Patchwork Pantry, New Bridges, Gift and Thrift, and Faith in Action.
- f. About midyear, carefully studies budget for local and global designations to propose changes for the next year.

The Hospitality and Community Building Committee cares for and nurtures the Shalom Community through a variety of programs and activities on Sundays and other times in the life of individuals and families at Shalom. Its efforts often overlap with certain work of the Pastoral Team and therefore there will be a need to communicate and coordinate with the Pastoral Team when necessary. At least five (5) people should be on this committee—with one appointed to be a member of the Servants Council. The Committee’s community-building, fellowship and service responsibilities are as follows:

- a. Oversees monthly potlucks and special events.
- b. Encourages visiting and eating in each other’s home (For example: “Guess who is coming to dinner?”)
- c. Provide for snacks, coffee setup and cleanup—especially on Sunday, but other time deemed appropriate—and makes sure that the necessary items are purchased to carry out these activities.
- d. Makes certain that visitors feel welcomed (for example, by naming and training the greeters.)
- e. Makes a special effort to connect with university students and to include them in our congregational life and invite them to meals in our homes.
- f. Arranges for publicity to the EMU campus.

The Worship Committee creates a sense of worship for congregational gatherings and marks events in the church calendar and special events in the life of the church. It is made up of the pastor, the Music Coordinator and at least three at large members. The Committee meets monthly throughout the year and fulfills the following responsibilities:

- a. Plans the worship calendar including themes, structure, worship resources, and provides for occasional special music and drama.
- b. Schedules Sunday speakers, worship leaders, music leaders, children’s time, and visuals for our worship time.
- c. Gathers feedback, reviewing and reflecting on past worship experiences.
- d. Arranges for special services during holidays such as Advent, Christmas, Lent, Good Friday, and Easter Sunday. Coordinates rituals and rites of

passage in the church calendar such as Communion, Covenant Signing, Back to School, Baby Dedications, Baptisms, etc.

The Stewardship and Administrative Committee is responsible for developing and managing the budget as well as developing, maintaining and administering Shalom's administrative policies and procedures. The Committee should have at least three members. Its responsibilities would be as follows:

- a. Manages the facilities rented or owned by the congregation.
- b. Facilitates the establishment of policies and procedures in relations to facility use.
- c. Establishes expectations for periodic review of the appropriateness of facilities and recommends changes to the Servants Council.
- d. Develops a budget to be presented to Servants Council and then the Congregation.
- e. Develops budgetary policies that include when internal reviews and external audits are needed.
- f. Monitors investment account and makes recommendations to the Congregation as needed about its maintenance.
- g. Establishes what level of oversight is required of the treasurer (one of the functions of the Administrative Assistant).
- h. Appoint ushers who will take the offering and count attendees each Sunday.
- i. All checks greater than \$500 must be approved by the Chair of the Stewardship Committee—the exception the salary checks for staff.
- j. Initiates ongoing review of the church structure.
- k. Develops a grievance procedure for paid employees to be approved by the congregation.
- l. Coordinates the set-up of the worship and classroom space, puts out the sign, etc.

The Safe Congregations Committee is established and guided by the Shalom Safety Policy and will be a subcommittee of the Pastoral Team. The committee will be made up of the ministry staff, chair of Servants' Council, and two other members of the congregation, with a strong preference for individuals with experience in counseling. An effort will be made to insure that there is a gender balance on the Committee. Anyone who has concerns about inappropriate sexual conduct, violence, intimidation, or physical abuse by child-care workers, teachers, or others in the congregation will be able to receive guidance from the Safe Congregations Committee.