

I. The Ministry of the Mexico Church of the Brethren

Overview

The ministry goal will be to lead and direct the spiritual, programmatic, and administrative work of the church.

A. The individual teams consist of and are not limited to:

1. The Christian Education Team
2. The Worship Team
3. The Fellowship Team
4. The Trustees & Property Team
5. The Stewardship/Service Team

B. The Ministry Team Leaders

1. Must be a member of the Mexico Church of the Brethren
2. Will meet on a regular basis with the pastor
3. Will serve unlimited terms
 - a. If they decide to resign their position, they need to tell the minister and are welcomed to recommend a replacement.
4. Shall be responsible for signing all vouchers before presenting them to the Treasurer.
5. Preside at all meetings of the Team when possible.
6. Represent the Team at meetings of the Board and/or Congregation when asked.

C. Each Team

1. Will consist of a Team Leader who may add other helpers.
2. Helpers other than the Team Leader are not required to be a member of the Mexico Church of the Brethren.
3. Will serve unlimited terms
 - a. If they decide to resign their position, they will notify the team leader and are welcomed to make a recommendation of their replacement.
4. May recruit additional helpers as needed for specific tasks.
 - a. Once a specific task is completed, this additional group would be dissolved.
5. Shall meet as needed to fulfill its duties.

The Worship Team:

1. Support the pastor(s) through prayer and encouragement so that all ministries may be as effective and efficient as possible.
2. Assist the pastor(s) in the total music and scheduled worship services of the church.
3. Arrange physical surroundings, such as flowers, pictures, and worship centers to provide an atmosphere of worship for all church services. Special attention should be made for Christmas and Easter.
 - a. Refer to the guidelines booklet that is stored in the church office.
4. Secure choristers, pianists, organists, projectionist, sound system attendant and other needed personnel to aid in the worship services.
5. Appoint a person to secure a storyteller for each Sunday.
 - a. Provide a monthly list to the church office by the newsletter deadline for the following month.
6. Plan, in conjunction with the appropriate Team Ministries, spiritual enrichment meetings.
7. Appoint a person or persons to secure worship leaders if needed.
 - a. Provide a monthly list to the church office by the newsletter deadline for the following month.
8. Provide music and worship material.
9. Keep all musical instruments in good repair.
10. Secure person or persons for special music and/or readings for worship services, including community services (Good Friday, Easter, Thanksgiving, and Christmas).
11. Secure a person to be responsible for training the sound system operators.
12. Secure a person to be responsible for training the projection system operators.

13. Secure and train ushers for all scheduled services at the church.
14. Ensure pulpit is filled for Sunday morning worship in absence of Pastor.
15. Make physical arrangements, including decorations, for the Love Feast and communion services. This has included in the past: making the bread and broth for communion, cooking the meal, leading a service with singing and whatever else is wanted.
16. Appoint the Prayer Circle Coordinator and assistant to an unlimited term. If they decide to resign their position, they need to tell the Worship Team.
17. Make all the arrangements for the communion services in the year. They are to make/buy the bread and obtain the grape juice and have the communion ready to be served.
18. Make physical arrangements, including decorations for the Christmas Eve Communion service. They are to organize everything for this service.
19. Appoint ushers who serve an unlimited term. The ushers may resign by notifying the Worship Team Leader of their intent to resign.
 - a. The ushers will select a head usher.
 - b. Door greeters at front door and provide greeters for the back door.

The Christian Education Team

1. Support the pastor(s) through prayer and encouragement so that all ministries may be as effective and efficient as possible
2. Determine the objective and direction of the total Christian education program.
3. Provide courses, in consultation with the pastor(s), on Church of the Brethren beliefs and practices.

4. A background check is required prior to working with anyone under the age of 18 years old. It is the responsibility of the individual to complete the background check and provide a copy to the Christian Education Team.

a. Christian Education will review each background check and keep the results confidential. These background checks are to be kept in the safe.

5. Appoint, in council with pastor(s), Sunday school teachers and assistants for Nursery through Post Grads for a term of one (1) year. Adult classes may select their own teachers or ask for the Christian Education Team's assistance.

6. Select names of persons willing to serve as youth advisors, and submit their names to the Pastor for approval.

7. May appoint Christian education director and assistant, librarian, local Camp Mack representative, nursery coordinator, and children's church director, for a term of one (1) year.

8. Select and/or approve all curriculum and material for Christian education, children's church, and vacation Bible school.

9. Be responsible for classrooms, supplies, and select new equipment in cooperation with the Trustee & Property Team.

10. Select deans for vacation Bible schools.

a. Work with the deans to select Bible school staff.

11. Provide and encourage leadership attendance at training for teachers.

a. Provide resources and training for adult class teachers/leaders.

12. Appoint a person to manage "Messenger" subscriptions.

13. Initiate and implement mentoring programs.

The Trustee & Property Team

1. Support the Pastor(s) through prayer and encouragement so that all ministries may be as effective and efficient as possible.
2. Be responsible for repair and upkeep of all church property and grounds, and act as purchasing agent for regular maintenance items.
3. Consider all requests to borrow church property and be responsible for its return.
4. Be responsible for obtaining and maintaining official church documents such as abstracts and insurance policies.
5. Approve all bills relating to repairs, equipment, etc. and coordinate with the Board Treasurer.
6. Be familiar with and carry out all building and safety regulations.
7. Work with the Men's and Women's Fellowship officers in setting the date and recruiting help for work day(s) for church cleaning.
8. Supervise use and maintenance of church van.
9. Oversee policies for use and/or rental of church building.
10. Appoint the Church Historian.
11. Make the physical arrangements for baptismal services.

The Fellowship Team

1. Support the pastor(s) through prayer and encouragement so that all ministries may be as effective and efficient as possible.
2. Be responsible for sending memorial flowers or a gift in the event of a death in the church family.

3. Be responsible for the compilation and construction of the church directory no later than the first Sunday of February of each year.
4. Be responsible for the compilation and construction of the church pictorial directory every five years.
5. Develop a program of warm and inviting fellowship attractive to visitors and church family.
6. Secure greeters for all scheduled services at the church.
 - a. Provide a monthly list to the church office by the newsletter deadline for the following month.
7. Plan for effective activities to develop the social life of the church, utilizing the gifts and talents of the church family.
8. Plan church fellowship meals utilizing the gifts and talents of the church family.
9. Be responsible for labeling and updating church mailboxes annually by March 31.
10. Be responsible for scheduling kitchen clean up after Sunday school.
11. Plan for transportation for those who need a ride to church functions.

Pastor

1. Ensuring that the needs of persons in particular life situations are met (persons with terminal illness, divorce persons, single parents, pregnant teens, persons with addictions, or persons experiencing grief or loss, etc) with compassion acts of presence and service.
2. Encouraging the use of, and assisting with, anointing services and other healing experiences.
3. Encouraging church family members to make calls and visit to those who are sick, shut-in, bereaved, etc.
4. Visiting those who are sick, hospitalized, or otherwise institutionalized: offering prayers, scripture reading, and providing a healing presence.

5. Find members to serve the communion. The pastor is also to have communion for the shut-ins, hospitalized, institutionalized or others not able to attend church for communion.

Board

1. Ensuring a consistent contact for absent church family members.
2. Be available in conjunction with the pastor(s), to participate in efforts to settle differences within the church family.
3. Review church membership records every 3 years and present recommendations with the help of the church secretary. This involves sending out letters to the people and asking if they wanted to drop their membership.

The Stewardship/Service Team

1. Support the pastor(s) through prayer and encouragement so that all ministries may be as effective and efficient as possible.
2. Promote education of Christian stewardship in all its areas: time, talents, and finances, in all age groups of the church.
3. Approach the church family concerning their stewardship responsibilities to the church.
4. Be responsible for national and district outreach (i.e. Brotherhood, District Allocations, Camp Mack, Bethany, Manchester University, Timbercrest)
5. Promote mission and brethren service by providing information and literature about conferences, seminars, and service opportunities.
6. Encourage individuals or groups to participate in mission opportunities.
7. Consider financial assistance to individuals or groups who participate in mission opportunities.

8. Appoint the Disaster Response person.
 - a. The Disaster Response person shall attend team meetings upon request by either party.

Voucher Procedure

1. All expenditures must be supported by proper documentation (receipt and notation of business purpose on the voucher).
2. All invoices should be approved by the acting treasurer who is independent of the accounts payable.
3. Any expenditure presented for payment will not be processed unless properly approved and supported.
4. Vouchers will need to be signed by the ministry team leader and the treasurer.