

**Fort Garry EMC Department/Committee Job Summaries**  
**Updated February 8, 2009**

<b>POSITION</b>	<b>SUMMARY OF TASKS/EXPECTATIONS</b>
<b>Council Chair</b> (member)	<ul style="list-style-type: none"> <li>• Initiate and chair Council meetings (11 per year)</li> <li>• Initiate and chair Congregational meetings (3-4 per year)</li> <li>• Initiate and chair Annual General Business meeting</li> <li>• Initiate and chair Annual budget meeting</li> <li>• Initiate and chair Dept Heads meetings (2 per year)</li> <li>• Initiate and chair EMC Delegates prep meeting (2 per year)</li> <li>• Act as <i>ex officio</i> delegate to EMC Conference Council</li> <li>• Initiate and chair Personnel Committee meetings and negotiate salary with paid staff (as required)</li> <li>• Initiate pastoral evaluations (as required)</li> <li>• Write annual report on highlights of year and future plans by Dec 1.</li> <li>• Submit budget for next fiscal year by Dec. 1.</li> <li>• Prepare transition plans or host transition meeting for new chair or committee members</li> </ul>
<b>Council Secretary</b> (member)	<ul style="list-style-type: none"> <li>• Attend, participate in, and produce minutes for Council meetings (11 per year)</li> <li>• Attend and produce minutes for Congregational meetings (3-4 per year)</li> <li>• Attend and produce minutes for Annual Business meeting</li> <li>• Attend and produce minutes for Annual Budget meeting</li> <li>• Attend and produce minutes for Dept Heads meetings (2 per year)</li> <li>• Attend EMC Delegates prep meeting (2 per year)</li> <li>• Maintain files for all minutes</li> <li>• Maintain the Constitution and retain copies of all revisions</li> <li>• Maintain the Policy Manual and retain copies of all revisions</li> <li>• Provide Nominating Committee with membership list, constitution, phone list and list of positions to fill</li> <li>• Other tasks as required</li> <li>• <b>Prepare transition plans new secretary</b></li> </ul>
<b>Council member-at-large</b> (member)	<ul style="list-style-type: none"> <li>• Attend and participate in council meetings (11 per year)</li> <li>• Attend Dept Heads meetings (2 per year)</li> <li>• Attend EMC Delegates prep meeting (2 per year)</li> <li>• Potential involvement in church camp, Christmas banquet, Community BBQ, Nominating &amp; pastoral evaluation committees</li> <li>• Other tasks as required</li> </ul>
<b>Council General Duties</b>	<ul style="list-style-type: none"> <li>• Review applications for baptism, membership transfers</li> <li>• Church discipline</li> <li>• Oversee the election of ministers and deacons</li> <li>• Oversee appointment of pastor</li> <li>• Remind the church of the statement of faith</li> <li>• Interpret the Constitution</li> <li>• Provide administration on policies, directions and church ministry</li> <li>• Provide Nominating Committee with list of incumbents eligible for re-election who wish to continue in their role by the end of September.</li> <li>• Provide Nominating Committee with a list of potential new candidates for the committee by the end of September.</li> </ul>

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<b>POSITION</b>	<b>SUMMARY OF TASKS/EXPECTATIONS</b>
<b>Board of Trustees Chair</b> (member)	<ul style="list-style-type: none"> <li>• Initiate and chair Trustees meetings (10-13 per year)</li> <li>• Present proposed budget at Annual budget meeting</li> <li>• Attend Personnel Comm. meetings as required to prepare for salary negotiations</li> <li>• Attend and represent committee at congregation meetings</li> <li>• Submit Trustees paid staff salary recommendations to Personnel Committee</li> <li>• Delegate appropriate duties to members of the committee</li> <li>• Negotiate salary with paid staff (as required)</li> <li>• Act as signing officer for church</li> <li>• Write annual report on highlights of year and future plans by Dec 1.</li> <li>• Receive and address concerns raised by attendees and staff</li> <li>• Oversee/delegate church use issues/rentals</li> <li>• Prepare transition plans or host transition meeting for new chair or committee members</li> </ul>
<b>Board of Trustees Treasurer</b> (member)	<ul style="list-style-type: none"> <li>• Attend Trustees meetings (10-13 per year)</li> <li>• Produce Balance sheet at end of fiscal year</li> <li>• Present Balance Sheet to congregation at Annual Budget meeting</li> <li>• Handle accounts payable</li> <li>• Handle any investments as directed by the Trustee Committee</li> <li>• Maintain accurate financial records</li> <li>• Establish disbursement controls</li> <li>• Provide accurate account of receipts and disbursements</li> <li>• Have financial records audited</li> <li>• Accounting and receipt of church funds</li> <li>• Provide tax receipts to each contributor</li> <li>• Act as signing officer for church</li> <li>• Provide regular financial updates to trustees</li> <li>• Provide regular updates of budget status to committee chairs</li> <li>• Develop, implement and oversee financial controls</li> <li>• Prepare internal year-end financial records</li> <li>• Engage outside accountant to prepare financial statements and tax returns and provide required financial information</li> <li>• Attend congregation meetings</li> <li>• Other tasks as required</li> <li>• Prepare transition plans or host transition meeting for new chair or committee members</li> </ul>
<b>Board of Trustees member-at-large</b> (member)	<ul style="list-style-type: none"> <li>• Attend and actively participate in Trustees meetings (10-13 per year)</li> <li>• Attend congregation meetings</li> <li>• Potential involvement in building and grounds maintenance, Trustees representative on Council, Community BBQ, church bookings, recruiting of ushers, act as signing officer for church, appoint/train/supervise PA operators</li> <li>• Other tasks as required</li> </ul>
<b>Board of Trustees General Duties</b>	<ul style="list-style-type: none"> <li>• Administration of maintenance of church, including janitorial/custodial duties and facilities improvements</li> <li>• Represent the church in business and legal matters</li> <li>• Administer use of church property</li> <li>• Promote stewardship</li> <li>• Establish/review staff salaries</li> <li>• Provide Nominating Committee with list of incumbents eligible for re-election who wish to continue in their role by the end of September.</li> <li>• Provide Nominating Committee with a list of potential new candidates for the committee by the end of September.</li> </ul>

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<b>Missions &amp; Social Concerns Chair</b> (member)	<ul style="list-style-type: none"> <li>• Initiate and chair M&amp;SC meetings (11 per year)</li> <li>• Initiation and organization of Missions Conference or sermon series</li> <li>• Initiation of VBS planning</li> <li>• Track all expenditures from M&amp;SC budget and Mission Support Fund</li> <li>• Contact the treasurer to arrange for check to be written</li> <li>• Write annual report on highlights of year and future plans by Dec 1</li> <li>• Submit budget for next fiscal year by Dec 1</li> <li>• Provide Nominating Committee with list of incumbents eligible for re-election who wish to continue in their role by the end of September.</li> <li>• Provide Nominating Committee with a list of potential new candidates for the committee by the end of September.</li> <li>• Prepare transition plans or host transition meeting for new chair or committee members</li> </ul>
<b>Missions &amp; Social Concerns member-at-large</b>	<ul style="list-style-type: none"> <li>• Attend Missions meetings (11 per year)</li> <li>• Potential involvement in Missions Conference, Community BBQ, VBS planning Committee</li> </ul> Other tasks as required
<b>SS/Christian Education Team Leader</b> (member)	<ul style="list-style-type: none"> <li>• Chair SS staff meetings</li> <li>• Oversee the classrooms and teaching process in his/her department</li> <li>• Provide Nominating Committee with list of incumbents eligible for re-election who wish to continue in their role by the end of September.</li> <li>• Provide Nominating Committee with a list of potential new candidates for the committee by the end of September.</li> <li>• Prepare transition plans or host transition meeting for new chair or committee members</li> </ul>
<b>SS/Christian Education Group Leader</b> (member)	<ul style="list-style-type: none"> <li>• Attend SS staff meetings</li> <li>• Potential involvement in SS picnic planning, SS Christmas program planning</li> <li>• Oversee the classrooms and teaching process in his/her department (Pre-school, Elementary, Adult/C&amp;C/Youth)</li> <li>• Other tasks as required</li> </ul>
<b>SS/Christian Ed. Secretary/Treasurer</b> (member)	<ul style="list-style-type: none"> <li>• Attend SS staff meetings</li> <li>• Order and distribute SS material</li> <li>• Administer all SS offering collection and counting</li> <li>• Administer SS special offering projects</li> <li>• Other tasks as required</li> </ul>
<b>SS/Christian Ed. General Duties</b> (member)	<ul style="list-style-type: none"> <li>• Initiate and organize SS picnic</li> <li>• Initiate and organize SS Christmas program</li> <li>• Recruit SS teachers, substitutes, song leaders, pianist and helpers</li> <li>• Administer the Child Safety Policy in conjunction with the Church Secretary and the Clubs Leaders</li> <li>• Select SS material</li> <li>• Recommend SS policies to Council</li> <li>• Promote and publicize SS</li> <li>• SS special offering projects</li> <li>• Teacher training</li> <li>• Work with librarian to promote, select and circulate library materials – (Currently this is not being done and has not been done in the recent past)</li> </ul>

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<b>Music Committee Chair</b> (member)	<ul style="list-style-type: none"> <li>• Initiate and chair Music Committee meetings</li> <li>• Arrange for payment of bills</li> <li>• Write annual report on highlights of year and future plans by Dec 1., and present at Annual Meeting.</li> <li>• Submit budget for next fiscal year by Dec 1.</li> <li>• Arrange for Music Comm. member(s) to assist with planning of Advent series, church camp worship, or other requested worship planning mtgs.</li> <li>• Liaise with Ministerial re: worship/music at Fort Garry</li> <li>• Perform General Duties</li> <li>• Prepare transition plans or host transition meeting for new chair or committee members</li> </ul>
<b>Music Committee member-at-large</b>	<ul style="list-style-type: none"> <li>• Attend Music Committee meetings</li> <li>• Perform General Duties</li> </ul>
<b>Music Committee General Duties</b>	<ul style="list-style-type: none"> <li>• Produce and distribute minutes from Music Committee meetings</li> <li>• Create monthly schedules in conjunction with ministerial and ushers</li> <li>• Maintain, repair, purchase and inventory music books/material and musical instruments/equipment</li> <li>• Prepare, collect, record, and submit CCLI Copy Report every 2.5 years</li> <li>• Recruit song leaders and pianist as required</li> <li>• Arrange for new songs to be added to Sunday worship repertoire (e.g. Song of the Month)</li> <li>• Initiate and organize fundraisers</li> <li>• Arrange for special groups/choirs/out-of-church musicians to participate at Fort Garry and coordinate equipment requirements with sound techs</li> <li>• Attend worship/music seminars that would benefit the music ministry at Ft Garry</li> <li>• Organize in-house music seminars</li> <li>• Promote and give direction to the music ministry of the church</li> <li>• Provide Nominating Committee with list of incumbents eligible for re-election who wish to continue in their role by the end of September.</li> <li>• Provide Nominating Committee with a list of potential new candidates for the committee by the end of September.</li> </ul>

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<b>Librarian</b>	<ul style="list-style-type: none"> <li>• Select, promote and circulate library material</li> <li>• Purchase library books, videos and tapes</li> <li>• Catalogue library material and keep records</li> <li>• Write annual report on highlights of year and future plans y Dec 1.</li> <li>• Submit budget for next fiscal year by Dec 1.</li> </ul>
<b>EMC Delegate</b>	<ul style="list-style-type: none"> <li>• Attend EMC budget meeting in December</li> <li>• Attend EMC elections meeting in July</li> <li>• Report on Conference Council meetings, including results of elections and budgets, to the congregation in worship services soon after these meetings (Reporting duties to be assigned by the delegates)</li> <li>• Submit an written annual report for the church yearbook. (Reporting duties to be assigned by the delegates.)</li> <li>• Newly elected delegates to select one of them to act as an alternate</li> <li>• Submit budget for next fiscal year by Dec 1.</li> </ul>
<b>MCC Delegate</b>	<ul style="list-style-type: none"> <li>• Attend MCC events (as required)</li> <li>• Potential reporting to congregation on each MCC event (delegates to select person)</li> <li>• Promotion of MCC events</li> <li>• Potential writing of annual report on highlights of year and future plans by Dec 1</li> <li>• (delegates to select person)</li> <li>• Submit budget for next fiscal year by Dec 1.</li> </ul>
<b>Region 7 Delegate *</b>	<p><b>*POSITION ELIMINATED AS OF JANUARY, 2008</b></p> <ul style="list-style-type: none"> <li>• Attend Region 7 planning meetings</li> <li>• Potential involvement in planning and organization of Region 7 events</li> <li>• Write annual report on highlights of year and future plans by Dec 1.</li> <li>• Submit budget for next fiscal year by Dec 1.</li> </ul>
<b>Food &amp; Hospitality Committee</b>	<ul style="list-style-type: none"> <li>• Creation of food groups including introduction and review of food group process to church congregation in September/seek out newcomers.</li> <li>• Organization of food groups to set up/clean up for select church functions</li> <li>• Organization of Sunday morning coffee</li> <li>• Facilitation/organization of church meals as required</li> <li>• Maintain good records of meal events at the church</li> <li>• Facilitate those rental groups using kitchen (liaise with church admin)</li> <li>• Replacement of kitchen supplies as needed</li> <li>• Write annual report on highlights and future plans (due by Dec 1)</li> <li>• Submit budget for next fiscal year by Dec 1.</li> </ul>
<b>Student Aid Committee</b>	<ul style="list-style-type: none"> <li>• Promotion of Student Aid fund</li> <li>• Administration of Student Aid requests</li> <li>• Write annual report on highlights of year and future plans by Dec 1</li> <li>• Submit budget for next fiscal year by Dec 1.</li> </ul>

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<b>Nominating Committee</b>	<ul style="list-style-type: none"> <li>• Attend Nominating Committee meetings (4-5 per year, mostly Oct - Jan)</li> <li>• Contact Committee heads re: succession – who might take over – for positions that will need to be filled, or names of incumbents willing to let their names stand for another term</li> <li>• Contact potential candidates for open positions to Council (alphabetical order by position)</li> <li>• Recommendations to Council for extension of terms, shared positions, etc</li> <li>• Have list of those who declined on hand at AGM</li> <li>• Keep Departmental/Committee Job Summaries updated</li> <li>• Follow up with those elected immediately after Annual Business Meeting to ensure they are aware that they have been elected and of their responsibilities.</li> <li>• Give Thank You notes to all who let their names stand – whether elected or not</li> <li>• Write annual report by Dec 1.</li> <li>• For positions not filled, provide Council with list of candidates contacted</li> </ul>
<b>Personnel Committee Congregational Representative (member)</b>	<ul style="list-style-type: none"> <li>• Attend Personnel Committee meetings as required to prepare for salary negotiations</li> <li>• Produce minutes for all meetings and maintain minute files</li> <li>• Negotiate salary with paid staff (as required)</li> <li>• Report to congregation as required</li> <li>• Involvement in pastoral evaluations of all paid staff</li> </ul>
<b>Church Reporter</b>	<ul style="list-style-type: none"> <li>• Submit articles and photos to Messenger on milestone events</li> <li>• Write annual report on highlights of year and future plans by Dec 1</li> </ul>
<b>Clubs Leader</b>	<ul style="list-style-type: none"> <li>• Order curriculum</li> <li>• Initiate the recruiting of staff</li> <li>• Initiate and lead clubs meetings</li> <li>• Act as contact person for church and community, communicate with church leaders</li> <li>• Oversee the leaders and helpers in their involvement in the clubs program</li> <li>• Oversee that the following are completed and/or provided: <ul style="list-style-type: none"> <li>• Schedules for clubs events</li> <li>• Class lists</li> <li>• Snack lists</li> <li>• Supplies for leaders</li> <li>• Weekly agendas</li> </ul> </li> <li>• Compile registration info of clubs kids</li> <li>• Distribute curriculum</li> <li>• Update clubs website info</li> <li>• Provide newsletters and memos regarding upcoming events, time changes and Details</li> <li>• Work to ensure that the church child safety policy is followed in the clubs program (in co-operation with SS/Christian Education Group Leader)</li> <li>• Write annual report on highlights of year and future plans by Dec 1</li> </ul>
<b>Cradle Roll</b>	<ul style="list-style-type: none"> <li>• Keep record of all babies born in our church</li> <li>• Keep record of cradle roll graduation into Sunday School</li> <li>• Add toddlers or babies to cradle roll when new families start attending</li> <li>• Recruit caregivers and match them up with new mom/parent</li> <li>• In charge of Cradle Roll Graduation in September</li> <li>• Ensure each first time parents (or first child born in our church to new attending parents) receive a gift certificate (\$20.00) towards a parenting book</li> <li>• In charge of Annual Cradle Roll breakfast in October</li> <li>• Write annual report on highlights of year and future plans by Dec 1.</li> </ul>

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**ARTICLE VI, SECTION 4: ELECTION PROCEDURES (As of May 29, 2008)**

- a) **Time of Election:** All church officers elected by the congregation shall be elected at the annual business meeting(s) except for situations as outlined in Section 4 (g). All church officers shall take office at the conclusion of the annual business meeting(s) except for those programs that operate over the academic year (September to June).
- b) **Eligibility for Office:** To be eligible for the Church Council, the Board of Trustees, the Sunday School Executive and the chairperson of the other committees and programs, the individual must be a member in good standing with the church. In exceptional cases, on the recommendation of the nominating committee, the membership may waive the restrictions of eligibility by a two-thirds majority vote. This waiver provision does not apply to Church Council members, Chairperson of the Board of Trustees, and the Treasurer.
- c) **Limitation of Office:** No individual shall serve in more than one of the following offices at any one time: Church Council member, Board of Trustees member, Sunday School Team Leader, Sunday School Group Leader, Missions & Social Concerns Chairperson, and Music Committee Chairperson (the only exception is the Board of Trustees representative appointed to the Church Council). In exceptional cases, the membership may waive such restrictions by a two-thirds majority vote.
- d) **Extension of Terms:** In exceptional cases, on the recommendation of the nominating committee, **the membership may waive the limitation of consecutive terms, by a two-thirds majority.**
- e) **Election of Committees:** The congregation shall first elect all the chairpersons of all committees before electing all other committee members. The congregation shall then elect additional members to bring the committee to its designated size. A person defeated in the election of chairperson or secretary shall automatically be a candidate for general membership on the respective committee unless he/she requests their name be withdrawn.
- f) **Transfer of Office:** It shall be the joint responsibility of the outgoing and incoming chairpersons of committees and groups to ensure that an orderly transfer of office occurs, calling joint meetings of outgoing and incoming committees and programs as necessary.
- g) **Filling the Vacancies:**
  - i. If a vacancy occurs in any board or committee, other than Church Council, the Church Council shall appoint a member to fill that vacancy. The congregation shall be informed of that appointment for their affirmation at the next regular business meeting.
  - ii. If a vacancy occurs in the Church Council, the congregation shall elect a member to fill that vacancy at its next regular business meeting.