

Fort Garry EMC Department/Committee Job Summaries
Updated April 2021

POSITION	SUMMARY OF TASKS/EXPECTATIONS
Council Chair (member)	<ul style="list-style-type: none"> • Initiate and chair Council meetings (approx.11 per year) • Initiate and chair Congregational meetings (3-4 per year) • Initiate and chair Annual General Meeting (AGM) • Initiate and chair Annual Budget Meeting (separate meeting if needed) • Initiate and chair Dept Heads meetings (2 per year) • Initiate and chair EMC Delegates prep meeting (2 per year) • Act as <i>ex officio</i> delegate to EMC Conference Council • Initiate and chair Personnel Committee meetings and negotiate salary with paid staff (as required) • Initiate pastoral evaluations (as required) • Write annual report on highlights of year and future plans by Dec 1. • Submit budget for next fiscal year by Dec. 1. • Prepare transition plans or host transition meeting for new chair or committee members
Council Secretary (member)	<ul style="list-style-type: none"> • Attend, participate in, and produce minutes for Council meetings (approx.11 per year) • Attend and produce minutes for Congregational meetings (3-4 per year) • Attend and produce minutes for AGM • Attend and produce minutes for Annual Budget Meeting • Attend and produce minutes for Dept Heads meetings (2 per year) • Attend EMC Delegates prep meeting (2 per year) • Maintain files for all minutes • Maintain the Constitution and retain copies of all revisions • Maintain the Policy Manual and retain copies of all revisions • Provide Nominating Committee with membership list, constitution, phone list and list of positions to fill • Other tasks as required • Prepare transition plans for new secretary
Council member-at-large (member)	<ul style="list-style-type: none"> • Attend and participate in council meetings (approx. 11 per year) • Attend Dept Heads meetings (2 per year) • Attend EMC Delegates prep meeting (2 per year) • Potential involvement in church camp, Christmas banquet, Community BBQ, Nominating & pastoral evaluation committees • Other tasks as required
Council General Duties	<ul style="list-style-type: none"> • Review applications for baptism, membership transfers • Church discipline • Oversee appointment of pastoral team, including ministers and deacons • Remind the church of the statement of faith • Interpret the Constitution • Provide administration on policies, directions and church ministry • Provide Nominating Committee with list of incumbents eligible for re-election who wish to continue in their role by the end of September. • Provide Nominating Committee with a list of potential new candidates for the committee by the end of September.
Board of Trustees Chair (member)	<ul style="list-style-type: none"> • Initiate and chair Trustees meetings (Approx.10-13 per year) • Present proposed budget at Annual Budget Meeting (typically at AGM) • Attend Personnel Comm. meetings as required • Attend and represent committee at congregation meetings • Submit Trustees paid staff salary recommendations to Personnel Committee • Delegate appropriate duties to members of the committee • Negotiate salary with paid staff (as required) • Act as signing officer for church • Write annual report on highlights of year and future plans by Dec 1. • Receive and address concerns raised by attendees and staff • Oversee/delegate church use issues/rentals • Prepare transition plans or host transition meeting for new chair or committee members

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Board of Trustees Treasurer (member)	<ul style="list-style-type: none"> • Attend Trustees meetings (Approx. 10 -13 per year) • Produce Balance sheet at end of fiscal year • Present Balance Sheet to congregation at Annual Budget Meeting (typically at AGM) • Handle accounts payable • Manages all payroll and benefits administration to support paid staff • Maintains accurate and current employee records for all paid staff • Provides information and support to Personnel Committee as required to support salary and benefit support to paid staff. • Handle any investments as directed by the Trustee Committee • Maintain accurate financial records • Establish disbursement controls • Provide accurate account of receipts and disbursements • Have financial records audited • Accounting and receipt of church funds • Provide tax receipts to each contributor • Act as signing officer for church • Provide regular financial updates to trustees • Provide regular updates of budget status to committee chairs • Develop, implement and oversee financial controls • Prepare internal year-end financial records • Engage outside accountant to prepare financial statements and tax returns and provide required financial information • Attend congregation meetings • Other tasks as required • Prepare transition plans or host transition meeting for new chair or committee members
Board of Trustees member-at-large (member)	<ul style="list-style-type: none"> • Attend and actively participate in Trustees meetings (Approx. 10-13 per year) • Attend congregation meetings • 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 • Other tasks as required
Board of Trustees General Duties	<ul style="list-style-type: none"> • Administration of maintenance of church, including janitorial/custodial duties and facilities improvements • Represent the church in business and legal matters • Administer use of church property including rental to other church groups • Provide for and maintain technology including audio and visual, computers and website • Promote stewardship • Provide Nominating Committee with list of incumbents eligible for re-election who wish to continue in their role by the end of September. • Provide Nominating Committee with a list of potential new candidates for the committee by the end of September.
Personnel Committee Congregational Representative (member)	<ul style="list-style-type: none"> • Attend Personnel Committee meetings as required • Produce minutes for all meetings and maintain minute files • Negotiate salary with paid staff (as required) • Report to congregation as required • Involvement in pastoral evaluations of all paid staff • The 3 other members are council chair, trustee chair (or designate) and ministerial representative.

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Missions & Social Concerns Chair (member)	<ul style="list-style-type: none"> • Initiate and chair M&SC meetings throughout year as needed • Initiation and organization of annual Missions Conference or sermon series • Provide recommendations to the Congregation regarding mission organizations/individuals to be supported by FGEMC as well as the corresponding level of support • Give leadership to FGEMC's relationship with its adopted Missionary(ies) and missions organizations/individuals supported. • Initiation of VBS planning • Track all expenditures from M&SC budget and Mission Support Fund • Contact the treasurer to arrange for check(s) to be written • Write annual report on highlights of year and future plans by Dec 1 • Submit budget for next fiscal year by Dec 1 • Provide Nominating Committee with list of incumbents eligible for re-election who wish to continue in their role by the end of September. • Provide Nominating Committee with a list of potential new candidates for the committee by the end of September. • Prepare transition plans or host transition meeting for new chair or committee members
Missions & Social Concerns member-at-large	<ul style="list-style-type: none"> • Attend Missions meetings • Potential involvement in Missions Conference, Community BBQ, VBS planning Committee • Other tasks as required
SS/Christian Education Team Leader/Chair (member)	<ul style="list-style-type: none"> • See general tasks below. • Initiate and chair SS staff meetings • Oversee the classrooms and teaching process in his/her department • Order or arrange for curriculum materials • Connect with parents of SS children • Create plans with teachers and parents where needed to provide extra help or accommodation for students where the need arises. • Connect with Council and Ministerial as needed. • Organize the supervision of classes as per the Safety policy. • Save records as per the Safety policy • Work with the Church Administrative Assistant to implement the screening of volunteers as per the Safety policy • Provide Nominating Committee with list of incumbents eligible for re-election who wish to continue in their role by the end of September. • Provide Nominating Committee with a list of potential new candidates for the committee by the end of September. • Prepare transition plans or host transition meeting for new chair or committee members
SS/Christian Education Preschool Group Leader & Elementary Group Leader (member)	<ul style="list-style-type: none"> • See general tasks below • Connect specifically with the teachers in your area (preschool or elementary) • Help specifically with the planning for the Christmas program and picnic for the students in your area. -* SIDE NOTE: Adult, Young Adult and Youth Group Leaders or teachers do not currently function as part of the SS Committee. Supervision for these classes has reverted to Ministerial. • Other tasks as required
SS/Christian Ed. Program Assistant (member)	<ul style="list-style-type: none"> • See general tasks below • Assist with ordering and distribution of SS material as needed • Administer all SS offering projects, collections and counting if done • Initiate and organize with Ministerial regarding Palm Sunday plans (ordering palms, children's entrance, etc.) • Other tasks as required

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SS/Christian Ed. General Duties (member)	<ul style="list-style-type: none"> • Attend SS staff meetings • Initiate and organize SS picnic • Initiate and organize SS Christmas program • Initiate and organize appreciation of the volunteers • Organize for the new school year by creating classes, reviewing past classroom arrangements and compiling a list of potential returning and new teachers. • Recruit SS teachers, substitutes, song leaders, game leaders, etc. pianist and helpers • Support the administration of the Child Safety Policy Provide supervision during the Sunday School hour as per the Safety Policy • Create the documents needed as per the Safety Policy • Select SS material Help in selecting and distributing SS curricular material • Recommend SS policies to Council as required. • Promote and publicize SS • Help to organize SS special offering projects if done. • Teacher training • 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)
Music Committee Chair (member)	<ul style="list-style-type: none"> • Initiate and chair Music Committee meetings • Arrange for payment of bills • Write annual report on highlights of year and future plans by Dec 1, and present at AGM • Submit budget for next fiscal year by Dec 1. • Arrange for Music Comm. member(s) to assist with planning of Advent series, church camp worship, or other requested worship planning mtgs. • Work closely with the Ministerial Associate for Youth and Worship to align music/worship elements with worship themes initiated by Ministerial. • Perform General Duties • Prepare transition plans or host transition meeting for new chair or committee members
Music Committee member-at-large	<ul style="list-style-type: none"> • Attend Music Committee meetings • Perform General Duties (see below)
Music Committee General Duties	<ul style="list-style-type: none"> • Produce and distribute minutes from Music Committee meetings • Create monthly schedules in conjunction with ministerial and ushers • Maintain, repair, purchase and inventory music books/material and musical instruments/equipment • Prepare, collect, record, and submit CCLI Copy Report every 2.5 years • Recruit song leaders /worship teams/musicians as required • Arrange for new songs to be added to Sunday worship repertoire (e.g. Song of the Month) • Initiate and organize fundraisers • Arrange for special groups/choirs/out-of-church musicians to participate at Fort Garry and coordinate equipment requirements with sound techs • Attend worship/music seminars that would benefit the music ministry at Ft Garry • Organize in-house music seminars • Promote and give direction to the music ministry of the church • Provide Nominating Committee with list of incumbents eligible for re-election who wish to continue in their role by the end of September. • Provide Nominating Committee with a list of potential new candidates for the committee by the end of September.
Librarian	<ul style="list-style-type: none"> • Select, promote and circulate library material • Purchase library books, videos and tapes • Catalogue library material and keep records • Write annual report on highlights of year and future plans by Dec 1. • Submit budget for next fiscal year by Dec 1.

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EMC Delegate	<ul style="list-style-type: none"> • Attend EMC budget meeting in November/December • Attend EMC elections meeting in June/July • 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) • Submit a written annual report for the church yearbook. (Reporting duties to be assigned by the delegates.) • Newly elected delegates to select one of them to act as an alternate • Submit budget for next fiscal year by Dec 1.
MCC Delegate	<ul style="list-style-type: none"> • Attend MCC events (as required) • Potential reporting to congregation on each MCC event (delegates to select person) • Promotion of MCC events • Potential writing of annual report on highlights of year and future plans by Dec 1 (delegates to select person) • Submit budget for next fiscal year by Dec 1.
Food & Hospitality Committee	<ul style="list-style-type: none"> • Creation of food groups including introduction and review of food group process to church congregation in September/seek out newcomers. • Organization of food groups to set up/clean up for select church functions • Organization of Sunday morning coffee • Facilitation/organization of church meals as required • Maintain good records of meal events at the church • Facilitate those rental groups using kitchen (liaise with church admin) • Replacement of kitchen supplies as needed • Write annual report on highlights and future plans (due by Dec 1) • Submit budget for next fiscal year by Dec 1.
Student Aid Committee (No longer functioning)	<ul style="list-style-type: none"> • Promotion of Student Aid fund • Administration of Student Aid requests • Write annual report on highlights of year and future plans by Dec 1 • Submit budget for next fiscal year by Dec 1.
Nominating Committee	<ul style="list-style-type: none"> • Attend Nominating Committee meetings (4-5 per year, typically Oct - Jan) • 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 • Contact potential candidates for open positions to Council (alphabetical order by position) • Recommendations to Council for extension of terms, shared positions, etc • Have list of those who declined on hand at AGM • Keep Departmental/Committee Job Summaries updated • By email or bulletin insert, follow up with those elected immediately after AGM to ensure they are aware that they have been elected and of their responsibilities. • Give Thank You notes/formal acknowledgement to all who let their names stand – whether elected or not • Write annual report by Dec 1. • For positions not filled, provide Council with list of candidates contacted
Church Reporter	<ul style="list-style-type: none"> • Submit articles and photos to Messenger on milestone events • Write annual report on highlights of year and future plans by Dec 1

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<p>Clubs Leader (Currently under review.)</p>	<ul style="list-style-type: none"> • Order curriculum • Initiate the recruiting of staff • Initiate and lead clubs meetings • Act as contact person for church and community, communicate with church leaders • Oversee the leaders and helpers in their involvement in the clubs program • Oversee that the following are completed and/or provided: <ul style="list-style-type: none"> • Schedules for clubs events • Class lists • Snack lists • Supplies for leaders • Weekly agendas • Compile registration info of clubs kids • Distribute curriculum • Update clubs website info • Provide newsletters and memos regarding upcoming events, time changes and Details • Work to ensure that the church child safety policy is followed in the clubs program (in co-operation with SS/Christian Education Group Leader) • Write annual report on highlights of year and future plans by Dec 1
<p>Young Family Ministries</p>	<ul style="list-style-type: none"> • Keep record of all babies born in our church • Keep record of 2 year-old graduation into Sunday School in September • Add toddlers or babies to roster when new families start attending • Recruit caregivers and match them up with new mom/parent • 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 • In charge of Annual young families breakfast • Write annual report on highlights of year and future plans by Dec 1.