

Outreach (revised Dec. 2006)

Purpose:

1. Catering for functions held at St. Andrew's United Church.(birthdays & anniversaries, teas, funerals etc.)
2. Running the kitchen re: supplies to be purchased and cleaning of cupboards, oven, etc.; maintain kitchen facilities and appliances.
3. Organize zones – i.e. Serving teams.
Stock supplies.
4. To raise funds for: 1) maintenance of the kitchen (tablecloths, coffee pots, etc.)
2) missions (annual donations to St. Andrew's College, Oliver Lodge, Lions 95, Calling Lakes Centre, Friendship Inn & Crisis Centre)
5. Write report for annual meeting.
6. Plan fundraiser twice a year if possible – i.e. soup and sandwich; salad bar luncheon and bake sale.
7. Encourage community & global outreach.

Worship Committee (revised Nov. 2006)

1. To evaluate the Sunday Order of Worship regularly. (Once every six months)
2. To share the planning of worship when the minister is away & to help plan intergenerational worship.
3. To assist with the sacraments (Communion and Baptism) and decide on their frequency and their administration.
4. To make sure worship happens for the Church Year, including: Christmas, Easter, Pentecost; and seasons: Advent, Lent, Pentecost; and Special Days: Thanksgiving, Remembrance, White Gift, Church Anniversaries, etc. and to assist when needed. To consider the use of the arts in worship (drama? dance? visual arts? literature?)
5. To involve lay people in the leadership of worship, and prepare those who are involved in services.
6. To be responsible for finding greeters, ushers, and camera operators, and give them instruction.
7. To schedule worship for the sick and shut-ins.
8. To find guest ministers/preachers in the absence of our minister.

Membership Committee (revised Nov. 2006)

New Members:

- Enter in Historic Roll and designate a number.
- Enter in Communion Roll.
- Make up a file card for office drawer.
- Put on an elder's list for visiting and canvassing.

When a Person is Taken off the Records:

- Record in Historic Roll and take off Communion Roll (make a penciled check mark beside name in Historic Roll for taking final tallies at the end of the year).
- Check family file card and remove from the files in the office drawer or delete name from the card.

Transfers out:

- Remove from the Communion and Historic Rolls.
- Check family file card and remove from office drawer.

Transfers in:

- Add name to the Communion and Historic Rolls.
- Add card to family file card drawer.
- Ask if they would like their transfer to be acknowledged in church and set it up with minister.

Deaths:

- Enter in Church Register for Burials.
- Take out of Communion and Historic Roll.
- Remove the name from family file card in office drawer or discard file card.
- Take off Elder's list.

Baptisms:

- Enter in church Register for Baptisms if it hasn't already been done.
- Mark baptism on their file cards in the office.

After the New Year:

- Make up new elder's lists replacing past elders with new elders who came on Session. Remember to put past elders on corresponding elder's lists. Then make up a new list of elders to correspond with their visiting zone numbers.
- Go through non-resident list and send out letters to everyone who has been gone 10 years or more, asking them of their intentions regarding their memberships. After third letter has been sent out, remove them from Members list. Report all removals to session.

Christian Education Committee

Purpose: One statement of purpose (Manual Section 153 (iv)) states that the duties of the Christian Education Committee shall include “the religious training of the young, and the organization of meetings for Christian fellowship, instruction, and work (Basis 5.10.1 (4))

Also: 1. To provide a solid foundation for the young people of our church.
2. To provide a Sunday School program staffed by enthusiastic and caring people.

Other duties include:

1. Assessing and selecting curriculum materials.
2. Recruiting teachers and leaders.
3. Establishing standards for the congregation's Christian Education program.
4. Approaching teachers and leaders (with Session approval).
5. Planning for teachers' meetings, workshops and other training opportunities.
6. Developing financial policy for support of Christian Education; this to include development of an annual budget for submission to the Committee of Stewards.
7. Arranging for special events, such as an annual installation of teachers.
8. Appointing a Mission Education Coordinator, who shall be the C.E. Committee representative on the Stewardship Committee.
9. Organize the Sunday School program: teachers; order teaching materials; send out letters keeping parents informed through out the year; certificates for promotion Sunday; gifts for teachers; set dates for White gift service, any parties promotion Sunday; keep supplies stocked (crayons, glue, pencils, etc.).
10. Set date for Grad Sunday and order cake. Have secretary send out letters to Grads.
11. Meet whenever necessary with, Minister and teachers.
12. Make report for annual meeting.

The Ministry and Personnel Committee (revised Nov. 2006)

Membership:

Not less than three or more than seven members who shall be representative of various segments of the congregation and may include one of the lay representatives to Presbytery. No member of the church staff shall be a member.

Duties:

- To support the various members of the church staff in their work and to help maintain good relationships between them.
- To maintain clear guidelines regarding the responsibilities and the authority of various staff members.
- To be the liaison between staff members and the congregation in general administrative matters and relationships.
- To be concerned with salaries, travel allowances, working conditions, and all other employment practices with respect to staff.
- To review annually the effectiveness of the church's staff as it relates to the program defined by the session.
- To maintain a close liaison with the Pastoral Relations Committee of Presbytery.
- To report at regular meetings of the Session.
- To welcome minister.
- To meet monthly to review personnel matters.
- To provide a confidential consultative and support agency for church staff.
- To support the minister's efforts in continuing education.

Properties and Manse Committee

This is a standing committee of the Official Board. It should report to the Board as often as necessary. Members will be members from session and one or more trustees as decided by the Official Board.

Duties:

1. To keep up the manse, church and grounds.
2. Provide long term-range plans for manse and church upgrading.
3. Meet each spring and fall with the Minister to review conditions and needs.
4. To have responsibility for the care and maintenance of manse, church and grounds.
5. To see that adequate equipment is provided as required by the Manual.
6. To make sure that the accommodation provided for the minister and his/her family is suitable and adequate.
7. Recommend any new fixtures or repairs to Official Board.

Stewardship Committee

- interpret why funds needed and how to be expended
- keep in perspective the proportion of money spent
- write fall canvass letter
- secure contributions for the remuneration of ministers and staff, pension fund, presbytery allocation, conference expenses and current expenses of the church and disburse the money received for these purposes
- supply the board with annual financial report and budget prior to the annual meeting