

EDUCATION COUNCIL CHAIRPERSON POSITION DESCRIPTION

Purpose

The purpose of the Education Council is to promote spiritual growth through study; assist in creating Christian family through fellowship; and participate in extending the love of God through the spreading of the Gospel and active outreach to the community and the world by planning and directing the overall program of Christian nurture and enrichment of University Christian Church, including Children's Ministry, Youth Ministry, Adult Ministry, oversight of the Sunday School for all ages, Children's Church, Vacation Bible School, etc.

The council chairperson recruits and works with council members to fulfill the council's purpose.

Type of work

Identify, recruit, support and assist council members.

Evaluate, implement, plan and manage program and budget.

Term of Position

One year, beginning July 1. May be renewed for one year.

Expectations

- Identify and recruit council members who will take responsibility for oversight of the following areas:
 - Adult Ministry and Leadership Development
 - Assist adult church school classes in obtaining teachers and resources.
 - Develop new adult church school classes as needed.
 - Plan and organize additional adult education events, classes, Bible studies, and leader development.
 - Youth Ministry
 - Plan and schedule support events for Sunday School teachers.
 - Recruit lay leaders to work with fellowship groups (CYF, Chi Rho).
 - Assist staff in planning and organizing a balanced youth program.
 - Assist in finding and developing curriculum and program resources in conjunction with minister(s).
 - Children's Ministry
 - Recruit children's church leaders and substitutes and provide training for leaders.
 - Plan and schedule support events for Sunday School teachers.
 - Recruit lay leaders to work with fellowship groups (CAT, JYF).
 - Assist in finding and developing curriculum and program resources in conjunction with minister(s).

Resources and Supplies

Keep classrooms supplied with basic supplies.

Monitor supply closet keeping it organized.

Provide special supplies as needed.

Special Programs

Plan and schedule special events, Youth Sunday, Camp, VBS, Children's Christmas program, and others as needed.

- Meet with Council regularly and report to the Board periodically.
- Support and assist council members in their work.
- With council members, plan and manage Education program budget.
- With council members, evaluate and modify existing programs and implement new programs as needed by the congregation.
- Keep records of council activities and actions.
- Attend all Program Council meetings as scheduled.
- Help in orientation of new council chairperson.
- Provide publicity regarding programs/activities for publication in Caller/Happenings/Bulletin.

Support

- The Minister of Music and Education works directly with the chairperson.

Qualifications

- Committed to the education ministry of the church.
- Familiar with current Christian education programs.
- Able to identify and recruit persons for specific jobs and tasks.
- Able to motivate and assist council members in accomplishing their tasks rather than doing the tasks himself or herself.

EVANGELISM COUNCIL CHAIRPERSON POSITION DESCRIPTION

Purpose

The purpose of the Evangelism Council is to extend the love of God through the spreading of the Gospel and active outreach to the community and the world by planning and directing the overall programs of visitor assimilation and evangelism of University Christian Church.

The council chairperson recruits and works with council members to fulfill the council's purpose.

Type of work

- Identify, recruit, support, and assist council members.
- Evaluate, implement, plan, and manage program and budget.

Term of Position

One year, beginning July 1. May be renewed for one year.

Expectations

- Identify and recruit council members who will take responsibility for oversight of the following areas:
 - Attracting New Visitors
 - Visitor Visitation
 - Visitor Follow Up
 - Greeters
 - Visitor Brochures and Packets
 - Advertising
- Support and assist council members in their work.
- With council members, plan and manage Evangelism program budget.
- With council members, evaluate and modify existing programs and implement new programs as needed by the congregation.
- Keep records of council activities and actions.
- Attend all Program Council meetings as scheduled.
- Meet with Council regularly and report periodically to the Board.
- Help in orientation of new council chairperson.
- Coordinate with Elders and Neighborhood Groups to assimilate visitors.

Support

- The Senior Minister works directly with the chairperson.

Qualifications

- committed to Evangelism ministry of the church
- familiar with current Evangelism program
- able to identify and recruit persons for specific jobs and tasks
- able to motivate and assist council members in accomplishing their tasks rather than doing the tasks himself or herself.

History Council Chairperson Position Description

Purpose

The purpose of the History Council is to collect and preserve documents, photographs, tapes, and other material describing the history of University Christian Church; to interview church members and record their recollections; to make these materials available as possible to current members, so that they can learn from and gain inspiration from the previous experiences of the church's membership and leaders; to write and publish documents related to the church's history, based on the collected materials, including a more extensive history than we have had to date.

The council chairperson recruits and works with council members to fulfill the council's purpose.

Type of work

- Identify, recruit, support, train, and assist council members.
- Evaluate, implement, plan and manage program and budget.
- Research preservation, techniques and apply them as effectively as possible to the particular needs of the church records. Purchase preservation supplies as needed.
- Pursue the writing and publication of a more extensive church history than has been written to date.
- Assisting the ministers or administrative staff with researching historical records to locate information about previous members (dates of baptisms, church membership, church staff terms, etc.).

Term of Position

One year, beginning July 1. Renewed as needed.

Expectations

- Oversee preservation efforts and contribute time as needed to accomplish them.
- Identify and recruit council members who will take responsibility for oversight of the following areas:
 1. organizing and cataloging historical materials
 2. preservation work to restore or stabilize old materials
 3. interviewing early church members to document their recollections and insights

4. assembling, setting up and breaking down displays for special programs, with attention to both displaying and protecting the materials
 5. Writing short descriptions of church history for the *Caller*, new member packets, etc.
 6. Writing a longer and more thorough church history of UCC.
 7. Identifying church members or guests in photographs.
 8. Monitoring the history room for signs of water, insect, or other damage effecting materials.
- Manage History program budget and expenses.
 - Attend all-church council orientation and planning sessions as scheduled.
 - Help in the orientation of new council chairpersons as needed.

Support

- The Minister works directly with the Chairperson. Interested members of the congregation contribute time and support as possible.

Qualifications

- committed to preserving and communicating the history of University Christian Church
- willingness to perform preservation or research tasks when needed, whether or not Council assistance is available
- speaking and writing skills
- personal knowledge of the history of UCC is useful

MEMBERSHIP COUNCIL CHAIRPERSON POSITION DESCRIPTION

Purpose

The purpose of the Membership Council is to create a Christian family through fellowship and pastoral care by planning and directing a program of Christian fellowship and mutual concern and assimilation of new members for University Christian Church.

The council chairpersons recruit and work with council members to fulfill the council's purpose.

Type of Work

Identify, recruit, support and assist council members.

Evaluate, implement, plan and manage program and budget.

Term of Position

One year, beginning July 1. May be renewed for one year.

Expectations

- The Membership Council has two Co-Chairs, one taking primary leadership in the area of Fellowship and one taking primary leadership in the area of Member Care.
- Identify and recruit council members who will take responsibility for oversight of the following areas:
 - Fellowship:
 - Coffee Fellowship
 - Fellowship Dinners
 - Receptions
 - Trips and Outings
 - Member Care:
 - New Member Assimilation
 - New Member Packets
 - Funeral/Memorial Service Family Meals
 - Member Tracking
 - Member Directory
 - All Church Retreat
 - Neighborhood Group Support
- It has been the intent of the Membership Council to plan one fellowship event per month.

- Meet with Council regularly and give reports to the Board periodically.
- Support and assist council members in their work.
- With council members, plan and manage Membership program budget.
- With council members, evaluate, and modify existing programs and implement new programs as needed by the congregation.
- Keep records of council activities and actions.
- Attend all Program Council meetings as scheduled.
- Help in orientation of new council chairperson.
- Meet with Council regularly and report to the Board periodically.
- Provide publicity regarding programs/activities for publication in Caller/ Happenings/Bulletin.

Support

- The Minister of Music and Education works directly with the chairpersons.

Qualifications

- Committed to Christian fellowship and caring ministry of the church.
- Active in fellowship activities of the church.

Able to identify and recruit persons for specific jobs and tasks.

- Able to motivate and assist council members in accomplishing their task rather than doing the tasks himself or herself.

OUTREACH COUNCIL CHAIRPERSON POSITION DESCRIPTION

Purpose

To mobilize the church's outreach resources, both human and financial, in order to extend the love of God through the spreading of the Gospel and active outreach to the University of Texas, the community of Austin, and to the world.

Term of Position

One year, beginning July 1. May be renewed for one year,

Expectations

- Identify and recruit council members who will serve on the council and take responsibility for the following areas:
 1. Allocate funds set aside in the outreach budget to those institutions and programs which are consistent with the stated mission of University Christian Church.
 2. Plan and conduct special day offerings, in support of Basic Mission Finance of the Christian Church: Thanksgiving, Christmas, Week of Compassion (February) and Easter.
 3. Encourage UCC representation on boards and committees of the Bluebonnet Area of the Christian Church and of local helping and service organizations such as Austin Area Interreligious Ministries and Micah 6.
 4. Conduct annual Outreach Sunday, in conjunction with the Week of Compassion in mid-February.
 5. Plan programs/projects that expand and reflect the outreach activities of the church. It is suggested there be one Outreach activity every month.
 6. Keep congregation informed about the work of Outreach and encourage members of the congregation to support Outreach activities.
- 7. Meet with the Council regularly and report to the Board periodically.
- 8. Provide publicity regarding programs/activities for publication in Caller/Happenings/Bulletin.
 - Support and assist council members in their work.
 - With council members, evaluate and modify existing programs and implement new programs as needed.
 - Keep records of council actions and goals.

- Attend all-church council orientation and planning sessions as scheduled.
- Help in orientation of succeeding council chairperson.

Time Requirements

- One-half to two hours a week, more at time of major Outreach emphasis

Support

- The Senior Minister works directly with the chairperson.

Qualifications

- committed to Outreach ministry of the church
- familiar with current Outreach ministries of the church
- able to identify and recruit persons for specific jobs and tasks
- able to motivate and assist council members in accomplishing their tasks, rather than doing the task alone

PERSONNEL COUNCIL CHAIRPERSON POSITION DESCRIPTION

Council Purpose

BY-LAWS, Section 5.3

The Personnel Council will exercise oversight and provide support to all ministerial programs and support staff of the church. It will serve as the official liaison between the staff and the congregation for the purpose of promoting mutual understanding and effective ministry. Regular meetings will be called for the following reasons:

- (a) Develop an on-going understanding of expectations concerning the church ministry and prepare appropriate role descriptions for each staff position.
- (b) Consider staff concerns and evaluate staff performance.
- (c) Annually review and set staff compensation, expenses and benefits, recommendations.
- (d) Employ and, when necessary, discharge from employment non-ministerial and program support staff.

Terms

Council members are appointed and approved by the Board. They have a 3-year term. The Board President-Elect acts as the chair.

Expectations

- Support and assist council members in their work.
- Keep records of council activities and actions.
- Attend all Program Council meetings as scheduled.
- Report to the Church Board as need arises.
- Assist in orientation of new council chairperson.

Support

- The Senior Minister works directly with the chairperson.

PROPERTY COUNCIL CHAIRPERSON POSITION DESCRIPTION

Purpose

Property committees should regularly inspect all structures, grounds, and equipment, giving consideration to maintenance, needs of the handicapped, energy use/conservation, remodeling, expansion, and parking needs. Security needs, structure, property insurance inventory, and budget also require close attention.

Type of Work

Identify, recruit, support, and assist council members. Evaluate, implement, plan and manage program and budget.

Term of Position

One year beginning July 1. May be renewed for one year.

Expectations

- Grounds
 - flower beds (planting and maintenance)
 - parking lot
 - church work days
- Building
 - minor repairs
 - plumbing or electrical
 - painting of small areas
 - major repair decisions
 - A/C
 - Heating
 - roofing
 - large paint jobs
 - maintenance decisions
 - coordinate major renovation projects
 - maintain annual expectations (elevator, boilers)
 - provide guidance to custodial staff
- work with other councils for expanded use of building
- meet with Program Council regularly
- periodically report to the Board
- provide publicity regarding programs/activities to secretary for publication in Caller/Happenings/Bulletin

Time Requirements

- Varies depending on projects, events involving property.

Support

- The Senior Minister and Board President work directly with Chair.

Qualifications

- committed to property maintenance of church
- some knowledge of applicable areas of repair, maintenance of structure
- able to identify and recruit persons for specific jobs and tasks

STEWARDSHIP COUNCIL CHAIRPERSON POSITION DESCRIPTION

Purpose

The purpose of the Stewardship Council is to plan, organize and conduct the annual stewardship campaign, which raises funds for the annual budget, which in turn, supports the program and mission of the church.

The council chairperson recruits and works with council members to fulfill the council's purpose.

Type of Work

Identify, recruit, support and assist council members.

Evaluate, implement, plan, and manage program and budget.

Term of Position

One year, beginning July 1. May be renewed for one year.

Expectations

- Plan an ongoing Stewardship program to be carried out through the year to stimulate a successful Stewardship Drive in the spring.
- Identify and recruit council members who will take responsibility for the following tasks:
 - Choose appropriate dates for stewardship campaign with Senior Minister's input.
 - Select keynote speaker for Consecration Sunday.
 - Plan topics for stewardship talks for three weeks preceding Consecration Sunday.
 - Plan Consecration Sunday service.
 - Schedule Consecration Sunday.
 - Organize Key Leaders dinner prior to Consecration Sunday.
 - Key Leaders contact members to encourage attendance at the Consecration Sunday Victory Dinner
- Support and assist council members in their work.
 - Report preliminary results of Stewardship campaign to the congregation at the Victory dinner.
 - Report final results of Stewardship campaign to the Board.

- Make recommendations to Board for next year's campaign.
- With council members, plan and manage Stewardship program budget.
- With council members, evaluate and modify existing programs and implement new programs as needed by the congregation.
- Keep records of council activities and actions.
- Attend all Program Council meetings as scheduled.
- Help in orientation of new council chairperson.
- Provide publicity regarding campaign/activities for publication in Caller/Happenings/Bulletin.

Schedule for Stewardship Campaign

- Fall Select keynote speaker
- Winter Schedule organizational meetings
- Spring Conduct meetings and begin communication campaign
 - Stewardship talks
 - Key Leaders dinner
 - Consecration Sunday
 - Victory Dinner
 - Board Report

Time Requirements

- time during the year for on-going stewardship efforts
- six or seven organizational meetings for Stewardship Campaign plus meeting preparation, attendance at all events, draft written communication, and telephone time to coordinate activities of committee members

Support

- The Senior Minister and Board President work directly with the chairperson.

Qualifications

- committed to Stewardship and total ministry of the church
- role model for congregation
- familiar with current Stewardship program
- able to identify and recruit persons for specific jobs and tasks
- able to motivate and assist council members in accomplishing their tasks rather than doing the tasks himself or herself.

- organizational and delegation skills
- communication skills including speaking and writing

UPDATED 9-05

UNIVERSITY COUNCIL CHAIRPERSON POSITION DESCRIPTION

Purpose

The purpose of the University Council is to promote spiritual growth through study; assist in creating a Christian family through fellowship; and participate in extending the love of God through the spreading of the Gospel and active outreach to the community and the world among university students by planning and directing the overall program of activities for university students.

The council chairperson recruits and works with council members to fulfill the council's purpose.

Type of work

Identify, recruit, support and assist council members.

Evaluate, implement, plan and manage program and budget.

Term of Position

One year, beginning July 1. May be renewed for one year.

Expectations

- Identify and recruit council members who will take responsibility for oversight of the following areas:
 - obtain volunteer groups to prepare DSF meals every Sunday evening during the academic year
 - host a Student Luncheon in September
 - plan and implement "Welcome Back" Activities in Fall
 - coordinate the Adopt-a-Student Program in the Fall
 - host Adopt-a-Student Brunch on Parents Weekend in Fall
 - graduation banquet
- Support and assist council members in their work.
- Meet periodically with DSF and evaluate needs of the group.
- Provide publicity regarding programs/activities for publication in Caller/Happenings/Bulletin.
- With council members, plan and manage University Council program budget. Budget items also include:
- With council members and Minister to Students, evaluate and modify existing programs and implement new programs as needed by the congregation.
- Maintain contact and work with university student leaders on such projects as:

Fall welcome back activities
DSF meetings
Adopt-A-Student program
Luncheons/Banquets
Communication
Small groups
Retreat
Mission trip
Parents Weekend Brunch
Participation in church wide outreach programs
Outreach as a DSF group

- Keep records of council activities and actions.
- Meet with Program Council as scheduled.

Support

- The Minister to Students works directly with the chairperson.
- Student leaders assume a significant leadership role.
- All ministers work with all students and their activities on a regular basis.

Qualifications

- committed to the ministry of the church to the University Community
- familiar with current University Council projects
- able to identify and recruit persons for specific jobs and tasks
- able to motivate and assist council members in accomplishing their tasks rather than doing the tasks himself or herself

WORSHIP COUNCIL CHAIRPERSON POSITION DESCRIPTION

Purpose

The purpose of the Worship Council is to foster a genuine spirit of vital Christian worship and promote spiritual growth by extending the love of God through the spreading of the Gospel among its members and visitors at regular Sunday services and at special occasions throughout the liturgical year.

The council chairperson recruits and works with council members to fulfill the council's purpose.

Type of Work

Identify, recruit, support and assist council members.

Evaluate, implement, plan and manage program and budget.

Term of Position

One year, beginning July 1. May be renewed for one year.

Expectations

- Identify and recruit council members who will take responsibility for the following areas:
 - Advent Wreath
 - Hanging of the Greens
 - Christmas Eve Candlelight Service
 - Christmas
 - Epiphany
 - Ash Wednesday Chapel Service
 - Palm Sunday
 - Maundy Thursday
 - Easter
 - Pentecost
- Support and assist council members in their work.
- With council members, plan and manage Worship program budget.
- With council members evaluate and modify existing programs and implement new programs as needed by the congregation.

- Keep records of council activities and actions.
- Attend all Program Council meetings as scheduled.
- Help in orientation of new council chairperson.
- Meet with Council regularly-periodically report to the Board.
- Provide publicity regarding programs/activities for publication in Caller/Happenings/Bulletin.

Time Requirements

- One-half to two hours a week, especially during Advent, Christmas, Lent, and Easter.

Support

- The Minister of Music and Education works directly with the chairperson.

Qualifications

- committed to Worship ministry of the church
- familiar with current Worship program
- able to identify and recruit persons for specific jobs and tasks
- able to motivate and assist council members in accomplishing their tasks rather than doing the tasks himself or herself

University Christian Church seeks to be a dynamic, inclusive community living out the love of Jesus the Christ, through thoughtful worship, compassionate service, and spiritual growth.

Operations Council Chair Position Description

Purpose

The purpose of the Operations Council is to develop and implement policies and procedures for the efficient and effective operations of the church office as well as providing support for communication among staff, church leaders, and church members.

The council chair recruits and works with council members to fulfill the council's purpose.

Type of Work

Identify, recruit, support and assist council members.

Evaluate, implement, plan and manage office operations and budget.

Term of Position

One year, beginning July 1. May be renewed for one year.

Expectations

- Make recommendations regarding office equipment repair, purchase, or upgrade; office management software; office supplies purchasing options.
- Oversee office-related budget; office machinery, supplies, furnishings.
- Suggest ways that the office can operate better and conserve resources.
- Develop guidelines for use of a church credit card.
- Support office assistant in her work, making recommendations regarding training, continuing education, and development goals. Make salary recommendations to the Personnel Council during the annual budget process.
- Provide resources when temporary additional office help is needed.
- Keep records of council activities and actions and support and assist council members in their work.
- Attend all Program Cabinet meetings as scheduled.
- Help in orientation of new council chairperson.
- Communications Subcommittee:
 - Develop policies to enhance communication with the congregation through the *Caller*, *Happenings*, and church website
 - Suggest improvements in communications among staff and church leaders
 - Support external communications with the larger Austin community.

Support

- The Senior Minister, the Minister of Music and Education, and the Treasurer work directly with the chair.

Qualifications

- Committed to efficient and effective church office operations and communication.
- Experience with general office operations, equipment, software, and training opportunities.
- Able to identify and recruit persons for specific jobs and tasks.
- Able to motivate and assist council members in accomplishing their tasks. 6/24/08