

## **Job Descriptions**

### Board Member

Board members generally serve for 2 years. Board members meet monthly (usually Sunday afternoon) and occasionally at other times as needs arise. Members are responsible for the wise management of the church's funds, buildings, grounds, and other assets. This includes checking the sanctuary before service and counting the morning offering after service. Members maintain accountability to the congregation and ensure legal and ethical integrity of the church is maintained. Members work with the pastor to support the church's mission and purposes, and members seek to consensus on issues so that the Board speaks with one voice. Vice-Moderator, Clerk, and Treasurer are elected by the Board members at the meeting following their election.

### Lay Delegate

The Lay Delegate is a member who shall serve for a period to include the next UFMCC General Conference. The Lay Delegate represents the congregation at the General Conference (next one is in Orlando in 2019) and other regional MCC conferences and meetings. The Lay Delegate will vote at the conference to represent the consensus of the congregation and will communicate with the congregation any UFMCC concerns and policies and shall bring back resources to share with the congregation.

### Pastoral Search Committee Member

Members serve until a search is concluded. A search generally takes 8-12 months, sometimes longer. Following the counsel of the mentor from the UFMCC Office of Church Life and Health (presently Rev Pressley Sutherland), the PSC will meet once or twice a month initially but may meet more frequently as the process nears selection of a candidate to recommend to the congregation. A commitment in time is needed as the work progresses, surveys are conducted, contacts are made, sermon tapes are reviewed, and letter and emails are sent. Also a commitment to pray, work together, and maintain confidentiality is needed.