



SUQUAMISH

UNITED CHURCH OF CHRIST

Church **Governance**

The following describes the structure of the Church governing bodies:

Council consists of 9 members, elected by the membership

Council steers the church process and programs, with an emphasis on setting up and monitoring accomplishment of church goals, and relies on employees, committees, and other volunteers to be directly involved in executing them.

Council members serve 3 year terms, maximum of 2 consecutive terms. Staggered terms

This is done to guarantee some turnover in governing roles so that a fresh perspective is programmed into leadership, without losing the advantage of experience. Committee work involves more people with specific interests and skills, with less defined terms that can allow members to serve at will, and still be part of the decision making process. Council members focus on identifying committee work to undertake, and to oversee and guide the results.

Council selects one of its members at the beginning of each year to serve as Moderator. Moderator runs meetings, edits minutes, reports on Council work to Congregation, does not sit on committees, (But may attend their meetings) and generally refrains from taking views in discussions, unless necessary to resolve an impasse. Council also selects an Alternate Moderator, to step in to the role when Moderator is not available.

Moderator acts as a “neutral party” to focus on insuring smooth process on the Council, and information about its actions made known to the congregation in an open and transparent manner. This person is also be defined as the “go to” person for congregants to bring matters to the attention of church leadership.

Established standing Committees with defined areas of responsibility:

Adult Programs/Community Outreach - including Suquamish Community Kitchen, Sound Spirit, and various spiritual enrichment efforts, like bible study and book groups.

Children and Youth Programs This committee strives to develop opportunities for children and youth to join in the life of the church. Recommendations are presented to the Council for approval.

Communications - Manage church communications with members; newsletters, notices, email, website, facebook, and carry out routine administrative actions as directed by Council.

Facilities – keep physical plant maintained, and advise council on capital projects and major maintenance needs.



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Fellowship - helps coordinate hospitality needs including coffee hour, Soup and Something Simple, and certain church sponsored special events. The Committee lines up people to help contribute and serve at coffee hour and other events.

Finance - routine collection of financial data, manage cash flow, monitor accounts payable/receivable, allocation of special funds as directed by Council, oversee financial statements and report to the council and congregation.

Nominating – This committee is appointed by council to solicit and process applicants to fill council positions as needed

Pastoral Assistance - Called to Care, and similar congregant assistance activities.

Pastor Relations – Pastor Support

Personnel – manage process with staff, keep paperwork updated with the help of the Pastor and Administrator, perform reviews of minister with input solicited from Congregation, make recommendations to Council on pay, benefits, etc.

Worship – Assist staff with defining and accomplishing worship elements, music, etc.

Each standing committee should include at least **one council member**. A council member can sit on up to 2 standing committees. Committee members are solicited from membership, and can consist of up to about 7 people, more or less.

Each committee selects a **chair person** each year from within its membership. Members need to recommit each year to serving the following year. Committee terms, if any, are established in Church Policy.

Areas of responsibility for committees are defined so that overlap between them is minimized. Unless stated in their authorization documents from the Council, all committee work product, conclusions, decisions etc. are subject to Council approval and should be reported at Council meetings. Routine functions are defined in Policy or Procedure and are pre-approved by Council, subject to annual review.

Council may establish **limited purpose/limited time** committees for other purposes. When possible, At least one Council member should be appointed to such committees. Council members on all committees don't necessarily have to attend meetings, they just need to monitor committee work so they can report it to council.

Staff normally prepares **minutes** for council meetings.

A committee member will be selected by each committee to **prepare notes** for their meetings. Records are kept on line and at the church office.