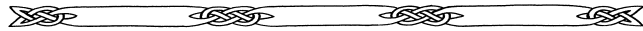


evaluated by the Trustees. At the conclusion of this probationary period, recommendation will be made to Church Council for finalization of a contract.

**Release From This Position:**

1. The Handyman or the Church Council must provide at least two weeks notice when this position is to be vacated as a courtesy to both parties.
2. This two week period may be amended if both parties agree to a different time frame.
3. The Handyman will be afforded an exit interview with the Parish Relations Team and Trustee Liaison.



**ABOUT OUR FEEDBACK FORUMS**

The Orthodox Congregational Church of Mansfield has instituted two forums whose express purpose is to provide regular opportunity for church members and friends to offer their thoughts, feelings, observations, questions and concerns regarding various aspects of our church life. The two “Forums” are listed below. They are described in broad terms. We embrace “Covenantal Dialogue” as a model for these constructive conversations.



**ROUND TABLE FORUM**

**Facilitators:** Pastor, Moderator, Deacon, Parish Relations  
**When:** Last Sunday of Month (11:15am-12:00pm)  
**Location:** Parsonage Conference Room Across Driveway  
**Purpose:** To have church leaders (Pastor, Moderator, Deacon, Parish Relations) gather with any church members or friends who wish to converse about anything related to our church’s mission and ministry. The goal is to facilitate positive communication, consider both joys and concerns that are raised, and thoughtfully address issues that arise.

**Agenda:** Set by those who bring questions and observations.  
**Notes:** Notes regarding the items discussed are maintained by a PRT member as a record of our topical conversation.



**MUSIC FORUM**

**Facilitators:** Music Director, Deacon, Worship Team Rep.  
**When:** TBD but recommended to meet every 6-8 weeks on a set schedule.  
**Location:** Church Conference Room  
**Purpose:** To have Music Staff & Music Lay Leaders (Director of Church Music, Handbell Director, Ensemble Director & Youth Choir Director) gather with anyone involved in the music ministry of the church or others who wish to reflect about the music ministry. Here we specifically focus upon issues related to church music, how people are feeling, suggestions they may have, and ways to work on interpersonal dynamics so that we build teamwork among those engaged in presenting worship music.

**Agenda:** Set by those who bring questions and observations.  
**Notes:** Notes as to the items discussed are maintained by a Deacon as a record of our topical conversation.

**PERSONNEL MANUAL**

The Orthodox  
 Congregational Church of Mansfield  
*A United Church of Christ Congregation*  
 17 West Street  
 Mansfield, MA 02048-0322  
 508.339.4793

**Personnel Manual**

Adopted by Church Council  
 January 13, 2009

“We are part of one body in Jesus Christ our Lord,” so states the Apostle Paul. Therefore, each part does its very best for the greater good of body. To this end, this manual has been created so we may clarify expectations regarding the diverse roles and functions of our paid staff positions in the life of our church family.

**Safe Church Policy**  
page 2

**Covenantal Dialogue**  
page 3

**Pastor**  
page 4

**Ordained Minister’s Code**  
**Congregation’s Code**  
Page 8ff

**Administrative Secretary**  
page 13

**Director of Church Music**  
page 17

**Handbell Director**  
page 21

**Custodian**  
page 23

**Handyman**  
page 26

**Round Table & Music Forums**  
page 28

Church Council may amend this manual at any time through action at a meeting called for such purpose.

# Safe Church Policy & Guidelines



At the outset of this Personnel Manual we draw attention to the “Safe Church Policy” implemented by our congregation.

This policy is aimed at the prevention of any form of harassment or exploitation of children, youth and adults and makes clear how concerns regarding such procedures will be handled.

This policy is printed in a separate booklet provided to every employee and lay leader of the church.

We have the expectation that our church community (whether gathered on-site or engaged in any off-site programs) will provide safety, dignity and respect for all people.

Paid and Volunteer Staff alike are expected to know, understand and abide by this Safe Church Policy.

Further questions may be directed to the Safe Church Policy Team or the Pastor. The “Safe Church Policy” Booklets are available outside the church office and in the front foyer by the vestry. They are identifiable by their night glow orange cover.

the Handyman should check first with the Trustee liaison so authorization can be granted. The Trustees have the prerogative of establishing a “cost ceiling” below which the Handyman has authority to fix or contract to fix items.

## **Supervision:**

1. The Trustees will appoint one member to be their liaison with the Handyman.
2. The Trustees may appoint a liaison, as needed, who is not on the Trustees and will assist to prioritize or coordinate designated tasks.

## **Evaluation:**

1. An evaluation of performance shall be conducted annually through the Parish Relations Team and one member of the Board of Trustees in June.
2. The “standard” of performance will be this document in conjunction with goals outlined by the Handyman with the Parish Relations Team.

## **Compensation:**

1. The Handyman's hourly wage will be determined by the Church Council.
2. The work week currently consists of 8 hours.
3. Compensation will include: hourly wage and employer's social security.

## **Grievance:**

1. Should the Handyman have a complaint/grievance which cannot be settled directly, such matters should be taken first to the Parish Relations Team to seek resolution.
2. The grievance should be submitted to the Parish Relations Team chairperson in writing so as to clearly outline the concern(s).
3. If the situation still has not been handled in a satisfactory manner from the perspective of the Handyman, she/he may go before the Church Council with the same documentation.

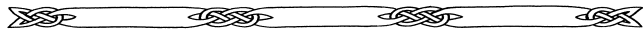
## **Hiring:**

1. When a Handyman vacancy exists, the Trustees will advise the Moderator and form a search team whose purpose it will be to recommend a viable candidate to Church Council for this position.
2. The Search Team will conduct an open process and will abide by all equal opportunity guidelines in hiring.
3. Upon hiring the Handyman, this person will serve for a 90 day probationary period during which time their function will be

probationary period during which time their function will be evaluated by the Trustees. At the conclusion of this probationary period, recommendation will be made to Church Council for finalization of a year long contract to concur with the Calendar Year.

### Release From This Position:

1. The Custodian or the Church Council must provide at least two weeks notice when this position is to be vacated as a courtesy to both parties.
2. This two week period may be amended if both parties agree to a different time frame.
3. The Custodian will be afforded an exit interview with the Parish Relations Team and Trustee Liaison.



### Purpose:

1. To tend to the regular (and irregular) maintenance tasks relating to the church building and grounds as benefits one with general "DIY" skills.
2. To maintain safe operation standards so as to minimize risk to those using the facility/grounds.

### Accountability:

1. To the Pastor as "head of staff."
2. To the Trustees as "supervisor."
3. To the Church through the Church Council as "employer."
4. To the Parish Relations Team as "annual reviewer."

### Responsibilities:

1. To maintain the church grounds (mowing, shoveling, snow blowing, leaf removal, etc.) pending seasonal needs.
2. To fix/renew/restore/replace parts of the building or appointments in the buildings that require attention.
3. To be aware of the condition of church property/structure/ appointments and to recognize when attention and skill is warranted.
4. The Handyman will receive recommendations for specific jobs to perform through the Trustee liaison.
5. The Handyman shall be on the look out for tasks that could benefit from his intervention. If a project cost is to be incurred,

# Suggested Covenantal Dialogue Guidelines

*The Orthodox Congregational  
Church of Mansfield  
A United Church of Christ Congregation*



We recognize that what joins and separates us from each other is how we communicate with one another. It is natural for there to be differences in perspectives as we are all unique children of God walking on our own faith paths. When we speak with one another, it is a point where our faith paths meet. In a spirit of faithful trust and Christian love, we promise each other that we will:

**Use "I" statements**, "owning" our own perspective.

**Focus on ideas and suggestions** instead of questioning people's motives, intelligence, or integrity, refraining from name calling or labeling others prior to, during, or following the discussion.

Understand that when an idea is presented, that **idea becomes the property of the group**, not the individual presenting.

**Share our concerns respectfully and directly** (face-to-face), in a spirit of love and respect, with individuals and groups with whom we have disagreements, in keeping with Jesus' teachings.

**Include our disagreements in our prayers**, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, always willing to remain open to the vision God holds for all of us. When there appears to be a difference of a perspective, we have found it a useful strategy to seek a deeper clarification by:

- *Listening deeply* to the other person and *paraphrase* what you have heard.
- Stating 2 or 3 aspects of the idea that you genuinely *appreciate*.
- *Noting your differences* in order to seek a solution not to bolster a debate.
- *Differentiating between the "person" and the "problem."* Let the "problem" be the "enemy" not the person. Join forces with the person in order to

attack the problem together.

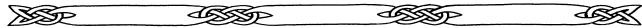
- Continuing to "deeply listen" to one another as you exchange ideas, feelings and thoughts about the problem.

**Seek to stay in community** with each other, though the discussion may be rigorous and full of tension, always being ready to forgive and to be forgiven.

Agree that during a meeting, the **chair of the meeting will recognize an individual** requesting to speak.

**Use email carefully** to communicate factual information, not for a dialogue. A face-to-face meeting is best. A telephone conversation is second best.

**Be held mutually accountable** if a violation of this Covenant occurs.



## POSITION DESCRIPTIONS



### **Purpose:**

1. To provide faithful and competent pastoral leadership in the congregation while equipping church members and friends for the work of mission and ministry in Christ's name.
2. To utilize a broad range of skills in the areas of worship leadership, organizational management, teaching, pastoral care, administration and outreach to the glory of God and for the benefit of the local church and her ministry.
3. To employ specialized gifts as a ministry leadership team is formed to guide and carry out the congregation's mission objectives.

### **Accountability:**

1. To the Congregation as the "Calling Body."
2. To the Deacons as "Overseers" of Congregational Spiritual Life.
3. To the Parish Relations Team as "Periodic Reviewer" of ministry.
4. To the Old Colony Association of the United Church of Christ and its Church & Ministry Committee for ministerial "standing" in accordance with the "Pastoral Code of Ethics" outlined in the United Church of Christ "Manual on Ministry".

### **Evaluation:**

1. An evaluation of performance shall be conducted annually through the Parish Relations Team, the Pastor, and one member of the Board of Trustees at a time to be specified in June.
2. The "standard" of performance will be this document in conjunction with goals outlined by the custodian with the Parish Relations Team.

### **Compensation:**

1. The Custodian's wage will be determined by the Trustees and approved by the Church Council.
2. The work week will consist of a minimum of 16 hours (or as agreed upon with the Trustees), excluding time related to clean up following a wedding or other special functions.
3. Compensation will include: hourly wage and employer's social security and 1 week of paid vacation after 1 year extending to 2 weeks after 4 years.
4. An honoraria of \$75 payable directly to the custodian is recommended to users of the facility for cleaning which follows a wedding, funeral or special function (as authorized by Church Council and/or the pastor).

### **Grievance:**

1. Should the Custodian have a complaint/grievance which cannot be settled directly, such matters should be taken first to the Parish Relations Team to seek resolution.
2. The grievance should be submitted to the Parish Relations Team chairperson in writing so as to clearly outline the concern(s).
3. The Parish Relations Team will facilitate communication between parties, help identify key issues and seek resolution that is agreeable and in the best interest of the church community.
4. If the situation still has not been handled in a satisfactory manner from the perspective of the Custodian, s/he may take the matter to the church leaders on Church Council with the same documentation for final resolution.

### **Hiring:**

1. When a Custodial vacancy exists, the Moderator is notified and the Trustees will conduct a search to recommend a viable candidate to Church Council for the regular and dependable cleaning of the church building.
2. This search process will be open to all individuals and will abide by all equal opportunity guidelines in hiring a new Custodian.
3. Upon hiring the Custodian, this person will serve for a 90 day

### **Accountability:**

1. To the Pastor as “head of staff.”
2. To the Church Council as “employer.”
3. To the Parish Relations Team as “annual reviewer.”

### **Responsibilities:**

1. To clean each church room by vacuuming, dry mopping, dusting and where necessary, wet mopping.
2. To disinfect nursery cribs, tabletops, bathrooms (4) including changing tables, kitchen counters, and banisters in stairwells weekly.
3. Clean bathrooms weekly (empty trash daily & general clean up).
4. To clean windows monthly.
5. To coordinate the ordering of cleaning supplies with the Trustee liaison. Ordering can be placed through the Administrative Secretary who will have on file supplier catalogues on hand in the church office.
6. Remove all trash/garbage from containers, appropriately bag and seal it and place in the trash containers behind shed in anticipation of Tuesday pick up.
7. Place recyclables in the yellow top recycling container.
8. Report anything requiring significant maintenance to the Trustee liaison or minor items to the Handyman.
9. Clean building in anticipation of worship services, including weddings, funerals, etc.
10. Wipe down woodwork (monthly), window sills (monthly), railings (monthly), baseboards and vents (monthly), altar appointments (monthly), organ and pianos (weekly), and pews (weekly).
11. Mop floors in entry areas and kitchen weekly.
12. Dust & vacuum sanctuary, stairways, narthex, music room, office & parlor weekly.
13. Clean Scout Room weekly throughout year.

### **Supervision:**

1. The Trustees will appoint one member to be their liaison with the Custodian.
2. The Trustees may appoint a liaison, as needed, who is not on the Trustees and will assist to prioritize or coordinate designated tasks.

### **Staff Meetings:**

1. The Custodian and other staff members may be called upon to meet with the pastor for periodic general staff meetings as determined by the pastor or recommended by any staff member.

### **Administrative Function:**

1. To oversee the staff as a ministry team.
2. To provide availability, accessibility, and visibility through established office hours and presence at a variety of church related events.
3. To attend or remain in contact with Ministry Teams & Leadership regarding the diverse task groups present in the church.
4. To serve as liaison between our local church, the ecumenical & interfaith organizations in our community, and the United Church of Christ (Old Colony Association, Southeast Area, MA Conference UCC & the Denominational Instrumentalities).
5. To participate in the monthly “Round Table Discussions”\* (*please refer to page 28 for a description of Round Table*) following worship on the final Sunday of each month as a means of exploring the feedback from church members and friends regarding their experience with church life in our setting.
6. To help church leaders dream, think expansively, and prayerfully commit themselves to a vision for mission and ministry.

### **Pastoral Function:**

1. To be faithful in the exercise of spiritual practice, both personal and public.
2. To share the Sacraments (Baptism & Communion) through worship experiences, both corporate and private, as the need should arise.
3. To preach and teach the Good News of Jesus Christ in a variety of settings.
4. To provide appropriate pastoral care through conversation, counsel and visitation as needed.
5. To conduct the services of the church (worship, funerals, weddings, special events) that deepen religious experience for participants and guide them into discipleship in Christ’s name.
6. To help participants discover their spiritual gifts and use them in the service of God and one another.
7. To encourage our people to reach out in mission as we strive to build community and cooperation in the world around us.
8. To work cooperatively with local clergy and interfaith colleagues as we fashion an environment of mutual trust and cooperation in Mansfield and beyond.
9. To support church leaders in their specific ministries.
10. To fulfill a consultative role with the Worship Team in the planning of worship.
11. To share personal and pastoral gifts for use with the wider church both denominationally and ecumenically as opportunity should arise.

### Office Schedule:

1. Maintain regular office hours (generally Tu/We/Th (9-5) and Fr (9-1)) with visitation and meeting schedule to be woven into the schedule.
2. Maintain an “open door” policy where all feel welcomed to share time and conversation.
3. Take 2 days off per week as recommended by the Massachusetts Conference UCC.

### Supervision

1. The Parish Relations Team (PRT) shall have principle supervision duties of the Pastor in their “personnel role”.
2. The Pastor will attend PRT in an ongoing fashion to continually review relations/communication in the parish.

### Staff Meetings:

1. The Pastor may call general staff meetings as needed to facilitate communication, outline tasks and enhance the morale and performance of the ministry team.
2. The Pastor will convene the Worship Team every 6-8 weeks to coordinate the various participants in worship.

### Evaluation:

1. The Pastor will meet with the PRT in June to thoughtfully reflect on the goals previously established, evaluate pastoral performance as an important component of the Annual Review process, and outline ministry objectives for the coming year.
2. The “standard of performance” will be this document combined with the “annual goals” generated by the June meeting with the Parish Relations Team.
3. An evaluative report will be made by the Parish Relations Team to the Church Council on performance criteria.

### Compensation & Honoraria:

1. Pastoral Compensation will be developed in conversation with the Annual Guidelines established by the Massachusetts Conference of the United Church of Christ through the budgeting process established by the Trustees.
2. Weddings and Funerals have a two tier honoraria structure. There is no recommended “honoraria” for church members for pastoral services rendered regarding either form of service as these are part of the standard tasks of the pastor. Recommended “honoraria” for non-members follow:

Weddings:	\$200
Funerals/Memorials/Graveside:	\$150

3. If the situation still has not been handled in a satisfactory manner from the perspective of the Handbell Director, s/he may go before the Church Council with the same documentation.

### Hiring:

1. When a vacancy exists in the position of Handbell Director, the Pastor and Moderator will be contacted and a Search Team will be organized. That team will consist of 2 Handbell Members and an “At Large” member of the congregation. Their purpose will be to recommend to the Church Council a candidate with the appropriate qualifications as relates to a revised position description.
2. The Search Team will conduct an open process and will abide by equal opportunity guidelines in hiring a Handbell Director.
3. Upon hiring the Handbell Director, the new director will serve for a 90 day probationary period during which time her/his function will be evaluated by the Handbell Choir, Pastor, and Worship Team. At the conclusion of this probationary period, recommendation will be made by the above mentioned parties to Church Council for finalization of a year long contract.
4. The Director of Church Music’s performance will be evaluated through the Parish Relations Team each June and salary recommendations will be shared with the Trustees for the next calendar year.

### Release From This Position:

1. The Handbell Director or the Church Council must provide at least four weeks notice when this position is to be vacated as a courtesy to both parties.
2. This four week period may be amended if both parties agree to a different time frame.
3. The departing director will be afforded an exit interview with a member of the Parish Relations Team.



### Purpose:

1. To maintain the cleanliness and orderliness of the interior of our church building.
2. To provide a clean and safe space for all approved church and community related functions.

mallets, catalogued library of level 2-4 music, an ensemble music collection.

### **Supervision:**

1. The Director of Church Music is under the supervision of the Pastor but works in cooperation with the Director of Church Music, Worship Team and at the pleasure of the Church Council.
2. A 90 day probationary period is in effect from the starting date so that the leadership and skills of the Handbell Director can be reviewed. Upon successful review, a new contract will be drafted that will be in effect for the Sept. to June period to be renewed annually in accordance with the desire of both parties.
3. The Parish Relations Team will conduct an Annual Review at the culmination of the Handbell Director's tasks in June.

### **Staff Meetings:**

1. The Handbell Director and other staff members may be called upon to meet with the pastor for periodic general staff meetings as determined by the pastor or recommended by any staff member.

### **Evaluation:**

1. An evaluation of performance will be conducted annually in June through the Parish Relations Team with the input of the Pastor and Worship Team representative.
2. The "standard of performance" will be this document in conjunction with the annual goals established with the Parish Relations Team.
3. An evaluative report will be made by the Parish Relations Team to the Church Council on performance criteria.

### **Compensation:**

1. The Handbell Director's part time salary recommendations will be made to the Trustees by the Parish Relations Team after the Annual Review in June.
2. Compensation will include: salary plus employer's social security.
3. A small allowance for continuing education will also be available to the Handbell Director.

### **Grievance:**

1. Should the Handbell Director have a complaint/grievance which cannot be settled directly, such matters should be taken first to the Parish Relations Team to seek resolution.
2. The grievance should be submitted to the Parish Relations Team chairperson in writing so as to clearly outline the concern(s).

This schedule can be amended by Church Council but always in relation to honoraria for related staff services.

### **Grievance:**

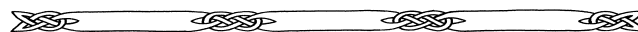
1. Should the Pastor have a complaint/grievance which cannot be settled directly, such matters should be taken first to the Parish Relations Team to seek resolution.
2. The grievance should be submitted to the Parish Relations Team chairperson in writing so as to clearly outline the concern(s).
3. The Parish Relations Team will facilitate communication between parties, help identify key issues and seek resolution that is agreeable and in the best interest of the church community.
4. If the situation still has not been handled in a satisfactory manner from the perspective of the Pastor, s/he may take the matter to the church leaders on Church Council with the same documentation for final resolution.
5. Should the relationship of the Pastor and parish become strained and/or in jeopardy, the Conference Area Minister and the Old Colony Association Church & Ministry Committee will be consulted by either of said parties as part of our covenanted responsibilities as a United Church of Christ congregation.

### **Call of the Pastor:**

1. When a pastoral vacancy occurs, the Moderator will assemble a representative Pastoral Search Team to work in cooperation with the Massachusetts Conference UCC Placement Office and designated MACUCC staff as they seek a new pastor.
2. The Call of the Pastor is a prayerful decision made in cooperation between our local church, the Old Colony Association (UCC) and God. The Pastoral Search Team will recommend a candidate to the congregation for a binding vote following a worship service where the candidate guides the service.
3. The Pastor's term of office will be open ended as we strive to work cooperatively in fulfilling the ministry to which God calls us.

### **Release from this Position:**

1. This term may conclude with a 90 day notice delivered by either the congregation or pastor.
2. This period may be amended if both parties agree to a different time frame.
3. The departing pastor will be afforded an exit interview with the Parish Relations Team, Moderator and Deacons.





## The Ordained Minister's Code

*A Covenant from the  
United Church of Christ*

*Manual on Ministry:  
Perspectives and Procedures for  
Ecclesiastical Authorization  
for Ministry*

*c. 1986, Office for Church Life and Leadership,  
United Church of Christ (20-21).*

### The Ordained Ministry

I believe that *God calls the whole Church and every member to participate in and extend the ministry of Jesus Christ*; that the privilege of witnessing to the gospel in Church and society belongs to *every baptized Christian*; that God empowers the ministry of the Church and its members by the Holy Spirit; that *the Church nurtures faith, evokes gifts, and equips its members for service*; and that God calls certain of the Church's members to various forms of ministry in and on behalf of the Church.

I have been called by God to be a minister of the Lord Jesus Christ and ordained by the United Church of Christ to *preach and teach the gospel, to administer the Sacraments and Rites of the Church, and to exercise pastoral care and leadership.*

I will seek to *witness to the ministry of Jesus Christ.*

I will *preach and teach the gospel without fear or favor.*

I will *speak the truth in love.*

I will *administer the sacraments* and rites of the Church with integrity.

I will *diligently perform the work of ministry* which I have agreed to perform.

### Partners In Ministry

I will nurture and *offer my gifts for ministry* to the Church. I will seek to *call forth and nurture the gifts of others* in the Church and



#### **Purpose:**

1. The Handbell Director fills a part-time position operative from September to June for the purpose of directing the Copper Steeple Ringers Handbell Choir as all share and grow in the art of worshipful bell ringing.
2. To enable the Handbell Choir to blend with the diversified church music program through regular participation in worship and practices that broaden the ability of participating ringers.
3. To work in close relation with other Worship Leaders including the Pastor, Music Director, and Worship Team to meet the needs of our congregation while glorifying God.

#### **Accountability:**

1. To the Pastor as "head of staff."
2. To the Church Council as "employer."
3. To the Worship Team as "coordinator" of "*all things music!*"
4. To the Parish Relations Team as "annual reviewer."

#### **Responsibilities:**

1. To be familiar with handbell music and directing skills.
2. To develop a consistent practice schedule (currently Wed. from 7:00-8:30pm) where ringers understand the sacred nature of their task and seek to embellish their skill.
3. To plan for the bell choir to present in worship on a regular basis (no less than every 6 weeks and hopefully more as practice and commitment levels permit) with Sunday morning practice commencing early before presentation.
4. To interface with the Music Director, Children's Music Director, Pastor and Worship Team as a comprehensive and inclusive plan.
5. To collaborate with the handbell choir and congregation in the recruitment of new ringers.
6. To provide an introduction to ringing for those wishing to break into this form of musical presentation.
7. To participate in the Music Forum (approx. once every 6-8 weeks) as a gathering where musicians and worshippers can share anything in relation to music ministry with the directors and leaders of the Music Ministry Team. The Music Forum is a sounding board which opens communication and helps to identify areas of joy and concern.
8. To develop familiarity with the resources at hand, some of which includes: 4 octaves of handbells (Schulmerich), 2 octaves of handchimes, 12 tables, pads, concert covers, stands, books,



participating in such services. Proposed changes will be reviewed and approved through Church Council.

### **Grievance:**

1. Should the Director of Church Music have a complaint/grievance which cannot be settled directly, such matters should be taken first to the Parish Relations Team to seek resolution.
2. The grievance should be submitted to the Parish Relations Team chairperson in writing so as to clearly outline the concern(s).
3. The Parish Relations Team will facilitate communication between parties, help identify key issues and seek resolution that is agreeable and in the best interest of the church community.
4. If the situation still has not been handled in a satisfactory manner from the perspective of the Director of Church Music, s/he may take the matter to the church leaders on Church Council with the same documentation for final resolution.

### **Hiring:**

1. When a vacancy exists in the position of Director of Church Music, the Pastor plus one member each from the Church Council, Worship Team, Music Forum and an "At Large" member of the congregation will form a search team whose purpose it will be to recommend to the Church Council a candidate with the appropriate qualifications as relates to a revised position description.
2. The Search Team will conduct an open process and will abide by equal opportunity guidelines in hiring a Director of Church Music.
3. Upon hiring the Director of Church Music, the new director will serve for a 90 day probationary period during which time her/his function will be evaluated by the Worship Team. At the conclusion of this probationary period, recommendation will be made to Church Council for finalization of a year long contract.
4. The Director of Church Music's performance will be evaluated through the Parish Relations Team each June and salary recommendations will be shared with the Trustees for the next calendar year to be approved at Annual Meeting.

### **Release From This Position:**

1. The Director of Church Music or the Church Council must provide at least four weeks notice when this position is to be vacated as a courtesy to both parties.
2. This four week period may be amended if both parties agree to a different time frame.
3. The departing director will be afforded an exit interview with a member of the Parish Relations Team, Pastor and Representative of the Worship Team.

join their gifts with mine for the sake of the mission of Jesus Christ and the health of the Church.

I will seek to *understand, support and interpret the diverse ministries of the Church* and its members as carried out throughout the world. I will *stand with those who risk personal well-being* because of actions taken in response to their Christian convictions.

I will work *cooperatively and collegially with those whom I serve* in the particular ministry to which I have been called.

I will stand in a *supportive relationship with my colleagues* in ordained, commissioned, and licensed ministry, offering and receiving counsel and support in times of need.

I will be an *advocate for fair standards of compensation for all* ordained and lay employees of the church, particularly in the place where I serve.

I will be a *responsible participant in the life and work of my Association, Conference, and the United Church of Christ.*

I will be a *responsible representative of the Church Universal* and participate in those activities which strengthen its unity, witness and mission.

I will *seek the counsel of the Conference or Association Minister or the Association Committee on the Ministry should divisive tensions threaten my relationship with those with whom I minister.*

## **The Ethics of Ministry**

I will *regard all persons with equal respect and concern* and undertake to minister impartially.

I will *honor all confidences* shared with me.

I will *not use my position, power, or authority to exploit any person.*

I will not use my position for personal financial gain, *nor will I misuse the finances of the institution which I serve.*

I will *not perform pastoral services within a parish or for a member of a parish without the consent of the pastor of that parish.*

I will *deal honorably with the record of my predecessor and successor.*

*I will not, upon my termination and departure from a ministry position, interfere with or intrude upon the ministry of my successor.*

## Growth in Ministry

I will encourage and *participate in the regular evaluation* of my ministry.

I will seek to *grow in faith, knowledge and the practice of ministry* through *intentional continuing education, study and devotional life*.

I will cooperate with my Association in the *periodic review of my ordained ministerial standing*.

## Commitments to Self and Family

I will *live a life which honors my commitments to my family*.

I will *honor my need for time for physical and spiritual renewal, recreation and vacation*.

I will *honor my family's need for privacy and time together*.

I will be a *responsible steward of my personal and family finances*.  
I will honor and *accept responsibility for all debts which I incur*.

I will *attend to my physical well being and avoid abusive behaviors and abusive use of substances*.

Relying on the grace of God, *I will lead a life worthy of the calling to which I have been called*.

2. The "standard of performance" will be this document in conjunction with the annual goals established with the Parish Relations Team.
3. An evaluative report will be made by the Parish Relations Team to the Church Council on performance criteria.

## Compensation:

1. The Director of Church Music's salary recommendations will be made to Trustees by the Parish Relations Team after the Annual Review in June.
2. Compensation will include: salary plus employer's social security.
3. The Director of Church Music will be afforded four Sundays away each calendar year including four (4) weekly rehearsals with full pay. If the Director of Church Music chooses not to use this time, s/he will be compensated at year's end an amount equivalent to 1/52nd of her/his salary per week not taken.
4. Continuing Education is valued by our congregation for salaried staff. When the Director of Church Music discovers particular programs which can benefit the church by virtue of her/his participation, such requests should be brought to the Church Council for approval. One extra weekend per year (with compensation) will be granted for such educational conferences.
5. Additional benefits may be considered by Church Council as the Director of Church Music is called upon to expand her/his hours or adopt additional responsibilities.

## Weddings and Funerals:

1. It is understood that the Director of Church Music, when functioning in the capacity of Church Organist, has the option to accept or decline invitations to play at either weddings or funerals. If s/he should accept such an invitation, it is by contract **beyond** her/his arrangements with our church family. It should not be assumed that her/his obligation to the church extends to this category.
2. The Director of Church Music should be compensated appropriately for these services by those who arrange for her/his involvement. Such compensation should be made prior to the actual event/service. The recommended honoraria is provided in our wedding brochure with the following figures as of Dec. 2008:

A. Weddings	
Service Only	\$150
Rehearsal	\$ 50
B. Funerals	
	\$150

These figures can be changed but always in relation to other church staff

- (Christmas Eve, Ash Wednesday, Mid-Week Lenten Services, Maundy Thursday, and Good Friday).
4. To coordinate and integrate music to be presented by: the Congregation (hymns), the Handbell Choir, Instrumental Ensemble, Children & any other group that has a desire to express their faith musically in the context of worship.
  5. To provide assistance to other children, youth and adults of the church as they develop special services or special musical interests.
  6. To facilitate the Music Forum\* (*please see page 28 for further information on the Music Forum*) every 6-8 weeks as a means whereby all who participate in offering or experiencing worship music may have a chance to thoughtfully share their observations.
  7. To work cooperatively with current music ministry participants to recruit and train additional members of that ministry.
  8. To assist the Worship Team Leaders with the identification and scheduling of particular individuals, duos, trios, instrumentalists, etc. who might come to share their musical gifts for a variety of occasions in and beyond worship.
  9. To continue to envision ways to grow the congregation's worship effectiveness and to make recommendations to those who participate in the Music Ministry in the life of our church family."
  10. To develop a proposed budget for the following calendar year for presentation to the Trustees in early October. This budget should reflect in narrative form what ministry goals she/he wishes to accomplish with the utilization of the proposed funds.
  11. To locate and/or approve of guest musicians who will use the church musical instruments including the organ, piano, etc.

### Supervision:

1. The Director of Church Music is under the supervision of the Pastor but works in cooperation with the Worship Team and at the pleasure of the Church Council.

### Staff Meetings:

1. The Director of Church Music, Handbell Director and Pastor shall meet together at least once every two months in an effort to clarify direction, provide opportunity for support and feedback, and to coordinate the varied worship events in the life of the church.

### Evaluation:

1. An evaluation of performance will be conducted annually in June through the Parish Relations Team with the input of the Pastor and Worship Team representative.



## The Local Church In Relation To Our Pastor

*A Covenant from the United Church of Christ Manual on Ministry: Perspectives and Procedures for Ecclesiastical Authorization for Ministry*

*c. 1986, Office for Church Life and Leadership, United Church of Christ (26-27)*

### The Ministry

This local church recognizes itself as a part of the People of God and **fulfills its purpose as it becomes a community for ministry and mission**. We recognize our pastor as a person called by God who has attained particular skill and competence in leading our local church in fulfilling its mission and ministry.

We have called our pastor to preach and teach the gospel, to administer the sacraments and rites of the Church, and to exercise pastoral care and leadership. As we expect the pastor to be responsible in preaching and teaching the gospel and in administering the sacraments and rites, so will we be responsible for receiving and heeding the Word of God which comes through the proclamation of the gospel and the celebration of the sacraments, and for responding to the pastoral care and leadership offered.

### Partnership in Ministry

We believe that ***the ministry and mission of the Church is given to all baptized Christians. We will nurture and join our gifts for ministry with those of the pastor in the Church and in the world.***

In all matters pertaining to the life, organization, and mission of this local church, we will work ***cooperatively*** and ***collegially*** with the pastor.

We recognize that our church and our pastor are part of the larger faith community that is the United Church of Christ and we will be, and ***support our pastor in being, a responsible participant in our Association, Conference, and the United Church of Christ.***

We recognize that our church and our pastor are part of the Church

Universal and we will be, and ***support our pastor in being, a responsible participant in ecumenical activities*** in order to strengthen the unity, witness and mission of the Church everywhere.

## The Ethics of Ministry

We will regard all persons with equal respect and concern, and support and expect our pastor to undertake to minister impartially. We will not discriminate against any person, group or organization on the basis of race, gender, age, sexual orientation, faith, nationality, ethnicity, marital status, or physical, mental or emotional disability.

We recognize that ***we have called our pastor as the pastoral leader of this local church, and we will not invite other pastors to provide pastoral services within this church or to members of this church without our pastor's consent.***

We recognize and ***respect that our pastor receives confidential and privileged communication.***

We will ***establish policies regarding baptism, communion, marriages, funerals, use of church facilities, and personnel*** in consultation with our pastor and will honor them in our life as a local church.

***We respect the privacy of the pastor's family and the family's right to time together without interruption.***

***We do not expect the pastor's family to assume roles of leadership*** or levels of involvement beyond the family's wishes.

We recognize that conflict or tension between our pastor and the local church can arise. ***Should divisive tensions threaten our life together, we will seek the counsel of the Conference or the Association Minister or the Association Committee on the Ministry.***

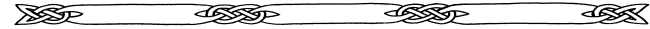
## Growth in Ministry

We recognize the need for ***regular assessment of the relationship between our pastor and our local church*** and we will make provision for this.

We ***recognize our pastor's need for continued growth*** and we will provide time, money and encouragement for participation in continuing education.

## Release From This Position:

1. The Administrative Secretary or the Church Council must provide at least two weeks notice when this position is to be vacated as a courtesy to both parties.
2. This two week period may be amended if both parties agree to a different time frame.
3. The Administrative Secretary will be afforded an Exit Interview with the Parish Relations Team and Pastor.



### Purpose:

1. To coordinate the "Ministry of Music" in the life of our church family. The Director of Church Music is an integral member of a ministry team involving the Pastor, Worship Committee, and Lay Leaders who bear witness to God's love in Jesus Christ through worship opportunities and special presentations. Each gathering must possess an invitational character. Music touches the senses, providing an emotional and intellectual connection for people, equipping them to respond to God's call to discipleship. The Director of Church Music, as a person of deep and abiding faith, is one who helps build that connection in people's lives.
2. To direct the Chancel Choir.
3. To oversee the Children's Choir.
4. To enable the music program of the church to evolve and thereby meet the needs of our worshipping congregation.
5. To invite others to join the music ministry and encourage them along the way as they grow in musical skill.

### Accountability:

1. To the Pastor as "head of staff."
2. To the Church Council as "employer."
3. To the Worship Team as "coordinator" of "*all things music!*"

### Responsibilities:

1. To prepare a Musical Presentation for Sunday Morning Worship which commences at 10:00 a.m. unless otherwise noted.
2. To direct and rehearse a Chancel Choir at a time to be determined by the director and choir members (currently set for Thursday evenings).
3. To provide music for all special services including Advent and Lent

- one week paid vacation (currently 16 hours) after the first year.
3. Personal/Sick Days will be accrued at the rate of 1 following each quarter and may be carried for up to 2 years after which time the number reverts to 1.
  4. Holiday pay will be provided for Thanksgiving Day, Christmas Day, New Years Day, and Labor Day.

### Grievance Procedure:

1. Should the Administrative Secretary have a complaint/grievance which cannot be settled directly with any member of the church community or staff, such matters should be taken to the Parish Relations Team to seek resolution.
2. The grievance should be submitted in writing to the Parish Relations Team chairperson so as to clearly outline the concern.
3. The Parish Relations Team will facilitate communication between parties, help identify key issues and seek resolution that is agreeable and in the best interest of the church community.
4. If the situation still has not been handled in a satisfactory manner from the perspective of the Administrative Secretary, s/he may take the matter to the church leaders on Church Council with the same documentation for final resolution.

### Hiring:

1. When a vacancy exists in the position of Administrative Secretary, the Moderator will call together the Clerk, two "at large" individuals from the congregation and the pastor to form a search team whose purpose it will be to recommend to the Church Council a candidate with appropriate qualifications.
2. The Search Team will conduct an open process and will abide by all equal opportunity guidelines in hiring a new Administrative Secretary.
3. Upon hiring the Administrative Secretary, she/he will serve for a 90 day probationary period during which time her/his function will be evaluated by the Pastor and Parish Relations Team. At the conclusion of this probationary period, recommendation will be made by the above mentioned parties to Church Council for finalization of an employment agreement.
4. The term of this position will be one year.
5. At the conclusion of the term of service (1 year), the Administrative Secretary's performance will be evaluated by the Parish Relations Review Team in consultation with the Pastor. The contract may then be renewed and recommendation for a renegotiated package will be presented to the Trustees for their budget review.

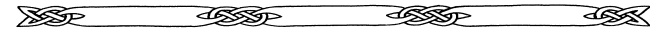
## Commitments in Ministry

We recognize the many and diverse expectations we have of our pastor and ***we will offer our support through prayer, encouragement, and partnership in the ministry of this church.***

We recognize our responsibility to provide our pastor with ***adequate compensation and fringe benefits.*** We will make these ***decisions in consultation with our pastor and in light of the compensation guidelines established by our Conference.*** We will provide for an ***annual review*** of compensation that considers effectiveness, cost of living, ministerial competence, and years of service.

We recognize our ***pastor's need for physical and spiritual renewal*** and we will provide adequate time and resources for study, devotion, leisure, vacation, and sabbatical.

Relying on the grace of God, ***we will lead lives worthy of the calling to which we have been called.***



### Purpose:

1. To coordinate the day to day operation of the church office.
2. To provide administrative and secretarial services to the pastor, staff and church officers including: word processing, data entry, desktop publishing, filing, routine correspondence, maintenance of calendars, ordering, scheduling, answering of the phone, etc.
3. To be a person of faith who serves as the initial church contact/ liaison with callers and visitors.

### Accountability:

1. To the Pastor as "head of staff."
2. To the Church Council as "employer."
3. To the Parish Relations Team as "annual reviewer."

### Administrative Functions:

1. To oversee the church office operations such as in-house printing and collating, mail, telephone, general secretarial work, and purchasing supplies.

2. To provide a warm and knowledgeable reception for those who are using the building or seeking information about the church and its activities.
3. To supervise ordering of church supplies that may involve not only office & worship items, but also church school and custodial materials. Comparison shopping is strongly encouraged to obtain the best value.
4. To serve as the point person for reservation of facilities in consultation with the chair of Trustees.
5. To coordinate public relations efforts such as radio, newspaper and internet.
6. To check the guest book and notify both Pastor regarding those who have visited the church during the previous Sunday (and their contact information). A welcome note will then be sent by the secretary and will later be followed by notes from the Deacon and Pastor.
7. To maintain the “newsletter” and “calendar” pages of the church website by uploading current information to the site at <http://www.occmansfield.org>.
8. To have a firm grasp of the office machinery and communication tools readily available in the church office.
9. To see to the servicing and regular maintenance of office machinery with appropriate companies.
10. To develop a budget proposal regarding office equipment & supplies the first week of October for the ensuing calendar year. This budget proposal should be submitted to the chairperson of the Trustees. This budget should reflect in narrative form what ministry goals s/he wishes to accomplish with the utilization of the proposed funds.

### **Secretarial Functions:**

1. To maintain church use calendars and church permanent records.
2. To perform secretarial work for church organizations as directed by the pastor.
3. To learn & use the appropriate software to maintain the church database in Shepherd’s Staff or related software, prepare church bulletins, newsletters, announcements, annual reports, directories, meeting notices, letters to the congregation for mailing.
4. To find ways to utilize the “web” as a means of clear and concise communication to both the church and the wider community.
5. To maintain the “Guest Book” by reviewing it weekly for visitors who will then receive a welcome letter from the church secretary and whose contact information will be forwarded to the pastor.
6. To sharpen pew pencils and restock visitor information & prayer

- cards in the sanctuary.
7. To forward to the Memorial Gifts Chairperson records of memorial gifts received in the church office.
8. To accomplish tasks in a timely manner.
9. To supervise volunteers as requested and foster a “team” approach to tasks where paid and volunteer staff interface.
10. To regularly check the church’s post office box for mail and to direct it to the appropriate church officers and ministry teams.

### **Office Schedule:**

1. Regular office hours will be arranged in consultation with the Pastor. This helps to maintain an active “presence” in the church office which can be personable and responsive to arising needs.
2. The total hours shall be agreed to with the Trustees in consultation with the Pastor. Current hours are 16 per week during the regular program year and 4 hours per week during the summer months commencing the final week of June. A return to the 16 hour week begins on the final full week of August.
3. Current hours are: Mo/Tu/Th/Fr from 9am-1pm. (as of 12/08)

### **Supervision:**

1. The Pastor shall be the primary supervisor of the Administrative Secretary's position.
2. The Pastor may direct the Administrative Secretary to assist other staff and church officers with their responsibilities.

### **Staff Meetings:**

1. The Administrative Secretary and other staff members may be called upon to meet with the pastor for periodic general staff meetings as determined by the pastor or recommended by any staff member.

### **Evaluation:**

1. An evaluation of performance will be conducted annually in June through the Parish Relations Team with the input of the Pastor.
2. The “standard of performance” will be this document as combined with the annual goals generated during the prior June meeting with the Parish Relations Team.
3. An evaluative report will be made by the Parish Relations Team to the Church Council on performance criteria.

### **Compensation:**

1. The Administrative Secretary's hourly wage will be recommended to the Trustees after annual review by the Parish Relations Team.
2. Compensation includes: hourly wage, employer's social security &