

Congregational Handbook

West Zion Mennonite Church

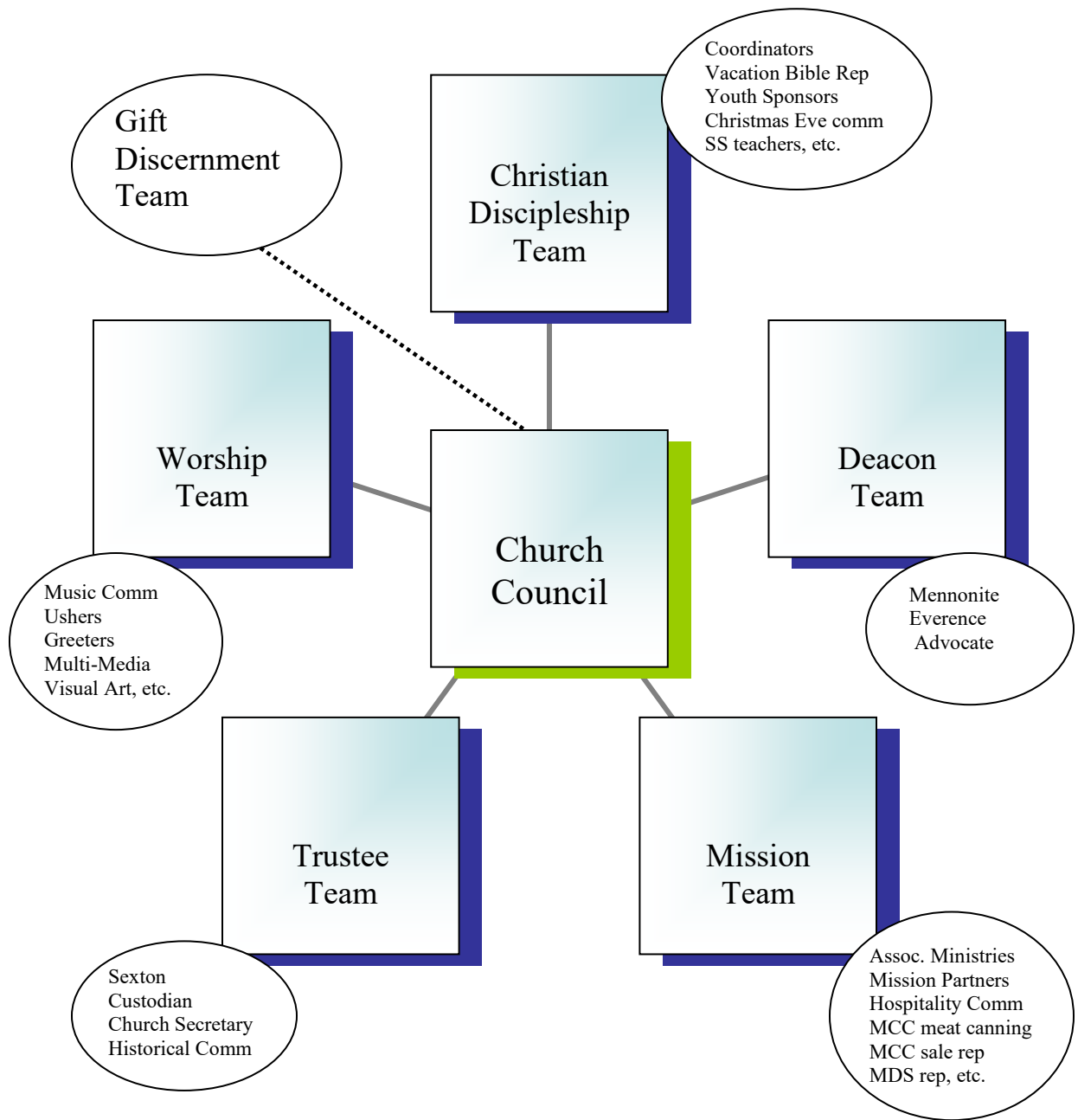
INTRODUCTION

This Congregational Handbook is intended as a tool for the ongoing work of the West Zion Mennonite Church. These guidelines and responsibilities should reflect the policies and procedures of the current ministry teams.

They are written to help with orienting new members to their responsibilities, to be informative about what a particular position involves, to aid in work between ministry teams, and to give guidance and continuity. Ministry teams should continue to be led by the Holy Spirit in determining and carrying out their responsibilities. This handbook should be reviewed and updated periodically.

The Congregational Handbook should be read in conjunction with the Church Constitution. The Constitution serves as the official governing document of the church. The Handbook is meant to explain and elaborate on the Constitution's intent. The responsibilities listed are meant as a guide.

Structure Model of the Church Council and Teams



CHURCH COUNCIL

Membership: The chairperson from the Worship Team, Mission Team, Christian Discipleship Team, Deacons, and Trustees, the Pastor(s), Church Chairperson, Recording Secretary, Treasurer

All members of the Church Council shall be members of the congregation.

Meeting Schedule

1. Council will meet monthly, at present 3rd Wednesday each month.
2. A meeting may be cancelled due to lack of agenda.
3. Special meetings may be called or transacted by email.
4. In the event a team chairperson is not able to attend a Council meeting, he/she may designate a person from his Team to represent the Team at Council.
5. In the event of a resignation of any Team chairperson or congregational officer, the Council shall make an appointment to fill the vacancy. The council should seek input from the Gifts Discernment Committee for the appointment.

Responsibilities

1. Congregational meetings
 - a. The Church Council calls the annual Business Meeting and Budget Meeting
 - b. The Council may call congregational meetings whenever deemed necessary.
2. Budget
 - a. The Church Council is responsible for overseeing and presenting the annual budget to the congregation at the Budget Meeting to provide guidance on matters of church policy, governance and direction.

Oversight and Appointment

1. Treasurer
2. The Church Council may appoint ad hoc committees and select chairpersons for those committees as needed.
3. The Church Council fills vacancies from voted positions that may occur on any of the Teams or Committees until the next annual Church Business Meeting.

CHURCH CHAIRPERSON

Membership: The chair shall serve for three years. The chair shall serve no more than two consecutive terms. After this there must be a lapse of one year before serving in this capacity again.

Responsibilities

1. The chair of the congregation shall serve as chair of the Church Council.
2. The chair shall preside over all congregational business meetings and the church council meetings. In the absence of the congregational chair, the Deacon Chairperson shall preside.
 - a. Responsibilities for Church Council:
 1. Set agenda for monthly meetings
 2. Prepare schedule for devotions for meetings.
 3. Manage follow-up of action items passed by Council when needed.
 - b. Responsibilities for Congregational Meetings:
 1. Prepare agenda to be approved by the Church Council.
 2. Secure person for devotional opening for each meeting.
 3. Coordinate with Church Secretary the announcement of meetings.
 4. Appoint teller(s) for counting number present and counting of ballots if required.
 5. Coordinate with all persons who provide presentations at meeting.
 6. Present correspondence of a business nature to the congregation
 - c. Other responsibilities:
 1. Serve as the representative of Church Council on behalf of the congregation.
 2. Oversee updating of the Congregational Handbook.

RECORDING SECRETARY

Membership: The secretary shall serve for three years.

Responsibilities:

1. Keep minutes and records of all Council and Congregational meetings.
2. Distribute minutes to Council members and church office in a timely manner before the next Council meeting.
3. Distribute copies of handouts to members that were absent from a meeting.
4. File minutes and handouts in the official Church Council Meeting Minutes book for permanent keeping.
5. Distribute minutes to the congregation upon request.

CONGREGATIONAL TREASURER

Membership: Appointed by Church Council for an indefinite term.

Responsibilities:

1. Receive and disburse budget funds and other treasuries as mutually agreed.
2. Provide a regular report of financial activity to the Church Council, Teams, and congregation as necessary.
3. Maintain the checking, savings, and investment accounts.
4. Invest excess funds in a responsible manner as directed by the Church Council.
5. Pay bills as necessary and provide a monthly report of bills paid and money received as well as account and investment balances as requested.
6. Maintain payroll records including employee tax forms, government reports, tax deposits, etc.
7. Work together with the Teams and Church Council in developing the annual budget.
8. Provide the Church Council, Teams, and Congregation with quarterly and annual reports of financial activity or when needed.
9. Provide annual reports of giving per IRS requirements or on request.
10. Maintain an accurate set of records of all financial activity and other matters related to the work of the treasurer, church teams, council, and congregation.
11. Submit to the Yearbook annually.

CONFERENCE DELEGATES

Membership

1. All credentialed pastors are automatically delegates, plus one member for every two hundred members.
2. ReGen (Evana Network Conference) meetings take place every two years.
3. Delegates are appointed by the Church Council.

Responsibilities:

1. Register for the conference, lodging, meals, and any extras (transportation, tours, and other events). The Church will reimburse the registration fee.
2. Familiarize themselves with the issues they will be dealing with at the conference.
3. Be prepared to report back to the congregation on the various sessions they participated in.

CHRISTIAN DISCIPLESHIP TEAM

Membership: The Christian Discipleship Team shall consist of three members with 3-year staggered terms. Chairperson shall serve as the Church Council representative.

Meeting: Monthly or as needed

Responsibilities:

1. Leads in developing the total program of Christian education and is thoroughly acquainted with the goals, curriculum, teacher effectiveness, mechanics, structure and lines of communication between the education department and other ministries within the church.
2. The Team is responsible for making the appointments listed below.
3. Assigns teachers for all Sunday School classes and orders Sunday School materials and supplies for all age groups.
4. The Team will prepare and present their annual budget to the Church Council and congregation.
5. Oversight of fulfillment of provisions of the Safe Sanctuary program.
6. Manage camp scholarships.
7. Present Bibles to first graders.
8. Facilitate the Education Fund for post-secondary scholarship money.
 - b. Maintain relationship with the students receiving the scholarship.
 - c. Plan fundraising events to financially assist with scholarships.
 - d. Work with Treasurer to get funds distributed.
9. Submit an annual report to the church Yearbook

Responsibilities of Chairperson

1. Chairperson is responsible to call the meetings, develop the agenda and manage the meetings
2. Work with Congregational Chair, Trustee Chair, and Pastor/s to determine if Sunday morning services will be cancelled.
3. Prepare and present a written report to the annual meeting.

Oversight and Appointments: (all terms are renewable yearly) (Appointments run February to January)

1. Education Coordinators (appointed as needed)
2. Christmas Eve Program Committee
3. Library Committee (as needed)
4. Youth Sponsors (as needed)

CHRISTIAN DISCIPLESHIP TEAM

YOUTH SPONSORS

Youth Sponsors nurture Christian faith of youth and challenge them to live into their identity as followers of Christ.

Reports to Christian Discipleship Team.

Membership: At least two persons appointed by the Christian Discipleship Team.

Responsibilities:

1. Aid, guide, and support the youth of our church.
2. Communicate with them through notes, email, Facebook, etc. to stay in touch.
3. Provide activities at various times throughout the year to provide opportunity for connection, care, and fellowship.
4. Be in conversation with parents of youth to coordinate discipleship of youth.
5. Attend church conference with youth.

CHRISTIAN DISCIPLESHIP TEAM

CHRISTMAS EVE PROGRAM COMMITTEE

Membership: Three members appointed by the Christian Discipleship Team.

Responsibilities:

1. Plan the Christmas Eve program.
2. Research and explore program ideas.
3. Communicate with Christian Discipleship Team regarding the choice of a drama or musical presentation for the program.
4. Communicate with Sunday School Coordinators/teachers regarding the scheduling of practices and involvement of Sunday School teachers in preparation for the program.
5. Communicate with Sunday School teachers regarding any help needed from them to prepare for the program.
6. Communicate with parents about practice schedules and all necessary details and expectations.
7. Coordinate practices.
8. Delegate responsibilities for the program as appropriate, e.g. costumes, speaking parts, props, lighting candles, ushers, sound/tech people, song leader, printing the bulletin, etc.

CHRISTIAN DISCIPLESHIP TEAM

LIBRARY COMMITTEE

Membership: Two or more members appointed by the Christian Discipleship Team. Terms may be indefinite.

Purpose: Select and maintain materials in the church library that support the mission and educational programs of the church.

Meeting schedule: As needed.

Responsibilities:

1. Order supplies as needed and give bills to CDT chairperson.
2. Call meetings of Library Committee.
3. Work with Pastor/s and Christian Discipleship Team to select materials for library.
4. Assist church members as needed.
5. Process cards and returned materials
6. Straighten books and shelves.
7. Encourage reading of Christian books to congregation.
8. Process materials for removal as needed (lest the library become an archive for outdated materials).
9. Receive suggestions for possible books to purchase

GRANT APPLICATION FOR POST-SECONDARY OR SEMINARY EDUCATION STUDENTS OF WEST ZION MENNONITE CHURCH

West Zion would like to financially assist our students who choose to pursue post-secondary or seminary education and, in recognizing the value of higher education, we offer an Education Fund to help with this.

This fund is open to all post-secondary or seminary students who are active participants in the life of West Zion Mennonite Church and will be pursuing post-secondary or seminary education. Any persons wishing to contribute to the Education Fund at West Zion are asked to mark their checks for the "Education Fund" and turn them into the treasurer of West Zion. Designating checks for a particular student is not allowed under current IRS ruling.

This application is good for one year and will need to be renewed through the Christian Discipleship Team (CDT) during the following years of enrollment. All students applying for financial aid will be considered upon an equal basis.

Please complete the application section below and return to the Christian Discipleship Team.

I. APPLICANT SECTION:

- 1) NAME: _____
- 2) HOME ADDRESS/PHONE: _____
- 3) COLLEGE OR INSTITUTE ATTENDING: _____
- 4) HOURS OF ENROLLMENT: _____
- 5) DATES MONIES WILL NEED TO BE SENT: _____
- 6) DATE OF APPLICATION: _____

II. CHRISTIAN DISCIPLESHIP TEAM SECTION:

_____ ACCEPTED _____ DENIED

REMARKS: _____

CDT CHAIR

SIGNATURE: _____ DATE: _____

GRANT POLICY FOR POST-SECONDARY AND SEMINARY STUDENTS OF WEST ZION MENNONITE CHURCH

Date written: July 7, 1997

Revised: April 15, 2009

Revised: April 15, 2026

Rationale: In an attempt to help offset the financial responsibility of our post-secondary and/or seminary students who choose to pursue post-secondary or seminary education and in recognizing the value of higher education, West Zion will offer scholarships to eligible students.

Eligibility:

1. Open to all post-secondary and/or seminary students who are active participants in the life of West Zion Mennonite Church.
2. Any post-secondary institution or seminary.
3. Tuition grant funds will be paid for full time status (12 hours) and pro-rated proportionately for part time students. Example: 6 hours = $\frac{1}{2}$ time and will receive $\frac{1}{2}$ of full grant amount.
4. Each student may be eligible (subject to funding) for up to \$500 per semester, payable at the beginning of each semester, with a cap of \$5,000 per student.

The student will:

1. Fill out the appropriate application form requesting funds from West Zion.
2. Return grant application form to Christian Discipleship Team (CDT) chairperson.
3. Share experience with church at least once per year.

The CDT will:

1. Approve and inform the student of the outcome of their application.
2. Contact the treasurer who will send disbursements to the institution or seminary on or before deadlines.

Who May Contribute:

The fund is open to any person, member or non-member of West Zion who would like to contribute to the Education Fund account. All checks received by West Zion's treasurer must be clearly marked for the Education Fund. Designating checks for a particular student is not allowed undercurrent IRS ruling.

1. This procedure will need to be done for each year that the student participates in the Grant Program of his or her post-secondary education.
2. Change in policy will be done by CDT and approved by the Church Council.
3. All students applying for financial aid will be considered upon an equal basis.

WEST ZION SAFE SANCTUARY POLICY

Revised 10/31/2019

Introduction

Our congregation's purpose for establishing this safe sanctuary policy and accompanying procedures and guidelines is to demonstrate our absolute and unwavering commitment to physical safety and protection from abuse for our children, youth, and vulnerable adults while they are in our care or within the scope of the ministries of West Zion. The policy will identify abusive behaviors, initiate certain preventive policies, put in place procedures for responding to allegations of abuse, and limit the extent of legal liability for our church.

The following policy and guidelines have been developed in order to reduce the risk of incidents of abuse and to develop clear direction for dealing with allegations of abuse. In order to accomplish this, we will follow reasonable safety measures in the selection and recruitment of staff and volunteers. We will educate our staff and volunteers regarding the use of all appropriate policies and procedures. There will be a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law, and we will be prepared to respond to all involved.

Definitions

Physical Abuse: Abuse in which a person deliberately and intentionally causes bodily harm to another.

Emotional Abuse: Abuse in which a person exposes another to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends the message of worthlessness, badness, and being not only unloved but undeserving of love and care.

Intentional or Unintentional Neglect: Abuse in which a person endangers a person's (usually a child's) health, safety, or welfare through negligence. Neglect may include withholding food, clothing, medical care, education, and even affection and affirmation of person's self-worth.

Sexual Abuse: Abuse in which sexual contact between a person of less power and more powerful person (e.g. adult to child, older youth to younger, etc...) occurs. Examples of sexual abuse may include fondling, intercourse, incest, and the exploitation of and exposure to pornography or prostitution.

Sexual Harassment: Unwelcomed sexual advances, requests for sexual favors, and/or verbal or physical conduct or written communication of an intimidating, hostile, or offensive nature.

Church-Sponsored activity: Any activity organized or planned by an adult member or active adult participant of the congregation as a part of, or to further, a ministry of the West Zion Mennonite Church. Church-sponsored activities are not limited to events held in the church building, but may also include any setting a group may choose, such as buildings rented for fundraising activities, campgrounds, or private homes.

Response Team: The response team will consist of the pastor(s) and deacons

Education and Involvement Requirements

1. One must attend West Zion services for six months prior to volunteering for teaching, ministering, or working directly with children or youth at West Zion sponsored activities.
2. Anyone who teaches, ministers, or works directly with children or youth will be provided training in child youth safety (Safe Sanctuary Policy), and required to complete a **Screening Form for Children/Youth Worker or Volunteer** and a **West Zion Participation Covenant Statement** (*see attached forms*).
3. No person with a sex offender conviction or person with a serious complaint or allegation of abuse or harassment shall be involved in teaching, ministering, or working directly with children or youth at West Zion. (*See attached forms Limited Access Agreements for involvement.*)
4. Every two years all children will be offered appropriate-aged training related to child abuse and/or child safety (such as safe touch for elementary-aged children or dating violence for adolescence). Parents will be invited to participate in training with their child(ren).
5. At least every three years West Zion will include child protection and domestic wellness awareness in worship.

Guidelines for Ministry Work

1. No adult should be in a room or secluded area alone with a minor, unless the door has a window or the door is left open. This includes taking young children to the restroom.
2. No adult shall transport a minor in a vehicle alone on a church sanctioned trip unless a parent or legal guardian has given approval and is notified when the trip begins and ends.
3. No minor shall be administered corporal punishment by a church worker while attending a church activity. All church workers are encouraged to present a disobedient or disruptive child to his/her parent or guardian for discipline.
4. In any church-sponsored activity the church authorized chaperone(s) will strive to keep the youth in a safe environment at all times, will monitor situations to preserve the youths' integrity and safety (from within and without the group) and will inform the parents/guardians about the itinerary and activities of the trip and will secure permission for the youth to participate (*see attached form Transportation of Minor Permission Form for West Zion*). Adult chaperones will not stay in the same room as the youth, unless permission has been granted by the parent/guardian.
5. A **medical release form** must be obtained for trips and overnight stays. (*see attached form West Zion Parental Medical Release Form*).
6. Every two years, a new commitment will be made to follow the West Zion Safe Sanctuary Policy using a **West Zion Participation Covenant Statement** (*see attached form*).
7. Any incident or reasonable suspicion of abuse shall be brought to the attention of the Response Team and reported in writing using the **Report of Suspected Incident of Child Abuse form** (*see attached form*).

Responding to Suspected Incident or Allegation

1. As soon as reasonably possible, the Response Team will remove the accused party from all children's activities or activities that involve vulnerable adults until the matter is resolved. In order to prevent the accused party from taking steps to cover up evidence of abuse, the accused will not be informed of the allegations so that law enforcement or child protection authorities have a chance to speak first to the accused.
2. As soon as reasonably possible, the Response Team will notify the parents/guardians of the alleged victim and respond to their questions and concerns. The person/family reporting the abuse will also be kept informed of this process.
3. The Response Team will turn the allegation over to law enforcement and/or DCF within 24 hours of receiving the report.
4. The Response Team will notify other vulnerable persons and/or their parents or guardians within 48 hours and respond to their questions and concerns.
5. Pastor and response team will inform the congregation of the allegation and open call for other complainants to come forward. Pastor and response team will point congregants to leaders they can go to with concerns and ask the congregation to pray for those involved.
6. The Response Team will notify insurance carrier of the incident(s).
7. Care will be taken to handle the removal of a person from children or vulnerable adult activities in a discreet manner, recognizing that an investigation is still being conducted.
8. The Response Team will use the **West Zion Reporting Allegations Worksheet (see attached form)**, and keep in a locked file all pertinent written records of the steps taken in response to the allegations.
9. The church will seek guidance from the Western District Conference staff and will obtain legal counsel as deemed necessary.
10. Regardless of the action taken by DCF or law enforcement, the Response Team will offer care and referrals to the alleged victim, the accused, and their families in order to seek resolution and healing. All parties involved will be treated with dignity, compassion, and respect.

Conclusion: In all of our ministries, this congregation is committed to demonstrating the love of Jesus so that each person, especially minors and vulnerable adults, will be nurtured and surrounded by the steadfast love of God.

SCREENING FORM FOR CHILDREN/YOUTH WORKER OR VOLUNTEER

This form is to help West Zion Mennonite Church provide a safe and secure environment for those who participate in our programs and use our facilities. This form is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This is not an employment application. This form will be kept in a secure location. Information on this form will be reviewed by the person(s) supervising that position only and be kept confidential.

Name _____ Date _____
Last First Middle Maiden

Address _____ City _____ State _____ Zip _____

Phone() _____ Email _____

Have you ever been convicted or pleaded guilty to a crime? _____ No _____ Yes

(If yes, please explain – use back of page if necessary) _____

Name of church of which you are a member: _____

Names and addresses of other churches you have attended in the past five years: _____

Personal References

Name _____ Name _____

Address _____ Address _____

Telephone _____ Telephone _____

I affirm to the best of my knowledge that the information in this form is correct. I authorize West Zion to make a thorough investigation of my past employment, education, volunteer work, and background, including the right to conduct a child abuse and / or criminal background check. I hereby release West Zion and all of its directors, officers, employees, agents and volunteers, and any individual, church, denominational agency or official, reference, or any other person or organization, including record custodians, both collectively and individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, relating to the obtaining, communication, and use of information about me or relating to this authorization on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

Applicant's signature _____ Date: _____

(this part of the form will be removed and shredded after we conduct a background check)

Name _____ Date of Birth _____
Last First Middle

Address _____ City _____ State _____ Zip _____

Social Security Number: _____

West Zion Participation Covenant Statement

Guidelines for Ministry Work

1. No adult should be in a room or secluded area alone with a minor, unless the door has a window or the door is left open. This includes taking young children to the restroom.
2. No adult shall transport a minor in a vehicle alone on a church sanctioned trip unless a parent or legal guardian has given approval and is notified when the trip begins and ends.
3. No minor shall be administered corporal punishment by a church worker while attending a church activity. All church workers are encouraged to present a disobedient or disruptive child to his/her parent or guardian for discipline.
4. In any church-sponsored activity the church authorized chaperone(s) will strive to keep the youth in a safe environment at all times, will monitor situations to preserve the youths' integrity and safety (from within and without the group) and will inform the parents/guardians about the itinerary and activities of the trip and will secure permission for the youth to participate (***see attached form Transportation of Minor Permission Form for West Zion***). Adult chaperones will not stay in the same room as the youth, unless permission has been granted by the parent/guardian.
5. A **medical release form** must be obtained for trips and overnight stays. (***see attached form West Zion Parental Medical Release Form***).
6. Every two years, a new commitment to follow the West Zion Safe Sanctuary Policy will be made using a **West Zion Participation Covenant Statement** (***see attached form***).
7. Any incident or reasonable suspicion of abuse shall be brought to the attention of the Response Team and reported in writing using the **Report of Suspected Incident of Child Abuse** form (***see attached form***).

I have read the West Zion Safe Sanctuary Policy, and I agree to observe and abide by its guidelines.

Signature of Applicant

Date

Print full name

LIMITED ACCESS AGREEMENT for allegations

A serious complaint or allegation, now under review, has been made about you to the pastor and deacons. While this complaint is being reviewed, in order to protect the children, youth, and vulnerable adults in our programs from potential risk, and in order to protect you from further suspicion, we ask that you abide by this agreement. Signing this document in no way constitutes a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances.

Agreement

Within these guidelines, the congregation welcomes your participation in adult worship services, committee meetings, adult education, and adult social events, as well as supervised intergenerational events. You are to avoid contact with children on congregation property or congregation-sponsored events. This includes the following:

- Do not volunteer or agree to lead, chaperone, or participate in events for children, youth, and vulnerable adults including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children, youth and vulnerable adults.
- Avoid being in the building or on the church grounds unless supervised by a council member at all times.
- Make no attempt to use the church computer or Internet.

I accept that the following people will be told my circumstances in order for them to protect the children, young people, and vulnerable adults for whom they care: church council, parents or guardians of minors, and any vulnerable adults.

I have reviewed this covenant and agree to abide by its provisions. I understand and agree that if I violate this agreement, I will be denied access to future church functions and church property.

I understand that this contract will be reviewed regularly every six months by the response team and will remain for an indefinite period.

(Signature)

(Date)

(Pastor's Signature)

(Date)

(Deacon's Signature)

(Date)

(Church Chairperson's Signature)

(Date)

LIMITED ACCESS AGREEMENT

for convicted sex offenders

West Zion Mennonite Church affirms the dignity and worth of all persons. We are committed to being a religious community open to those who choose to worship with us, especially in times of serious personal troubles. However, based on your background, we have concerns about your contact with children, youth, and vulnerable adults in our congregation. The following guidelines are designed to reduce the risk of an incident or accusation to both you and others of the church. We welcome you to our congregation and our membership but your participation will be limited in ways to ensure the safety of our members and to assure that you will not be subject to future accusations.

Agreement

Within these guidelines, the congregation welcomes your participation in adult worship services, committee meetings, adult education, and adult social events, as well as supervised intergenerational events. You are to avoid contact with minors and vulnerable adults on congregation property or congregation-sponsored events. This includes the following:

- Do not volunteer or agree to lead, chaperone, or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children, youth, and vulnerable adults.
- Avoid being in the building or on the church grounds unless supervised by a council member at all times.
- Make no attempt to use the church computer or Internet.

I accept that the following people will be told my circumstances in order for them to protect the children, young people, and vulnerable adults for whom they care: church council, parents or guardians of minors, and any vulnerable adults.

I have reviewed this covenant and agree to abide by its provisions. I understand and agree that if I violate this agreement, I will be denied access to future church functions and church property.

I understand that this contract will be reviewed regularly every six months by the response team and will remain for an indefinite period.

(Signature)	(Date)
(Pastor's Signature)	(Date)
(Deacon's Signature)	(Date)
(Church Chairperson's Signature)	(Date)

West Zion Reporting Allegations Worksheet

The Response Team shall date and initial each step of the covenanted process outlined below when responding to a suspected incident or allegation:

Date: _____	Initial: _____	Notify the accused party of the report and remove the accused party from all children's activities or activities that involve vulnerable adults until the matter is resolved.
Date: _____	Initial: _____	Notify the parents/guardians of the alleged victim and respond to their questions and concerns.
Date: _____	Initial: _____	Turn the allegation over to law enforcement and/or DCF within 24 hours of receiving the report.
Date: _____	Initial: _____	Notify other vulnerable persons and/or their parents/guardians within 48 hours and respond to their questions and concerns.
Date: _____	Initial: _____	Notify insurance carrier
Date: _____	Initial: _____	Seek guidance from the Western District Conference staff and obtain legal counsel as deemed necessary.
Date: _____	Initial: _____	Inform person/family reporting the abuse of the steps taken in response to the allegation(s).
Date: _____	Initial: _____	Offer care and referrals to the alleged victim and their families.
Date: _____	Initial: _____	Offer care and referrals to the accused and their families.

WEST ZION PARENTAL MEDICAL RELEASE FORM

Student's Name _____

Parent/Guardian Name _____

Address _____

Telephone Number _____

Home _____

Cell _____

Work _____

If my/our child requires treatment by a physician or hospital while attending
_____ in _____,

please make every effort to contact me/us at the above phone numbers. If I/we cannot be
reached to authorize treatment, I hereby authorize youth advisors _____

OR _____ to consent for treatment of my/our child.

Insurance Information

Insurance Company _____

Contract/Group Number _____

Person's name insurance is in _____

Health Information

Please list any allergies, medications, and/or special instructions leaders and sponsors should
be aware of:

Last tetanus shot was _____

Parent/Guardian Signature _____

Date _____

TRANSPORTATION OF MINOR PERMISSION FORM FOR WEST ZION

Dear Parent:

I _____ will be transporting your child to
_____ and returning to
_____ on (date) _____,
and plan to leave at (time) _____ and return by (time) _____.

The purpose of this trip is _____.

Contact information (if applicable): _____
_____.

----- CUT -----

PERMISSION STATEMENT

I _____ grant permission for my child(ren) to be transported
to (and from) _____.

Child(ren)'s names: _____

Additional comments or requirements _____
_____.

Parent/Guardian signature

Date

Report of Suspected Incident of Child Abuse

1. Name of worker (paid or volunteer) observing or receiving disclosure of child abuse:

2. Victim's name: _____

3. Date/place of initial conversation with/report from victim: _____

4. Victim's statement (give your detailed summary here): _____

5. Name of person accused of abuse: _____

Relationship of accused to victim (paid staff, volunteer, family member, other): _____

6. Reported to Pastor: _____

Date/time: _____

Summary: _____

7. Call to victim's parent/guardian: _____

Date/time: _____

Spoke with: _____

Summary: _____

DEACON TEAM

Membership: The pastor(s) and three members. The deacons shall be elected by the congregation for a term of three years and may be elected for a second term. After the second term there must be a lapse of one year before being re-elected. One position shall be filled each year. Deacons are to sign the Personal Covenant with Evana Network.

Meeting schedule: Monthly or as needed.

Responsibilities:

1. Assist the Pastor and all Church Teams in the administration of the ministries of the church.
2. Meet with the Pastor on any Pastor's needs and/or any Pastoral family needs.
3. Approve Pastor's vacation schedule and assist in selecting guest speakers for any Sunday the Pastor is not preaching.
4. Assist the Pastor in meeting congregational needs, such as visitation schedule, identifying those in need, etc.
5. Care for the needy, by assisting or coaching them with their spiritual walk with God, daily living skills and challenges, and the use of the benevolence fund as necessary and appropriate.
6. Assist the Pastor in worship as requested.
7. Help prepare and serve Communion and assist with baptism and others services.
8. Prepare and present an annual deacon budget to the church council. The budget includes the pastor's salary recommendation, and oversees Deacons Team Fund.
9. Appoint the Everence Ministries representative, and work with this representative to utilize services and matching funds in the various ministries of the church.
10. Appoint Interim Pastor when needed, with Church Council approval.
11. Submit an annual report to the church Yearbook.

Responsibilities of the Deacon Chair:

1. Call and schedule meetings.
2. Preside at all Deacon meetings or arrange for a substitute.
3. Preside at Council or congregational meetings in the absence of the Church Chairperson.
4. Communicate with pastor regarding agenda prior to Deacon meeting.
5. Make assignments within the Team for specific duties as it becomes necessary.
6. Attend seminars for officers sponsored by Evana Network when possible.
7. Plan and carry out Pastor/Congregational reviews, annual pastor reviews, and exit interviews.
8. Prepare and present the report to the congregation at the annual meeting outlining the work accomplished by the Deacons during that year.

Responsibilities of the secretary:

1. Record minutes at all regular Deacon meetings.
2. Make the minutes of the previous meeting available to each Deacon and Pastor. This should be in time that everyone can review them before coming to the meeting.

DEACON TEAM

EVERENCE ADVOCATE

Description or Role of Advocate: The Everence advocate strengthens the stewardship ministry in the work of West Zion Mennonite Church by helping to integrate faith and stewardship principles with needs of our congregation and members.

Membership: One person appointed to a three year term by the Deacon Team.

Ministry Activities:

1. Assist the congregation in using Everence stewardship educational resources and events.
2. Stay informed through Everence's advocate training activities.
3. Help others to connect to Everence services.
4. Share information about Everence with the congregation.
5. Report activities by completing quarterly reports.

Qualifications of an advocate:

1. Desire to help meet stewardship needs in the congregation.
2. Work well with church leadership and the church's caring network.
3. Support Everence's stewardship mission to help members integrate their faith with financial decisions.
4. Be willing to volunteer one or two hours per month.
5. Advocate must possess computer skills for e-mail communication.

Selection/Appointment Process:

1. The advocate is appointed by the Deacons Team.
2. The Deacons Team may consult with their Everence church relations representative about the advocate role or appointment process.

Advocate Support:

Our Everence relations representative will provide an orientation and ongoing support to our advocate in this ministry role.

LEAD PASTOR JOB DESCRIPTION

Purpose Statement:

Our mission is to be a caring and sharing congregation that ministers to the needs of our community; sharing a message of hope, salvation, and love to all people so that they might become disciples of Jesus Christ.

We confess as a people of God that for too long our focus has been on meeting our own needs, so we seek a pastor that will help keep us faithful to our above mission and for all decisions be guided and evaluated by our mission statement.

Primary Responsibilities:

The pastor will equip, encourage, and support congregational members and lead according to our church's mission and God's calling.

Spiritual Qualities:

- Has a clear sense of call from God for pastoral ministry.
- Actively pursues and prioritizes personal spiritual growth, cultivating a life of faith that is noticeable to others.
- Engages in consistent spiritual practices like Bible reading, prayer, and mentoring relationships.
- Demonstrates genuine trustworthiness and integrity in both personal and public settings.

General qualities and traits:

1. Spiritually Vibrant: Possesses a strong, personal relationship with Jesus Christ and seeks to model a Christ-like lifestyle.
2. Interpersonally Skilled: Communicates effectively in one-on-one and group settings, including with both youth and adults.
3. Servant Leadership: Exhibits a servant heart, underpinned by a strong pastoral presence.
4. Authentic and Transparent: Demonstrates high personal integrity, authenticity, and transparency in all aspects of life and ministry.
5. Confidential and Self-Motivated: Maintains confidentiality with a strong sense of self-motivation and relational ability.
6. Educationally Prepared: Holds a bachelor's degree or higher (preferred) and some pastoral experience.
7. Engaged with Community: Engages beyond the church body and into the local community.
8. Committed to Covenant: Affirms and signs the Evana Personal Covenant, pursues ordination through Evana, and become a member of West Zion Mennonite Church.

Specific Responsibilities

Pastoral Leadership:

- Tend to spiritual well-being of all members as well as those associated with the church.

- Provide leadership for our congregation to move forward in our mission, so that we may become more Christ-like, having a heart for our wider community.
- Contribute to the team spirit of staff, volunteer leaders and members through fellowship, encouragement, cooperation, and prayer support.

Outreach and Evangelism:

- Help equip all members for personal witnessing.
- Promote a Christ-centered witnessing through an attitude of a servant.
- Help identify and promote ways the whole congregation can work at outreach.
- Reach out to visiting individuals who are local.
- Seek to be interested and involved in the community.

Worship, Preaching, and Teaching:

- Proclaim the truth of Christ in word and deed, while being authentic, honest, and true to the Bible.
- Stimulate personal growth through a challenging and encouraging attitude.
- Give oversight to baptism preparation and discipleship training.

Pastoral Care:

- Have a heart for those in need, while also equipping the whole body to respond to needs in the community.
- Be involved with visitation of church members and crisis visitation.
- Keep Deacons informed of congregational needs for prayer and/or visitation.

Personal Growth and Development:

- Exercise a regular rhythm of sabbath keeping with time off each week, using quarterly retreat days, utilizing vacation time, and taking a sabbatical when time arrives.
- Participate annually in Evana Network's Pastor Spouse Flourish retreat and biannually in Evana's national ReGen gathering as available.
- Join the Western monthly online huddle of Evana pastors.
- Attend conferences as they fit with the Mission and Vision of West Zion Mennonite Church.

Accountability:

- The pastor is accountable to Jesus Christ, for the spiritual well-being of this church.
- The Pastor is also accountable to West Zion Mennonite Church and Deacons as set forth in the Constitution.
- The Pastor is accountable to Evana Network per their requirements.
- YouTube videos are the property of West Zion.

MISSION TEAM

Membership: The Mission Team shall consist of three members with 3-year staggered terms. One board member serves as chairperson and as the Church Council representative.

Meeting schedule: Monthly or as needed.

Responsibilities:

1. The Mission Team is responsible to promote and encourage our congregation to become involved in service and missions on a local, regional, and global level.
2. The Mission Team is responsible for oversight and communication with committees and contact persons under their appointment in the areas of community outreach, home ministries, hospitality, peace and justice, and service opportunities.
3. Stay in communication with mission partners.
4. Prepare and present annual Mission Team budget to church council.
5. Manage appointments listed below.
6. Submit an annual report to the church Yearbook

Oversight and Appointments:

1. Wednesday Night Meal Committee
2. Hospitality Committee
3. MDS Contact Person
4. MCC Relief Sale Contacts
5. MCC Meat Canning Representative
6. Mission Partner Contacts
7. Associated Ministries Representative

MISSION TEAM

WEDNESDAY NIGHT MEAL COMMITTEE

Membership: One or more person(s) appointed to coordinate Wednesday night meals for designated dates in fall and spring.

Responsibility:

1. To develop schedule of people that will plan, cook and serve Wednesday night meals.
2. Post schedule for those who will serve and give copy to church office.
3. Be resource person for questions about getting supplies and budget for food.

MISSION TEAM

HOSPITALITY COMMITTEE

Description: A committee to provide for hospitality events of our church such as church meals and funeral meals.

Membership: Three or more persons recruiting and coordinating workers for hospitality events.

Responsibilities of committee:

1. They may appoint a lead person each year that would be the point of contact when events are scheduled.
2. Recruit persons as needed for each event as helpers and contact persons that need to bring food to events such as funerals, etc.
3. Make sure one committee member (or designee familiar with kitchen) is present when the kitchen is being used for events and rented for events.
4. Coordinate kitchen facility needs or repairs with Trustees. Plan purchase of replacement items with trustees.
5. Arrange for deep cleaning of kitchen and storage area.
6. Develop and keep an inventory of utensils, dishes, equipment, etc.
7. Order paper supplies and other supplies needed for church events. Give bills to Trustees.
8. May choose to appoint one person on committee to be funeral coordinator.
9. Consider keeping records of events with cost, supplies needed/used, etc. for future event planning.
10. May develop "Rules of the Kitchen" to make sure things are clean and in place for future events.

MISSION TEAM

MENNONITE DISASTER SERVICE CONTACT PERSON

Description: To serve as a contact person from this church. This person's telephone number is listed with the state MDS coordinator.

Membership: One person, appointed by the Missions Team for an undefined term.

Responsibilities:

1. After being contacted by the MDS coordinator, inform the congregation of needs following a disaster.
2. Work with the congregation to coordinate volunteers and transportation to the disaster site.
3. Attend MDS meetings as needed.

MISSION TEAM

MENNONITE CENTRAL COMMITTEE RELIEF SALE CONTACT PERSONS

Membership: One or two people appointed each year by the Mission Team. The newly appointed person should be notified by the first week in September, and reported to the MCC Secretary, who will send the information and dates of meetings by the middle of October.

Responsibilities:

1. Be in contact with MCC Sale Secretary.
2. Attend all meetings, which are held at various churches in the Mid-Kansas MCC Sale area. The first meeting is usually held in November.
3. Keep the church informed as to the needs of the Sale and various jobs that have to be filled.
4. Take all items made by our church for the sale to Hutchinson on the day before the sale and take the baked goods on the day of the sale.
5. Work with congregation to manage any designated donations for the sale.

MISSION TEAM

MENNONITE CENTRAL COMMITTEE MEAT CANNING

Description: To work with area churches on coordinating the activities of MCC meat canning.

Membership: One person, serving a one-year (flexible) term, appointed by the Mission Team.

Responsibilities

1. Secure volunteers for working at the MCC meat canning event.
2. Work with the chairpersons of other local churches to supervise the workers on the assigned work days.
3. Make congregation aware of giving opportunities to the MCC meat canning fund.

MISSION TEAM

MISSION PARTNER CONTACTS

Membership: One or more persons, appointed by the Missions Team, to serve as the main contact person for mission partners supported by the congregation.

Responsibilities:

1. Maintain contact with our mission partners.
2. Give periodic updates to the congregation.
3. Work with Mission Team on amount of monies that will be available for mission partners.

MISSION TEAM

ASSOCIATED MINISTRIES REPRESENTATIVE

Membership: One person, appointed by the Missions Team, to serve as the West Zion representative to Associated Ministries Board of Directors.

According to the Associated Ministries of Moundridge bylaws, in the event that there are more than 4 supporting churches, they shall rotate representation on the Board. In that case, the West Zion representative will work with the AMM Board to determine rotation.

Responsibilities:

1. Attend and represent West Zion at Associated Ministries of Moundridge meetings.
2. Report to the Missions Team on upcoming Associated Ministries events or concerns and seek council as necessary.
3. Encourage congregational participation in Associated Ministries events and activities.

TRUSTEE TEAM

Membership:

1. A minimum of three members, each serving three-year staggered terms.
2. Chairperson will be selected at beginning of each year.
3. Chairperson will be representative to Church Council.

Meeting Schedule: Monthly or as needed.

Responsibilities:

1. The Trustees are responsible for the care of the church facilities, campus, and cemetery.
2. Prepare and present annual Trustee budget to Church Council
3. The chair and treasurer shall be authorized to sign legal papers for the congregation.
4. The Trustees shall represent the Church in all cases of ownership of Church property and shall hold and convey title to Church property, as per Church Council direction.
5. The Trustees shall hire staff as needed to meet the needs of the congregation, such as custodian and church secretary.
6. The Trustees shall grant permission for use of the church building and equipment according to established policies.
7. Submit an annual report to the church Yearbook

Responsibilities of the Chairperson:

1. Call meetings and set agendas.
2. Report to council monthly Trustee items.
3. Present Trustee agenda items at congregational meetings.

Appointments:

1. Auditor (s), appointed annually
2. Cemetery Sexton (s), appointed annually, term indefinite
3. Church Historian (s).

Trustee policies:

1. Congregation approval is needed on major expenditures of \$10,000 or greater, or when non-budgeted money from the surplus fund is needed.
2. A rental agreement on land owned by church with the renter is required.
3. Inform church staff of all uses of the building and/or premises and get all uses scheduled on the church calendar.

TRUSTEE TEAM

AUDITOR

Description: To audit all treasury accounts of the congregation.

Membership: One or more members appointed annually the Trustees.

Responsibilities: Audit church financial records when the Trustees call for audits.

TRUSTEE TEAM

CEMETERY SEXTON

Membership: One or more individuals appointed annually by the Trustees. Term may be indefinite.

Responsibilities:

1. Manage calls from mortician requesting burial in cemetery to give approval or disapproval according to policy.
2. Meet with family if requested and designate a plot for burial.
3. Sexton helps with placement of headstones for alignment in cemetery.
4. Manages updating the cemetery monument with names added as needed.
5. When payment is required per policy, collects payment and gives to treasurer.

TRUSTEE TEAM

CHURCH HISTORIANS

Description: Archivists and historians of church records and artifacts.

Membership: Historian(s) appointed by the Trustee Team for an indefinite length of time.

Responsibilities:

1. Archive material of historical value.
2. Preserve and protect existing files, records and artifacts.
3. Assist in presenting our history to inquiring groups or individuals.
4. Be available for research on specific subjects

West Zion Mennonite Church
101 S. Washington – Moundridge, KS 67107
620-345-8143

West Zion Cemetery Fees and Policy

___ 1. Church member or minor children of member. \$0.00

___ 2. Non-member with family already occupying burial plot in West Zion Cemetery. Non-member must be related in one of the following ways: Spouse, Parent, Son, Daughter, Brother or Sister. \$300.00

___ 3. Non-member without qualifying family occupying burial plot in West Zion cemetery. \$500.00

TOTAL \$ _____

Person: _____ Site _____

Sexton: _____ Date _____

1. An outside container is required for all burials at West Zion cemetery.
2. Permanent planting of trees, bushes, perennials or any changes to grave, or additions to grave site, need to first be approved by the sexton and/or Trustees.
3. Any flowers, potted plants or temporary markers left longer than 30 days at cemetery will be disposed of by the groundskeepers.

West Zion Mennonite Church - Moundridge Kansas Usage Agreement

Name of Group _____

Contact Person _____ Cell # _____

Address _____

Email address _____

Date requested _____

Time Period Requested

Start _____ End _____

-West Zion church members do not pay a rental fee for using the church. Fees may apply on items 4,5,6,7 and 9.

-Non-church members will be charged church rental fees along with fees for other services as needed. (e.g. Sound, Pastor, Social Committee, Organist or Pianist). Phone numbers will be provided by Trustees or Church Secretary.

PLEASE CHECK ALL THAT APPLY:

1. _____ \$150.00 for use of the Sanctuary only
2. _____ \$150.00 for use of Basement only
3. _____ \$300.00 for use of the Sanctuary and Basement
4. _____ \$30.00 for our Sound System Operator
5. _____ \$30.00 if our Custodian has to do additional cleaning after your event is held. (A separate bill will be sent to the user of WZ)
6. _____ \$50.00 for funerals, \$100.00 for weddings using Organist or Pianist.
7. _____ \$ _____ If the Hospitality Committee is asked to serve a meal, reception, set up or take down tables and chairs, charges for any food or supplies purchased by the church will be billed to your group or function (this is to be decided between the renter and the Hospitality Committee) and will be billed separately by the Hospitality Committee.
8. _____ \$5.00 for each DVD or CD made by Sound person for non-members using West Zion Church. Church members receive the 1st copy free, \$5.00 for each additional copy.
9. _____ Pastor honorarium (suggested--\$100.00-\$200.00)
10. _____ Total charges

-Any items lost or damaged will be charged to the person or group using or renting West Zion Church

-West Zion Church will not be responsible for any accidents incurred in the church or on church property.

-No smoking or use of any tobacco products including smokeless, electronic vaping (e-cigarettes), etc. will be allowed inside the church or on church property.

- No alcohol of any type will be allowed inside the church or on church property.

-Outside pastors may perform services in our church with permission from the Pastor of West Zion Mennonite Church. Please contact our Pastor for more information.

-Final approval of usage and policy remains at the discretion of the Trustees.

Signature of contact person _____ Date _____

Trustee _____ Date _____

This reservation is not confirmed and held for your function until this form and payment (if applies) are returned to West Zion Church.

Church Secretary---620-386-0414

Pastor----620-747-2310

Church---620-345-8143

WORSHIP TEAM

Membership: Pastor and three other individuals serving staggered terms, as well as others as appointed by the team. Chairperson attends meetings of Church Council

Meeting schedule: Monthly or as needed.

Responsibilities

1. Work with the pastor and musicians to plan beautiful, vibrant worship that glorifies God and connects with the life of the congregation.
2. Integrate worship and music into the themes selected by the Pastor
3. Encourage a variety of worship styles to keep worship vibrant for all ages
4. Collaborate with the Music Committee as needed
5. Collaborate with the Audiovisual Committee
6. Collaborate with Visual Arts Committee to develop beautiful decorations for sanctuary that correspond to the Christian calendar
7. Assist Pastor and Deacons in planning for communion and baptism
8. Delegate ushers and greeting assignments and order badges as needed
9. Learn and teach about worship and its role in congregational life.
10. Develop occasional workshops or teaching events with Pastor.
11. Alert Team and church members to Conference-wide educational events about worship
12. Center the church in the life of Christ by following the major seasons of the Christian year (Advent/Christmas, Epiphany, Lent/Easter, Pentecost)
13. Assist Pastor in planning for the year with special music, song selection, and special liturgical acts (dance, drama, audio-visual, etc.)
14. Seek to make the church's worship the "work of the people" (*liturgy*) by involving people of all ages, including children
15. Coordinate the Hanging of Greens service.
16. Pay speakers who fill the pulpit in the pastor's absence.
17. Prepare and present Worship budget to church council.
18. Submit an annual report to the church *Yearbook*

Appointments and Oversight:

1. Music Committee,
 - a. Organists, Pianists, Choir Directors
2. Visual Arts Committee,
3. Ushers
4. Greeters
5. Audiovisual committee

WORSHIP TEAM

MUSIC COMMITTEE

Membership: Three members, each serving three years. One is appointed annually by the Worship Team. The Music Committee may provide suggestions for new members and will select their chairperson annually.

Responsibilities of Music Committee:

1. Meet as needed to set up choir schedules and plan special music as requested by Worship Team.
2. Schedule organists, pianists, and other musicians.
3. Plan for the church pianos to be tuned 2-3 times a year or as needed. The chair makes these arrangements unless otherwise decided by this committee.
4. Arrange for the tuning and repair of the pipe organ.
5. Coordinate payments to pianists, organists and choir director with the Worship Team.
6. Update the CCLI License as needed.

WORSHIP TEAM

VISUAL ARTS COMMITTEE

Description: The Visual Arts Ministry will coordinate and provide visual media to enhance our worship together, adding both meaning and beauty.

Membership: The Worship Team appoints two or more members annually. The Visual Arts Committee may provide suggestions for new members.

Responsibilities:

1. Coordinate and provide visual media to enhance our worship together. with themes from Worship Team or Pastor.
2. Help with coordination of banners for the sanctuary.
3. Help place flowers provided by members of the congregation. The church secretary will let the committee know if church members are providing flowers.
4. The Visual Arts Committee is responsible for the Advent wreath or display and for keeping the candles fresh each Sunday during Advent.
5. Light candles or lamp in displays before the worship service. and extinguish at the end of service.
6. Purchase items to make an appropriate display when items needed are not on hand. Work with Worship Team for the budgeted amount.
7. Maintain the designated Visual Arts storage area south of stage and in the hallway room next to the secretary's office.

WORSHIP TEAM

USHERS

Description: The ushers shall see that the worshipers are properly greeted and ushered to their seats, assist in maintaining a spirit of reverence and good order in the house of worship, and supervise the taking of all offerings of the church.

Membership: The Worship Team will determine the number of ushers appointed annually. A head usher will be appointed as the main contact person.

Responsibilities:

1. See that the facilities are adequate. Turn on lights and fans, and adjust thermostats as needed.
2. Greet worshipers, hand out bulletins, seat worshipers.
3. Count the number of people attending the worship service, record and place number in secretary's box.
4. Help with distributing and collecting ballots when requested

Responsibilities of the Head Usher:

1. Make the rotation schedule for the ushers.
2. Assist in finding ushers for special events and funerals.

Instructions for Ushers

Please wear your badge.

When visitors come...

1. **Welcome** and greet them
2. Offer to help them **find a seat**
3. After worship
 - a. seek to intentionally connect visitors to others in the congregation and/or introduce them to the pastor
 - b. invite folks to an upcoming event

We want to welcome visitors but avoid putting them on the spot. We will generally not mention them during the sharing time in the worship.

WORSHIP TEAM

HELPS FOR GREETERS

The purpose for greeting each other is two-fold: to extend a warm welcome to guests and to enhance the spirit of friendship and community between members of the West Zion church family. Greeters are appointed by the Worship Team.

Responsibilities:

1. Reach out or move forward to extend greetings to persons entering the lobby -- rather than standing still and waiting for them to come to you to be greeted.
2. Be sure to open doors for persons carrying children or heavy loads, for small children or older adults who might have difficulty opening the door, or in weather conditions like rain or brisk wind.
3. Offer a friendly greeting and a firm handshake (taking care not to crush arthritic hands, however). Greet individuals by name whenever possible.
4. Offer assistance to visitors: point out where the worship service will be located, where coats can be hung, the location of the restrooms, and location of Sunday School rooms as needed.
5. Greeters need to be stationed at the main entrance by 9:10 am and again by 10:10 between Sunday School and Worship Service.

The way in which we are greeted as we enter church is an important part of how we feel about our church family.

WORSHIP TEAM

AUDIOVISUAL COMMITTEE

Membership: Individuals appointed for an indefinite term by the Worship Team. People with required talents are encouraged to contact the Worship Team. Worship Team will appoint a head person to coordinate schedules.

Meeting Schedule: As needed.

Responsibilities:

1. To operate the sound system for worship services, programs, weddings, funerals, and other special events.
2. The person listed is responsible to open the system and run sound for the morning. They are also in charge raising/lowering the screen for power point.
3. To produce an audio copy and DVD copy of Sunday morning worship services, programs, weddings, and funerals for the church archives and individual copies as requested.
4. To recommend sound system maintenance, repair, and equipment needs to the Trustee Team
5. To operate the multi-media equipment for worship services, programs, weddings, funerals, and other special events.
6. The person listed is responsible for setting up and disassembling the Multimedia system and operate the system for the Sunday service or other events.

Responsibilities of the Head Person:

1. To develop the staffing schedule for Sunday morning and the following week.

GIFTS DISCERNMENT TEAM

Membership:

1. Team shall consist of three members, with one selected annually by the congregation for a three-year term.
2. Team members shall choose their own chair annually.

Responsibilities:

1. To lead and coordinate the Gifts Discernment process that will discern the spiritual gifts, abilities and talents of the West Zion congregation.
2. Actively work with Teams to seek and encourage individuals from the congregation to use their gifts in the various ministries of the Church.
3. Maintain current confidential informational data on the spiritual gifts, abilities, interests, and talents of the congregation.
4. Work with the Pastors/Teams/Committees:
5. Prepare the affirmation slate for positions on Teams and Gift Discernment Team.
6. Recommended meeting as needed.

Timeline of Tasks for the Gifts Discernment Team

February through August

- Encourage congregation to explore emphasis on Holy Spirit or spiritual gifts.
- Gather information on the gifts of individuals in the congregation and compile information.

September

- Announce Deacon nomination.
- Hold Deacon nominations and start process of contacting top candidates.

October

- Continue process to get 1 or more Deacon candidates.
- Begin planning next year's ballot.

November

- Sunday prior to Budget meeting announce Deacon candidates.
- Manage Deacon election Sunday morning of Budget meeting.

December

- Complete ballot for next year.

January - with Annual Meeting.

- Have ballot ready for Annual meeting.
- All newly affirmed members take office in February.