

Stewardship Governance at Good Shepherd United Church of Christ

Church Council

The Church Council is the primary governing body of the congregation, acting as its officers and trustees and formulating long-range goals. In addition to the Pastor and Associate Pastor, the Church Council consists of the following positions elected to a 2-year term. The Associate Stewards are also elected but do not serve on Council.

Moderator, Jennifer Durbin-Tuffy

- *Works with the Pastor on the agenda and conducts all business meetings of the church and the Church Council. Has signatory authority on behalf of the church.*
- *Monthly in Church Council, Biannually with congregation, and as need occurs.*

Pre/Past-Moderator, Todd Weber

- *Attend Church Council meetings, help prepare meeting agendas and assist Moderator as needed.*
- *Monthly for church council meetings.*

Treasurer, Suzie Weber

- *The Office of the Treasurer is responsible for the disbursement of all church funds, including payroll, and the maintenance of Church financial records. With input from the Church Council and associated groups, the Office of the Treasurer prepares an annual budget for presentation to and adoption by the congregation.*
- *Ongoing*
- *Stewardship Planning – Plan and communicate theme including stewardship moments, assist with mailings and follow-up on commitments. August-November.*
- *Counting – Tally and record weekly and special offerings (background check and membership required). Weekly as assigned.*

Assistant Treasurer, Gordon Welles & Linda Lahre

Clerk, Kathy Boyer

- *Attend and keep the minutes for all Council and congregational meetings, and a record of Baptisms, marriages and membership.*
- *Monthly in Church Council, Biannually with congregation, and as need occurs.*

Steward for Worship: Sofia Sands (Alberta Wallace, Associate Steward)

Steward for Congregational Care: Diane McPherson (Linda Lahre, Mary Leong - Associate Stewards)

Steward for Relationship: Stephanie Herold (Gail Stonefield, Irma Schendstok -Associate Stewards)

Steward for Faith Formation: Leslie Cole (Annie Buchanan - Associate Steward)

Steward for Building and Grounds: Dave Yuska (Dave Sniffin, Randy Murray - Associate Stewards)

Steward for Mission and Outreach: Mike Carney (Liz Aimone, Kathy Boyer, Fred Schendstok, Lucy Real - Associate Stewards)

At-Large Steward: Beth Crews

Staff Relations (appointed by Council) – *Maintains open relationship with staff members, determines personnel policies and annual raises, oversees the Safe Church Policy. Meets as needed.*

Areas of Stewardship

Stewardship of Worship – Together we create, plan, implement, and lead meaningful worship each week and on special occasions.

Worship Planning – *Meets quarterly to review previous quarter and plan the next season of worship. Meets quarterly.*

Ushers – *Hand out bulletins and assist in collecting the offering. Weekly as assigned.*

Acolytes – *Ages 5yrs-5th grade who light the candles. Weekly as assigned.*

Sacramental Life – *Prepare and serve communion, change cloths on table, lectern, and pulpit seasonally; prepare font for baptisms, arrange for holiday flowers. On communion Sundays and special services as needed.*

Music Planning – *Meets approximately quarterly w/ worship planning, other times as needed*

Liturgists – *Leads prayers and reads scripture. Weekly as assigned.*

Choir – *Meets 1 hour on Wed. evenings, average 3x per month Sept-June.*

Praise Team – *Meets 1 hour on Wed. evenings, 1x per month.*

Sound Techs – *Sunday morning worship services and other special events; requires training on the sound system*

Stewardship of Relationship – Together we create, plan, implement, and lead opportunities to build connection and enrich relationships.

Potlucks/Meals/Receptions – *Plan, set-up, serve and clean up for special meals. Works with Building and Grounds on table and chair set-up. Fifth Sundays, Ash Wednesdays, Easter Breakfast and as occasion arises.*

Sunday Fellowship Snacks – *Plan, prepare, serve and clean up fellowship after worship. Weekly as assigned.*

Men's Fellowship – *Meets twice a month for breakfast and fellowship.*

Women's Fellowship – *Attend monthly activities for the women of the church, taking the lead or encouraging others to set up and plan an event. Meets monthly*

Safety Response Team (appointed by Council) – *Hear and assist in resolution of all complaints against pastoral staff, paid employees and church volunteers. Only when incident occurs, but will remain on team until complaint is resolved.*

Nominating – *Help fill vacancies on stewardships and committees by encouraging others to share their gifts. Meets in Spring.*

History – *Keep a record of major changes and events in the life of the church, year to year and submit a report for the Annual Reports in May. Keep records as occurs.*

Stewardship of Congregational Care – Together we create, plan, implement, and lead ministries of welcome, engagement, and care for visitors and members.

Welcome Visitors – *Prepare red bags for first time visitors. Arrive 15-20 minutes early to greet visitors in the Narthex. Invite visitors to sign our register and wear a name tag. Try to engage in conversation with visitors to gain information and answer any questions they may have. After service, collect pew pad sheets and make notes of all new and returning visitors to report back to the Steward of Congregational Care, Pastor, and Secretary. Weekly, year-round.*

Congregational Care – *Help provide cards, visits, meals, and/or phone calls to those who need them. As needed.*

Integrating new members – *Follow up with new members to help them engage in the ministries of the congregation. As needed.*

Stewardship of Faith Formation – Together we create, plan, implement, and lead faith formation for children, youth, and adults.

Children faith formation Planning – *Meets quarterly to discuss the state of children’s ministry, with an eye toward weekly Sunday School formation (September-May), and to plan various family events--both educational and social. These would include VBS, visits to Highland Commons, family get-togethers, etc.*

Youth faith formation – *Be a part of a monthly Youth Group at High House; lead and participate in service projects, most especially at Dorcas; lead and participate in other youth events--e.g., escape room outings, movie nights, etc.*

Adult faith formation – *Lead or attend a study group whose focus is biblical or spiritual in nature. Special schedule as needed.*

Children’s Sunday School Teachers – *Teach weekly Sunday School classes (Pre K-K and/or 1st-5th Grade) during the months of September-May, participate in quarterly Children’s Ministry meetings when possible, complete Safe Church training, and participate in teacher training as necessary--with particular emphasis on GSUCC’s safety policies.*

Wednesday Morning Spirituality Group – *Be a part of weekly morning spirituality group. Weekly September-May.*

Community Group – *Be a part of bi-weekly evening study group. Bi-weekly September-May.*

Faith And... Class – *Study group dealing with current issues; open to middle school through adult; 9-10 AM Sunday, Sept-May.*

Book Club – *Join in discussion of books chosen by members of the Book Club. Fourth Tuesday of each month, September through May.*

Safe Church – *Provide trainings, conduct background checks, and keep records of those working with children and youth. Annual reviews and as needed.*

Stewardship of Buildings and Grounds – Together we create, plan, implement, and lead projects to maintain and improve our properties to serve our mission.

Long Term Property / Project Planning – *Where do we go from here?*

Major Construction and Remodel Projects – *Obtain bids, select and work with contractors to ensure successful and timely completion of projects.*

Aspen Center & General Rentals – *Negotiate periodic lease agreements and ensure tenants needs are met, including acting as POC for facility repair and maintenance issues. Ongoing/as needed*

Maintenance and repairs – *Keep it all working properly! e.g. electrical, plumbing, appliances, HVAC, grounds maintenance equipment, etc. Meet and provide access for contractors and repair persons as necessary.*

Lawn and Landscape – *Mowing, Trimming, Weeding, and cleanup of walkways and parking lots. Maintain the Memorial Garden.*

Plan and Conduct Work Days – *All-church volunteer work days typically held on a semi-annual basis. 2-3x per year*

Sanctuary Set-up and Take-down – *For special services and events such as elections and Ash Wednesday. Occasional*

Software/Hardware/Technology – *Maintain Computer Workstations, Server, Network Equipment, Telephones, etc. Ongoing*

Safety and Security Team – *Responsible for proper function of doors, locks, cameras, etc. Train building users on tasks required to secure the facilities after worship, meetings, or other events. Maintain first aid kits, fire alarm and smoke detection systems, and AED. Work with other teams to conduct safety / evacuation drills. As needed*

Insurance – *Ensure that physical assets have proper level of insurance coverage, worker's compensation for all staff. Occasional*

Purchase and maintain stock of paper and general cleaning supplies – *As needed*

Inspections – *Meet and provide access for various inspectors as required.*

Stewardship of Mission and Outreach - Together we create, plan, implement, and lead service, advocacy, and expressions of the church in the local community and wider world.

Special Offerings – *Keep the congregation aware of when we are taking a 5 for 5 Offering and what they are being taken for by announcements and newsletter articles and coordinate with Robin Miller of when to put the information and collection envelopes in the bulletins. March, June or May, October, and Christmas Eve.*

Mission Trip – *Help plan, coordinate and/or participate in our biennial mission trips with Cary First and Covenant Christian. Has been every other year.*

Habitat – *Participate in and/or keep congregation advised of projects that we are involved with for Habitat of Wake County to encourage participation. Yearly as projects arise.*

Industrial Areas Foundation (Wake Community Organizing) – *Being established*

Caring for Creation – *Keep the congregation advised of ways we can become good stewards of Creation, educate ourselves on threats to Creation, and find ways to help mitigate those threats through presentations or any creative way you choose. Monthly newsletter articles with occasional presentations as they become available.*

Garden – *Preparing, maintaining and harvesting our garden for Dorcas Ministries. Planting, maintaining, harvesting yearlong.*

The Caring Place – *Coordinate or participate in our quarterly meals served with Cary First, by encouraging help from the congregation to serve and prepare parts of the predetermined meal. Four times a year with Cary First.*

Dorcas Ministries – *Keep the congregation informed of events at Dorcas Ministries and the needs of the Dorcas Food Pantry, see that all Dorcas donations to the church are delivered to Dorcas Food Pantry weekly. Ongoing as needed.*

Special Projects – *Coordinate a special project to solicit items or money for a Special Project. This is a chance to be creative and only takes a couple of weeks from beginning to end. (toy drive November/December, CWS hygiene kits Spring, ChildFund International August/September)*

Communication/Social Media – *Coordinate with the Pastor and Steward of each area to collect relevant articles and publish a monthly newsletter that highlights all the current church activities. Update church Facebook page with current activities of the church and ongoing messages. Keep the GSUCC website up to date and current. Monthly for newsletter, as needed for social media.*

Community Activities – *Participate in community events such as Out! Raleigh, the Cary Christmas Parade, Wrenn St Block Party and the Summer Feeding program. One time per year, per activity as they occur.*

Community Visibility – *Display our "feather flag" each Sunday before and during Worship. Wear our GSUCC t-shirts while participating in community activities such as Dorcas, Habitat for Humanity workdays. Ongoing.*

Newsletter – *Collect articles from the participating authors, place into our monthly format, using photos and clip art, have it proofed and edited by others editors on the team and submit to Robin Miller to be published before the first Sunday of the new month. Monthly.*

Open and Affirming – *Engages congregation in activities and education regarding our welcome to all; currently no regular meeting schedule.*