

LCP-JD-2 Board Job Descriptions

Change history:

Date:	Change:	Made by:
3/19/13	As submitted by Governance to LC for discussion and edits. Same as boards have been using since Fall '12	LM
9/8/14	Revisions based on requests from boards as documented in LC minutes	LC (TS)
9/12/16	Increased Trustees Board to by 2 to 9 members	LC
5/18/17	Increased Stewardship Board to by 1 to 6 members	LC
9/11/17	Increased Board of Deacons to by 3 to 15 members	LC
9/10/18	LC approved revised job description developed by the Trustees	LC

Contents:

Board of Deacons	page 2
Stewardship Board	page 3
Christian Formation Board	page 4
Congregational Life Board	page 5
Outreach and Mission Board	page 6
Board of Trustees	page 7
Board Support Resource	page 8

Board of Deacons Description

The Deacons Board seeks to nurture and enrich the spiritual life of the congregation by:

- Overseeing worship, including music
- Identifying and supporting persons considering and pursuing Christian vocation

The Deacons Board is accountable to staff for:

- Developing and maintaining a vision for deacons that is consistent with Plymouth's Mission Statement and the strategic direction set by Leadership Council
- Leading the enrichment of spiritual life of individuals and the congregation
- Planning and executing worship at Plymouth for all services
- Developing calling/caring ministry programs
- Creating approaches, plans, priorities, tactics, and budget requests for enabling its vision, which will be shared periodically with the Leadership Council
- Communicating its work and that of related ministry teams to Plymouth, and the wider community when appropriate
- Collaborating with other boards and Leadership Council in open dialogue and strategic planning for the whole Plymouth community

The Deacons Board has the authority to:

- Charter, recruit, supervise, and support ministry teams and hold them accountable
- Replace volunteer personnel where appropriate
- Fill in gaps or shortcomings where necessary
- Set its meeting times and place
- Allocate and authorize funds to its work and that of its ministry teams consistent with budgets approved by the congregation.
- Create procedures for its own work and recommend policies to Leadership Council.

Membership:

- Fifteen elected members + two staff
- Staggered two-year terms, two consecutive terms

Stewardship Board Description

The Stewardship Board is called to tend to the active stewardship of time, talent, and treasure of all members and friends so that Plymouth is a vibrant growing community of faith and giving by:

- Inviting persons to recognize and utilize their gifts and talents
- Providing year-round stewardship education
- Identifying the multiple opportunities for faithful stewardship both within the fellowship of Plymouth and beyond

The Stewardship Board is accountable to staff for:

- Developing and maintaining a vision for Christian stewardship that is consistent with Plymouth's Mission Statement and the strategic direction set by the Leadership Council.
- Planning and implementing the campaign to support the annual budget of the church
- Offering and promoting the opportunity for planned giving
- Planning any authorized capital campaign
- Encouraging environmental stewardship
- Developing a comprehensive plan for internal communication within the Plymouth community regarding stewardship
- Creating approaches, plans, tactics, and budget requests for enabling its vision, which will be shared periodically with the Leadership Council
- Collaborating with other boards and the Leadership Council in open dialogue and strategic planning for the whole Plymouth Community.

The Stewardship Board has the authority to:

- Charter, recruit, supervise, and support ministry teams and hold them accountable
- Replace volunteer personnel where appropriate.
- Fill in gaps or shortcomings where necessary
- Set its meeting times and place
- Allocate and authorize funds to its work and that of its ministry teams consistent with budgets approved by the congregation.
- Create procedures for its own work and recommend policies to Leadership Council

Membership:

- Six elected members + one staff
- Staggered two-year terms, two consecutive terms

Christian Formation Board Description

The Christian Formation Board seeks to assist persons of all ages in their life-long faith journey by:

- Equipping them with the ability to understand the Bible, know the history and traditions of the Christian Church
- Providing support to persons in their faith development
- Helping individuals develop personal and communal faith practices
- Encouraging persons of faith to engage critically with issues of importance to the culture and wider community through exposure and education.

The Christian Formation Board is accountable to staff for:

- Developing and maintaining a vision for Christian formation that is consistent with Plymouth's Mission Statement and the strategic direction set by the Leadership Council
- Creating and supervising ministry teams to design and implement programs for children, youth, and adults that engage the intellectual, spiritual, and social aspects of developing Christian life, e.g., Sunday morning programs and OWL
- Creating approaches, plans, priorities, tactics, and budget requests for enabling its vision, which will be shared periodically with the Leadership Council
- Communicating its work and that of related ministry teams to Plymouth, and the wider community when appropriate
- Collaborating with other boards and Leadership Council in open dialogue and strategic planning for the whole Plymouth community

The Christian Formation Board has the authority to:

- Charter, recruit, supervise, and support ministry teams and hold them accountable
- Replace volunteer personnel where appropriate.
- Fill in gaps or shortcomings where necessary
- Set its meeting times and place
- Allocate and authorize funds to its work and that of its ministry teams consistent with budgets approved by the congregation.
- Create procedures for its own work and recommend policies to the Leadership Council

Membership:

- Five elected members + two staff
- Staggered two-year terms, two consecutive terms

Congregational Life Board Description

The Congregational Life Board seeks to nurture and enrich the social and communal well-being of the congregation by:

- Supporting and developing small groups and fellowship groups
- Developing intergenerational and congregation-wide activities to build community
- Welcoming visitors and integrating new members into the life of the church
- Helping develop leadership and lay ministry capacities among Plymouth members

The Congregational Life Board is accountable to staff for:

- Developing and maintaining a vision for congregational life that is consistent with Plymouth's Mission Statement and the strategic direction set by Leadership Council
- Leading the enrichment of fellowship of the congregation
- Welcoming visitors and new members and integrating them into the life of the congregation
- Creating approaches, plans, priorities, tactics, and budget requests for enabling its vision, which will be shared periodically with the Leadership Council
- Communicating its work and that of related ministry teams to Plymouth, and the wider community when appropriate
- Collaborating with other boards and Leadership Council in open dialogue and strategic planning for the whole Plymouth community

The Congregational Life Board has the authority to:

- Charter, recruit, supervise, and support ministry teams and hold them accountable
- Develop leadership skills and replace volunteer personnel where appropriate
- Fill in gaps or shortcomings where necessary
- Set its meeting times and place
- Allocate and authorize funds to its work and that of its ministry teams consistent with budgets approved by the congregation
- Create procedures for its own work and recommend policies to the Leadership Council

Membership:

- Five elected members + one staff
- Staggered two-year terms, two consecutive terms

Outreach and Mission Board Description

The Outreach and Mission Board seeks to inform and engage members in the community and beyond and promote Plymouth in the community by:

- Endeavoring to promote Christian mission internationally, regionally and locally
- Finding opportunities for Christian social action
- Encouraging members to engage critically with issues of importance to the culture and wider community by providing opportunities for direct action in the world
- Celebrating and promoting Plymouth's commitments to being a Peace with Justice and Open and Affirming congregation
- Developing external promotion and communication on behalf of Plymouth as part of our call to invite others to follow Christ's path

The Outreach and Mission Board is accountable to staff for:

- Developing and maintaining a vision for Outreach and Mission that is consistent with Plymouth's Mission Statement and the strategic direction set by Leadership Council
- Supporting the mission endeavors of the United Church of Christ, e.g., Our Church's Wider Mission Basic Support and special offerings of the UCC, and ecumenically through such organizations as Church World Service
- Leading the congregation in social and economic justice issues in the community and world
- Leading the congregation to foster our commitment to be a Peace with Justice and Open and Affirming congregation
- Communicating its work and that of related ministry teams to Plymouth
Creating approaches, plans, priorities, tactics, and budget requests for enabling its vision, which will be shared periodically with the Leadership Council
- Collaborating with other boards and Leadership Council in open dialogue and strategic planning for the whole Plymouth community.

The Outreach and Mission Board has the authority to:

- Charter, recruit, supervise and support ministry teams and hold them accountable
- Replace volunteer personnel where appropriate
- Fill in gaps or shortcomings where necessary
- Set its meeting times and place
- Allocate and authorize funds to its work and that of its ministry teams consistent with budgets approved by the congregation
- Create procedures for its own work and recommend policies to the Leadership Council

Membership:

- Six elected members + one staff
- Staggered two-year terms, two consecutive terms

Board of Trustees Description

Effective Date: August 20, 2018

Accountable to: senior minister and leadership council

Hours needed in a typical month: 3-10 hours

Job Summary

The Trustees are responsible for the buildings and grounds at Plymouth, working together with the sexton and outside vendors. They supervise Ministry Teams, including Friends of the Trustees, and take pride in keeping Plymouth a beautiful and functional facility for the congregation and community.

Essential Functions:

1. Oversee maintenance of church grounds.
2. Schedule and lead volunteer clean-up days in spring and fall.
3. Monitor budget for facility items.
4. Maintain church van and work with Ministry Team volunteer for maintenance.
5. Perform minor maintenance in church itself: plumbing, roofing, lighting, painting.
6. Deal with outside vendors for fire suppression, HVAC, carpet cleaning, irrigation.
7. Maintain parsonage property.
8. Supervise lease of parsonage.
9. Manage parking lot leases.
10. Deal with emergency issues.
11. Organize Friends of the Trustees (experienced individuals, including many former trustees, who provide experience and expertise regarding specific tasks) to execute tasks around the church.

Other Responsibilities:

- Meet monthly. (approx. 60 minutes)
- Take part in locking church and shoveling snow on Sundays (on a rotation with other trustees).
- Monitor the parking lot work on leases with existing and prospective tenants.
- Work with Memorial Garden Ministry Team.
- Work with Environmental Stewardship Ministry Team.

Desired Skills:

- Availability to help out during the work week if possible.
- Basic maintenance skills: carpentry, minor electrical, plumbing, landscape maintenance, basic HVAC.

Core Competencies:

1. **Willingness to pitch in:** Willingness to learn new things, too.
2. **Common sense:** Knowing when to call in vendors and when to do the work yourself.
3. **Working with outside vendors:** Good skills in supervising and negotiation with outside vendors.
4. **Contacts within the Fort Collins community:** Knowing which vendors or stores to utilize for help.

Membership:

- Nine elected members + one staff
- Staggered two-year terms, two consecutive terms

Board Support Resource

This position exists to enable and facilitate effective process, communication and planning for Boards at Plymouth. The position reports to the Sr. Minister as a member of Plymouth staff. Following the trial period the Leadership Council will determine if this position should be permanent.

The Board Support Resource is accountable for

- Create and enable consistent processes across the boards for meetings and processes.
- Find, train and coach on tools for sharing and collaboration for boards and staff (work group tools, planning calendars, status and tracking).
- Ensure the latest version of documents are retained and sharable and the correct documents are on the web site.
- Work across boards for coordination and communication of activities and joint plans.
- Consult on leadership and management approaches and techniques. Create and maintain covenantal formats, annual review forms, and other HR documents.
- Maintain online listing of volunteer opportunities on Boards and Ministry Teams and assist in staffing volunteer positions. Provide additional emphasis on plugging in new members.
- For the governance trial period, serve as ombudsman for issues and problems.

This position has the authority to

- Use and expand Plymouth communication approaches