



PO Box 44522

Madison WI 53744-4522

608-276-7680

Meeting for Worship, 6:00 PM Sunday Evenings at

Orchard Ridge United Church of Christ

1501 Gilbert Road

Madison, Wisconsin

www.madison-mennonite.org

**MADISON MENNONITE CHURCH HANDBOOK
TABLE OF CONTENTS**

		<u>Pages</u>
I.	Plan of Ministry Mission Statement Membership Leadership District/Conference Affiliations Church Decisions Congregational Care Service and Outreach Stewardship Accountable Spending Plan Financial Controls & Risk Mitigation Church Budget & Planned Fund Transfers Funds (Operating Fund) Church's Scholarship Program Disposition of Church Property Contingency Meeting Plans Privacy of Contact Information	1-5
II.	Life Together Christian Education Congregational Forums Fellowship Fellowship Groups Ministries of Service, Activism and Community Involvement Retreats Small Groups Social Activities Worship Youth Ministry	6-7
III.	Leadership Structure Church Life Committee (CLC) Care Team Adult Christian Education (CE) Committee Children and Youth Christian Education (CYCE) Committee Worship Planning Committee (WPC) Lived Faith Committee Mentor and Mentee Program (M&M) Mennonite Voluntary Service (MVS) Committee Gift Discernment Committee (GDC) Pastor Congregation Relations Committee (PCRC) Youth Group (Youth Ministry) Menno Works: Anabaptist Library & Resource Center Other Church Leaders Other Volunteer Coordinators	8-25
IV.	Church Year Calendar	26-28

V. **Appendix**

29-35

1. Covenant Statement
2. College/Seminary Scholarship Fund
3. Continuing Education Scholarship Fund
4. Summer Church Camp Payment
5. Fund Descriptions
6. ORUCC Building Layout

MADISON MENNONITE CHURCH PLAN OF MINISTRY

We are called to ministry through the Holy Spirit, Christ's example, and our faith in God. Our community of faith provides appropriate organization and activities that can renew, nurture, and restore people's lives.

MISSION STATEMENT

We are a church in the Madison area coming together through different experiences of the love, forgiveness and peace of God in Christ Jesus. Believing that God draws us into fellowship, we accept and practice the disciplines of love and together seek God's will. Drawing upon the Anabaptist-Mennonite faith heritage, we refuse violence and seek ways to promote peace and justice for all. We want our life together to be a contemporary interpretation of the unique life and ministry of Jesus, whom we seek to follow in today's world. Our mission is to continue discovering life in Christ, to invite others to share in that life, and to seek and respond to opportunities for service.

MEMBERSHIP

We at Madison Mennonite Church (MMC) believe that our life together as an Anabaptist Mennonite congregation is to be centered on Christ. Within this we recognize that each of us is at a different place as we engage with the message of Christ in our lives and in the world.

Formal membership is not required for full participation in the life of the church community. Membership at MMC has traditionally been expressed by active participation in the congregation. Individuals who attend worship and other church activities regularly may consider themselves members and will come to be acknowledged as members by others. Membership and full participation in the life of the church is available to all without regard to sexual orientation, gender, socioeconomic background, ethnicity or race.

The pastor(s) and/or Care Team members will introduce our understanding and practice of membership to new regular attendees at MMC, and will invite them to consider becoming members of MMC. The Care team and pastor will schedule several orientation meetings throughout the year to help new people learn about the congregation. The Pastor will make annual invitations to the congregation to participate in membership and/or baptism exploration classes.

We also respect each person's understanding of membership, and want to give opportunity for expression of that understanding. We encourage each person who wishes to be a member at MMC to communicate their desire to the pastor in a way that is meaningful for them. Each person may also speak to the pastor regarding how they would like their new membership to be shared with the congregation.

Those who are currently active participants in the church will be counted as the membership list at MMC in the wider church statistics and will be listed on the address list unless individuals have indicated differently to the pastor(s). When persons permanently move away, they will be contacted by the Care Team to check their wishes regarding their membership at MMC.

LEADERSHIP

Organized leadership is centered in the Church Life Committee (CLC). The committee is composed of the chair, two members-at-large, administrator, and the pastor(s), or a member-at-large if the church has no pastor. In addition, representatives from these committees are expected to attend CLC meetings 2-4 times per year: Worship Committee, Adult Christian Education committee, Children and Youth Christian Education committee, Care Team committee, Lived Faith Committee, , Mennonite Voluntary Service Committee, Mentor/Mentee Coordinator, and Treasurer. The purpose of the CLC is to coordinate the church program and ministry.

Other committees provide additional support and organization in worship, nurture, and outreach.

DISTRICT/CONFERENCE AFFILIATIONS

Madison Mennonite Church is an affiliated congregation of the Mennonite Church USA. It is also a member of the Central District Conference.

CHURCH DECISIONS

MMC makes decisions about congregational life by consensus. We do not vote on issues of importance to the church. Consensus is achieved through discussion and conversation about issues in advance of and at specified congregational meetings. Meetings where decisions will be made are always announced in advance. These include, but are not limited to, business meetings, forums (if notified ahead of time), and committee meetings. We strive to listen to the Spirit speaking through every person in these discussions. The congregation appoints Moderators who oversee church meetings and give special attention to listening and guiding the discussion as the congregation moves toward common decisions. We believe this process allows us a greater possibility of discerning the Spirit.

CONGREGATIONAL CARE

All are encouraged and given the opportunity to participate in small groups, which provide support and care within the church family. Additional care and private conversation is available with the pastor(s) and/or Care Team. More formal counseling may be initiated with the pastor(s) or by referral. In these situations confidentiality is respected and upheld.

SERVICE AND OUTREACH

We provide opportunities in small groups, fellowship activities, and Sunday gatherings to welcome others into the life of the church. We seek to listen, identify, and respond to the needs of people in our community. We encourage and support mission awareness and involvement beyond our congregation including Mennonite mission and other service organizations. Our active work of prayer seeks God's provisions for our own needs and the needs of others.

Madison Mennonite Church has been involved in a variety of mission projects. Past and/or current projects are: Habitat for Humanity; food pantry collections; Mennonite Central Committee projects; CROP Walk; Mary House

(temporary housing for visitors of prisoners); Christian Peacemaking Team; Transitional Housing; Wisconsin Harvest; Interfaith Hospitality Network.

STEWARDSHIP

In the midst of a materialistic society and a hungry neglected world, all are encouraged to live as responsible stewards of the resources God has entrusted to us. In place of regular monetary offerings during the worship service, an offering box is on the table in the foyer on Sunday evenings. Public offerings are taken periodically for offering thanks to the Lord. Gifts can also be mailed to the Church's Post Office Box or auto deposited to the church's bank account.

We intentionally do not own a building. We believe our resources should be used to serve one another and our wider community. In order to best ensure we are able to make ongoing commitments to our pastor, as a practice we will hold 6 months of total expenses in reserve as part of the church's operating fund balance.

Madison Mennonite Church community members are encouraged to contribute to the financial care of the church (for example, pastor's salary/benefits, rental of worship and education space, Christian education materials, community mission, special church funds). Congregants will be informed on a regular basis as to the financial activity and status of the church.

ACCOUNTABLE SPENDING PLAN

All requests for reimbursements from the Church (including congregants and any employees like the pastor) will adhere to the church's Accountable Spending Plan, outlined below:

- The reimbursement must have a connection to the church mission, incurred solely for the benefit of the church. Thus, a justification for the expense must be provided in writing with the request for reimbursement and any designated funds that should be used to account for the expense. Any requests for reimbursement from the Pastor will specify whether the expense is part of the pastor reimbursed expenses outlined in the COU or else another budgeted expense incurred in the service of the church.
- Proper substantiation of the expense must be provided, including a written record made at or near the time of the expenditure, plus documentary evidence, such as receipts.
- Substantiation be submitted within a "reasonable" period of time, no more than 30 days after the expense is incurred.
- The individual(s) with "paying authority" for the church will approve and document all expense requests and provide reimbursements within 30 days of the request being received.

FINANCIAL CONTROLS AND RISK MITIGATION

It is difficult to maintain full segregation of financial duties in a small church. Major duties include deposits of income, making/approving expenses, and reporting on or reconciling of activities. Currently, all of these major functions are concentrated in the treasurer position. However, the church treasurer must provide reports of the bank statements and bank statement reconciliation reports to the

Core CLC member who holds banking signature authority on a monthly basis and answer any questions about transactions that come up in their review of the report.

A member of the Core CLC should always have signing authority on any church accounts (its checking/savings at UW Credit Union) in addition to the treasurer. This person should also have access to the passwords for all online accounts used in regular financial business of the church. Only the Core CLC can make the decision to open a new bank account, credit card account, or other financial accounts and assign officers to said accounts.

The Treasurer ultimately has spending authority for the church and will approve expenses in accordance with the budget, accountable spending plan, and fund guidelines for unbudgeted expenses to be disbursed from those funds.

THE CHURCH BUDGET AND PLANNED FUND TRANSFERS

The church budget (for its operating fund, see below) is approved annually by the whole congregation. The Core CLC can make exceptions to the restrictions provided by the budget (i.e. approve budget overages or decreases), add new budget lines and spending amounts, or otherwise change the “plan” outlined in the budget not to exceed a total of 2% of the given year's budgeted expenditures without consultation with the congregation.

The budget process also includes planned fund transfers. However, the Core CLC can request the initiation of the transfer of funds (i.e. new designations) at any time.

Any request for budget changes or unscheduled fund transfers must be approved by the Core CLC in writing.

FUNDS

Madison Mennonite Church has separate funds for designated purposes with any undesignated funds going into the church's operating fund, outlined below. New funds or the closing of funds must be approved/documented by the Core CLC and the decision to create/close funds reported to the congregation and may be created/closed at any time. A list of other funds, the purpose of the funds, and information on accessing funds is included in Appendix 5.

All funds are administered by the Treasurer with consultation of the CLC, excepting the Benevolence Fund, which the Care Team administers and determines its disbursements while reporting high-level fund activity (not individual transactions) to the treasurer for incorporation on the Church's financial statements.

The operating fund is devoted to the day to day operation of the church. Donations not otherwise designated to other funds are deposited in the operating fund to be used for approved operating fund expenses via the church's budget process.

THE CHURCH'S SCHOLARSHIP PROGRAM

Colleges and seminaries play an important role in preparing people for life within the church. Because these schools are more expensive to attend than state schools, financial assistance can provide encouragement to individuals who desire education within the peace church vision.

Scholarship recipients are determined according to the Church's own policies and the Church expressly rejects any effort to honor a giver's recommendation(s) for a particular recipient or school. Scholarships are awarded without regard to sex, race, nationality, or national origin.

The following describes a systematic approach that makes this possible:

- **Structure:** The College Scholarship Fund is a separate fund to which gifts may be designated. A portion of the general budget may be transferred to this fund. It is understood this fund will be managed according to IRS guidelines. Applicants will be asked to complete a form (APPENDIX 2).
- **Disbursements:** The amounts are up to \$1000/student/year. Some colleges will match these gifts. The amount given will be subject to the overall fund balance.
- **Eligible institutions:** Schools for which gifts may be offered will include those whose mission is closely identified with that of the Madison Mennonite Church. The applicant will be requested to identify ways in which the school or seminary of choice fits this description. Part-time students may receive prorated amounts.
- **Management Committee:** The Adult Christian Education Committee Chair will convene and chair an ad hoc group of at least two people appointed by the CLC to oversee the disbursement of the gifts, annually or when necessary. This ad hoc group will select recipients based on those who have applied (see "Structure" above) and document their decisions about who should receive funds and the amounts recommended for disbursement to the CLC, letting the treasurer know of the decision and any disbursement criteria so that the treasurer can make the disbursement.

DISPOSITION OF CHURCH PROPERTY

Should a condition arise at any time in the future when the church work cannot continue, the assets and liabilities shall be transferred to the Central District of the Mennonite Church USA, or its successors.

CONTINGENCY MEETING PLANS

Should a meeting need to be cancelled for any reason or called in case of a crisis this shall be coordinated by the CLC Chair and Pastor. Their decision will be communicated to the Care team members who will activate the Care Team Phone Tree calling list.

PRIVACY OF CONTACT INFORMATION

A church address list may be published within the congregation. The general policy is not to share contact info outside the congregation, except with the wider Mennonite church. The Administer or Pastor will confirm with congregation members before sending contact information to the wider Mennonite Church.

MADISON MENNONITE CHURCH

LIFE TOGETHER

CHRISTIAN EDUCATION

Christian Education and nurture is provided for all ages. Nursery care is available during the regular meeting time. Classes are organized according to age clusters. The basic curriculum for the two-and-three-year-olds through eighth graders is obtained from Mennonite publishers. High School youth Christian education is planned to meet the needs of this age group.

Adult growth and learning includes Bible studies, topical studies, and other adult education programs.

Sunday evening classes and small groups provide Christian education in the church. Christian education classes are held August through June.

CONGREGATIONAL FORUMS

Forums are an opportunity to discuss issues important in society and church life. Topics of past forums include abortion, gender issues in language, communion, homosexuality, peace and social concerns, appropriate responses to war, ordination and church leadership.

The Church Life Committee plans and schedules forums about three times a year. An organizing committee is composed of those with an interest and knowledge in the topic.

Generally forums are discussion sessions and not used for making congregation decisions. However, when used for making decisions, notification of the meeting and impending decision will be well in advance of the meeting. Recommendations may arise from the forum for changes in our church life together. To find out more about forums or to suggest a topic, contact a current member of the Church Life Committee.

FELLOWSHIP

Shared meals, social gatherings, and retreats provide a variety of ways to know others in the church community. Members gather in the Orchard Ridge Friendship Hall for a potluck meal following the worship service on Sunday evenings.

Small groups and strong friendships provide members with support.

FELLOWSHIP GROUPS

Fellowship groups are intentional groups with a set membership. The groups are made of approximately 6-8 households (adults and children) who commit to meeting monthly over the course of a year or longer.

The purpose of the groups is to provide a regular space for fellowship and conversation and provide a means for members to get to know one another better. Some groups may last for a year, then disband and merge with other groups; some groups may continue meeting over the course of several years. Fellowship Groups are organized by the Pastor and the Care Team.

MINISTRIES OF SERVICE, ACTIVISM AND COMMUNITY INVOLVEMENT

Participation in a variety of service and activism projects is central to our life together and provides members with the opportunity to express their Anabaptist and Mennonite vision of life in Christ and service in the world.

RETREATS

A yearly church retreat is planned by a retreat committee called by the CLC. Traditionally the church retreat is held mid to late winter.

SMALL GROUPS

Small groups help develop congregational life outside of the worship time, building and strengthening our community.

Members meet in homes or other settings. Groups vary in size and frequency of meetings. Examples of past and/or current topics are book study, movie, singing, Bible study, games, and study of current news and journal articles.

In the fall the Small Group Coordinator facilitates the reorganization of small groups. Many small groups continue from year to year. The structure and focus of new groups depends on the stated interest of those who participate.

SOCIAL ACTIVITIES

The Social Activities Coordinator plans activities open to all church members. Social activities have included: baby showers (for the first child born into a family), sledding parties, picnics, group attendance at special events such as concerts, wedding showers, occasional receptions after worship, and camping.

WORSHIP

Sunday evening worship is the center of our community life. Our services, organized around themes of current interest to the congregation, are non-liturgical. Themes are developed through music (usually traditional hymns sung *a cappella* or with accompaniment), prayer, Bible readings, stories, and commentary. Shared leadership is a key element of our worship services and of all aspects of our community life.

Madison Mennonite Church practices open communion. Any person worshipping with us is welcome to participate.

We celebrate life's transitions in our community, such as weddings, child dedications, baptisms, and funerals.

YOUTH MINISTRY

Youth are encouraged to participate in the Youth Group and the Mentor and Mentee program (M&M). The Youth Group meets to socialize, gather with other youth at Mennonite Church camps or conventions, or participate in service projects and community events. The Youth Christian Education class provides Christian education and nurture. The Mentor and Mentee Program is composed of youth and adults who are paired off as mentor / mentee, the pastor, and the M&M Coordinator. This program provides opportunity for faith development and for building close youth/adult relationships within the congregation.

MADISON MENNONITE CHURCH LEADERSHIP STRUCTURE

Church Life Committee (CLC)

A. Composition of Church Life Committee

1. Chair (Third Year)
2. CLC Member (Second Year)
3. CLC Member (First Year)
4. Administrator
5. Pastor(s), or Member-at-Large, if we do not have a pastor
6. Treasurer (as needed)

Members of CLC are selected by the Gift Discernment Committee. Committee members serve a three-year term and may serve no more than two consecutive terms. The terms shall be staggered so that one member's term expires each year. The member who is serving the third year of his/her term will become chair of CLC that year.

The core CLC members (Chair, and the other two members other than the Administrator and Pastor) will be responsible for regular contact with committee representatives.

Representatives from MMC committees are expected to attend larger, all committee meetings 2-4 times per year.

7. Care Team Committee
8. Adult Christian Education Committee
9. Children and Youth Christian Education Committee
10. Worship Committee
11. Lived Faith Committee
12. Mentor-Mentee Program Coordinator(s)
13. Mennonite Voluntary Service Committee
14. Menno Works Steering Committee

B. Duties of the Church Life Committee

1. Coordinate the life and ministry of the congregation in worship, Christian education, and outreach
2. Develop long-range planning and vision
3. Appoint committees or task forces to carry out specific responsibilities
4. Prepare, present and seek approval of an annual budget with Treasurer
5. Prepare the agenda for congregational business meetings
6. Plan or delegate responsibility for retreat, forums and other special meetings.
7. Evaluate the need for changes in church structure
8. Foster gift discernment of youth and adults
9. Review, revise, and update the handbook as necessary.

10. Coordinate response to crisis situations in absence of pastor. If needed, work with the Care team to coordinate response to crisis situations.
11. Coordinate communications for newsletter and website
12. Establish and maintain communication with assigned committee representatives

C. Responsibilities of Church Life Committee Members

1. Chair

- a. Prepare agenda for CLC meetings.
- b. Chair CLC meetings and follow-up unfinished items
- c. Convey agenda for congregational meetings to the moderator(s)
- d. Serve as representative of the church to sign legal or formal documents when a signature is required
- e. Meet regularly with the pastor(s) to review church business and ministry goals.
- f. Act as liaison to ORUCC Church concerning facilities and use policies.
- g. Assume communication tasks on behalf of the congregation in pastor(s) absence.
- h. Establish and maintain communication with assigned committee representatives.

2. CLC Members (First and Second Year)

- a. Share duties with Chair as determined by CLC
- b. Become familiar with Chair responsibilities, role and function of CLC, congregational issues, and long-term directions and goals in order to see these issues through when Chair.
- c. Assume leadership for area/task/projects where leadership structure is not already in place.
- d. Provide assistance to Pastor as needed.
- e. Step-up to Chair position in the third year of a three year term.
- f. Establish and maintain communication with assigned committee representatives.

3. Administrator

- a. Take notes at CLC meetings and supply minutes to CLC members
- b. Oversee church's public communication activities such as newsletter, calendar, printed ads, website, etc. as needed
- c. Sort and distribute church mail
- d. Serve as a representative of the church to sign legal or formal documents when a signature is necessary.
- e. Communicate with ORUCC for approval of all MMC scheduled activities and meetings at the church.
- f. Organize literature stand and mail folders.
- g. Take attendance and provide monthly reports to church leadership as needed.
- h. Maintain a birthday list.

4. Treasurer

- a. Oversee the sound fiscal stewardship of the church's resources according to the approved annual budget, pastor's Covenant of Understanding and in cooperation with the CLC and congregation. Work with the core CLC to update the treasurer's manual (of procedures) as appropriate.
- b. Keep records of all income and expenses for all approved funds in the church's online accounting system, including substantiation with documentation where appropriate. This includes funds that provide accounting monies that are not tax-deductible, like with the Women's Retreat fund.
- c. Submit monthly a year to date Profit and Loss (Statement of Activity) of the operating fund and monthly Operating Fund budget vs. actual report to the CLC and congregation via email. In addition, submit monthly Balance Sheet (Statement of Financial Position) reports to the CLC and congregation via email.
- d. Form an annual Budget Committee and with the Budget Committee and church committee leaders, prepare a budget proposal including planned income, expenses and operating fund impact for the following calendar year and submit to CLC for discussion and approval before submitting to the congregation for approval. This usually happens in the fall of each year.
- e. Answer emails, phone calls, and in-person questions from congregants regarding financial matters for the church.
- f. Record and deposit all income received and provide documentation, at least yearly, to donors to the church in accordance with federal tax law regarding their gifts for tax purposes.
- g. Represent the "paying authority" for the church, in paying expenses, in accordance with the budget, accountable spending plan (above), and fund guidelines for unbudgeted expenses that are to be disbursed from those funds.
- h. Provide for the easy monthly review of bank statements, accounting reconciliations and key financial information in the church's accounting system as needed with the core CLC designee.
- i. Prepare and file federal and state government reports relating to income taxes, Pastor wages/compensation/benefits, and other requests as needed, including quarterly 941 and WT-6 reports, and annual W2 and W3 reports, or contract for the same.
- j. Maintain a high level of information security and data accuracy, including:
 - i. Ensuring the church accounting system has accurate address and contact information for all donors and vendors.
 - ii. Keeping a list of passwords for key online financial accounts via a password management system, and sharing with the core CLC designee.
 - iii. Keeping a list of contacts for key vendor relationships (if not the vendor themselves) for asking questions as needed and

managing payments and those relationships.

- k. Serve as a representative of the church to sign legal or formal documents when a signature is required as necessary for financial matters, or else answer questions via phone or email regarding those matters. This includes matters of the Church's lease and insurance.
- l. Maintain the integrity of financial information, including the storage of regular backup copies of electronic treasurer files in an off-site storage location accessible to CLC designee. Electronic treasurer files should be backed up automatically online as well and be accessible to the CLC. The accounting system, including past versions of entries into the system, should be backed up automatically.
- m. Attend CLC meetings as needed and provide area reports when needed.
- n. Send pay statements to the pastor documenting gross and net pay, and complete pastor payrolls, including the payment of voluntarily withheld income taxes, or else contract for the same. Also, keep track of the pastor's sick and vacation leave balances in accordance with the Covenant of Understanding.

5. Pastor(s)

- a. Assist the congregation and church leadership in setting and implementing goals of ministry and community
- b. Preach regularly. Serve on the Worship Committee and assist in worship planning.
- c. Work with Care Team to celebrate, support, and nurture the congregation
- d. Work with CLC with regard to program and church business.
- e. Work with the Peace and Justice Committee as a resource to the committee in their mission
- f. Be a liaison to the wider Mennonite church
- g. Support and encourage personal and spiritual growth for all age groups
- h. Assist Mentor and Mentee Coordinator with that program, including discernment of matches between incoming youth and adult mentors and program activities.
- i. Participate as a member of the Faith in Action Support Team.
- j. Provide monthly area report to the CLC.

Care Team

A. Purpose

The purpose of the Care Team is to foster healthy relationships and support and celebrate the lives of individuals and the church community.

B. Composition and Parameters of the Care Team

At least one pastor serves as a standing member of this team. Members of this team are selected by the Gift Discernment Committee. Team members serve a 3-year term and may serve no more than two consecutive terms. The terms shall be staggered so that two members' terms expire each year.

The members who are serving the third year of their terms will become co-chairs of the Care Team for that year. The pastor or individual members of the Care Team will not share confidential information with the Care Team unless given express permission. All information shared by individuals in the congregation with the care team shall remain confidential unless otherwise requested by that individual. Annually the Care Team identifies a Care Team Member to serve as a CLC liaison, provide monthly area reports to the CLC, and attend 2-4 CLC committee meetings per year.

C. Responsibilities

1. Hold individual members of the congregation in prayerful consideration.
2. Listen to those dealing with transition, challenges, or conflict in their lives.
3. Coordinate support circles of care for individuals with significant needs.
4. Present recommendations as needed to the CLC that will help sustain congregational health and growth.
5. Make an intentional effort to get to know visitors and make them feel welcome in the church.
6. Organize fall gathering potluck(s), at the discretion of the Care Team.
7. Coordinate maintenance of address lists with address list administrator to publish updates 3 times per year (January, May, and September)
8. Coordinate maintenance of Care Team Phone tree calling list with address list administrator.
9. Administer Benevolence Fund. Let church members know when this fund is in need of donations.
10. Administer the "Life Events" budget line.
11. Keep the Care Team page on the church website up-to-date.
12. Care Team Committee Chair(s) serve as contacts and see that pastoral care is provided in pastor's absence.

Adult Christian Education (CE) Committee

A. Purpose

The purpose of the Adult CE Committee is to prepare and coordinate Adult Christian Education. This includes presenting studies of the scriptures, old and new testaments, and current views of Biblical interpretation; presenting Christian understandings of current issues that concern the congregation; helping us to understand the faith of members of the congregation; studying Anabaptist theology and history; relating the faith to current artistic endeavors such as film, television, and books; and integrating community guest speakers with these endeavors.

B. Composition and Parameters of the Adult CE Committee

1. The committee is composed primarily of volunteers from the congregation who participate as interested and able.
2. The Chair, selected annually by the Gift Discernment Committee, is responsible for the continued functioning of the committee.
3. Annually the Adult CE Committee identifies a committee member to serve as a CLC liaison, provide monthly area reports to the CLC, and attend 2-4 CLC committee meetings per year.

C. Responsibilities

1. Coordinate curriculum, teachers and resources for adult education and order educational materials as needed.
2. Coordinate arrangements for CE guest speakers.
3. Convene an ad hoc management committee for the College/Seminary Scholarship Fund, as needed.
4. Keep the Christian Education page on the church website up-to-date.
5. Administer budget line for Adult CE Committee.

Children and Youth Christian Education (CYCE) Committee

A. Purpose

The Children and Youth Christian Education Committee nurtures the spiritual and intellectual journey of our young people.

B. Composition and Parameters of the CYCE Committee

1. The committee is composed primarily of volunteers from the congregation who participate as interested and able.
2. The Chair, selected annually by the Gift Discernment Committee, is responsible for the continued functioning of the committee.
3. Annually the CYCE Committee identifies a committee member to serve as a CLC liaison, provide monthly area reports to the CLC, and attend 2-4 CLC committee meetings per year.

C. Responsibilities

1. Coordinate teachers and resources for children's education and order educational materials.
2. Encourage and coordinate youth participation with the wider church and in community events
3. Keep the Christian Education page on the church website up-to-date.
4. Administer budget line for Children & Youth CE Committee.
5. Assist with communication among the youth programs and call team meetings as needed.

Worship Planning Committee (WPC)

A. Purpose

The purpose of the Worship Planning Committee is to prepare and coordinate worship services.

B. Composition and Parameters of the Worship Planning Committee

1. The committee is composed primarily of the pastor and volunteers from the congregation who participate as interested and able.
2. The Chair, selected annually by the Gift Discernment Committee, is responsible for the continued functioning of the committee.
3. Annually the Worship Planning Committee identifies a committee member to serve as a CLC liaison, provide monthly area reports to the CLC, and attend 2-4 CLC committee meetings per year.

C. Responsibilities

1. Make plans and arrangements for Sunday worship and organize groups to work on special services.
2. Coordinate arrangements for guest speakers participating in worship service.
3. Keep the Worship page on the church website up-to-date.

4. Administer budget line for Worship and Music.

Lived Faith Committee

A. Purpose

To motivate and enable individuals in the congregation to work for peace and justice in the local and global communities.

B. Composition

1. The committee is composed primarily of volunteers from the congregation who participate as interested and able.
2. The Chair(s), selected annually by the Gift Discernment Committee, is responsible for the continued functioning of the committee.
3. The pastor is a standing member of the committee.
4. Annually the chair(s) identifies a committee member(s) to serve as a CLC liaison, provide monthly area reports to the CLC, and attend 2-4 CLC committee meetings per year.
5. The chair(s) identify and assign the various leadership roles within the committees (e.g. CLC liaison, secretary, CE/worship planner(s), short term and long project coordinator(s) web content manager).

C. Responsibilities

1. Motivate and empower individuals in the congregation and the congregation as a whole to take action on issues that are relevant to Anabaptist values, to serve in our community, and to dedicate time, talents and/or financial resources.
2. The committee achieves this by:
 - a. Strategic planning**
 - i. Identifying several long-term peace and justice issues, while continuing to focus on shorter-term projects.
 - ii. Analyze and recommend the application of congregational resources (time, energy, money) for new service activities.
 - iii. Explore matters of a peace of justice lifestyle, such as simple living, resisting consumerism, the practice of non-violence and a sense of personal/interpersonal peace in home and society, communal sharing of tools, resources, and skills and other related issues and practices.
 - iv. Seek balance in the congregation's engagement in service locally, denominationally, nationally and internationally.
 - b. Educating our congregation**
 - i. Highlight and report on activities by means of commissioning services, fundraising, forums, educational events, prayer, newsletter, website, and announcements.
 - ii. Disseminate information to the congregation about service opportunities in the Madison area nationally, internationally and denominationally.
 - iii. Encourage and support ways the congregation might study and practice our theological and historically Mennonite commitments to non-violence, non-participation in the military, and critique of

the military's role in society, preparing plans in anticipation of warfare, the draft and situations where practicing non-violence will be difficult, and helping youth prepare for decisions about the military and the draft.

c. Supporting our congregation's service activities

- i. Support and encourage individuals and groups within the congregation involved in service activities.
- ii. Provide support to bring activities to a close when needed.

d. Engaging members of our congregation who may otherwise not get involved

- i. Work with Christian Education and mentoring programs to engage our children and youth in service activities.

e. Leadership

- i. Serve as organizers for short-term projects as they arise.
- ii. Nurture activities during the course of their execution and provide continuity in activity leadership when needed.
- iii. Facilitate communication among all current activities, the CLC and the wider congregation.

f. Administration

- i. Keep the web page on the church website up-to-date.
- ii. Administer budget line for committee activism.
- iii. Provide oversight for the annual budget for service activities in conjunction with activity coordinators.
- iv. Develop and maintain a contact list of activity liaisons and keep regular, active and open communication with activity liaisons.

Mentor and Mentee Program (M&M)

A. Purpose

Provide opportunities for youth and adults to build relationships; provide youth with a wide range of experiences with and interaction around faith issues.

B. Composition

M&M is composed of youth and adults who are paired off as mentor/mentees, the pastor, and the M&M Coordinator. Youth may choose to enter the M&M program at age 13 or any age above.

C. Responsibilities

1. In the fall of each year the pastor and the M&M Coordinator will meet with parents and youth who will be potentially entering the M&M program the next year to explain the program and the process for setting up the M&M pairs, and to hear concerns and ideas for the program.
2. In the spring of each year, the pastor and the M&M Coordinator will help match incoming youth with adults, taking into consideration adults who have volunteered (through Opportunities of Service) and each youth's suggestion(s), but not being limited by these. The pastor and/or the M&M Coordinator will initiate one-on-one discussions with the youth around choosing their mentor (including discussing and filling out an interest survey). Youth will be encouraged to create a prioritized list of 2-3 possible mentors. The youth's parents will then be consulted regarding the list.

3. Following these discussions, the pastor or the M&M Coordinator will approach the agreed upon adult(s) on the list with the invitation to become a mentor. When a match has been agreed upon by all parties, the new mentor will initiate contact with their mentee. The pastor and the M&M Coordinator will be available to support and resource the mentors as needed and desired. Orientation and regular gatherings (usually quarterly) happen with the adult mentors, to provide support and a forum for feedback and ideas.
4. Youth and mentors meet once a month one-on-one AND once a month in the larger group of mentors and youth.
5. Large group interaction is helpful in several ways:
 - a. Gives youth opportunities to interact and bond with adults other than their own mentor. In the same way, it gives adults opportunities to interact and bond with youth other than their own mentee.
 - b. Can provide a forum to work at giving the youth a broader base of faith and church experiences to base their own faith decisions on, for example the decision of baptism.
 - c. Encourages adults to share personally about their own faith and church experiences and decisions.
- 6 Group M&M meetings happen monthly and alternate between social and faith development focused activities. Most often the pastor plans and leads the faith development activities. The social events are planned by the M&M Coordinator and/or the M&M pairs. Mentors and youth need to commit to attending these monthly activities.
- 7 Typically, the August gathering is an overnight lock-in at the church. The June gathering includes a graduation celebration if applicable.
- 8 Keep a Mentor and Mentee page on the church website up-to-date.
- 9 Administer the budget line (if any) for M&M activities.

Mennonite Voluntary Service (MVS) Committee

A. Purpose

The purpose of the MVS Committee is to facilitate and support the Madison MVS unit.

B. Composition and Parameters

Members of this team are selected by the Gift Discernment Committee. Team members serve a 2-3 year term and may serve no more than 2 consecutive terms. Leadership is made up of a chair and co-chair, whose terms are staggered so that the co-chair moves into the chair position after a period of one year. The chair will serve on the CLC, and will provide quarterly reports to the CLC and attend 2 to 4 CLC committee meetings per year.

C. Responsibilities

1. Facilitate job placements for incoming unit members. This includes updating the list of possible non-profit job placements each spring and cultivating new job placements.
2. Orient incoming VS unit members to the city of Madison and to Madison Mennonite Church (MMC), including organizing a commissioning service and sending for outgoing unit members.

3. Serve as contacts for individual VS unit members, and arrange for households in the church to serve as support to individual VSers throughout the year. (Known as host families.)
4. Encourage MVSers to be active participants at MMC and in the wider community.
5. Meet with members of the MVS unit on a monthly basis to check in on house life and job placements.
6. Help mediate any issues within the MVS unit, with unit members and employers, and with unit members and the church.
7. Advise the house on finances, checking in on the monthly house budget and overseeing any extra purchases that need to come out of the budget, including the MVS vehicle. [Note: The MVS budget is separate from the MMC budget.]
8. Oversee the rental of the VS unit and make sure the unit is equipped with necessary household items.
9. Responsibilities of chair include acting as liaison with the national MVS office; attending the annual MVS leadership meeting; overseeing the placement process for incoming VSers (this may be delegated to the committee); and running monthly house meetings and quarterly committee meetings.

Gift Discernment Committee (GDC) (3 or 4 members)

A. Purpose

Annually discern persons to serve as church leaders and present to the congregation for affirmation.

B. Composition

Appointed by CLC annually for a one-year term beginning in early September. The CLC Chair shall provide guidance as needed.

Membership:

1. The second year member of the CLC who will provide leadership for formation of the GDC (the first year CLC core team member may serve if the second year member is not able to do so), and serve as chair
2. A member of the congregation who has experience serving in a CLC leadership position and/or previous service on GDC
3. An additional member of the congregation
4. The MMC pastor

C. Responsibilities

1. Gather information and discern leadership from:
 - a. Opportunities for Service Questionnaire. This form should be distributed to the congregation in October and other times as necessary.
 - b. Leadership Suggestion Survey. This survey should be conducted in early December and used to nominate others for leadership positions
 - c. GDC's and CLC's knowledge of persons willing to serve
 - d. Other sources and consultation among members of the congregation
2. Following the guidelines, annually discern persons (positions may be held for longer than one year) to serve as church leaders and present this group to the congregation for affirmation. The leadership positions are as follows:

- CLC member (first year for a three-year term)
 - Administrator
 - Care Team Members (two first year members for a three-year term)
 - Adult Christian Education Committee Chair
 - Children and Youth Christian Education Committee Chair
 - Worship Planning Committee Chair
 - Treasurer
 - Lived Faith Committee Chair
 - Mentor & Mentee Coordinator
 - Mennonite Voluntary Service Committee Chair
 - Moderator(s)
 - Small Group Coordinator
 - Social Chairperson – Co-Chair for first of a two-year term
 - Youth Sponsors
 - Child Care Coordinator
 - MennoWorks Chair, if needed
 - Church Retreat Committee Chair – annually for a one year term if not filled at the previous year's retreat
 - Budget Committee members, if requested by Treasurer
- a. After consultation with CLC, and in prayerful consideration with each other, and the individuals being put forward for leadership, the Gift Discernment Committee compiles a list that provides persons to fill each leadership position for the following church year (April 1 – March 31).
 - b. The GDC distributes the proposed leadership list to the congregation for review and prayerful consideration by the first Sunday in March. The Gift Discernment Committee invites the congregation to provide any concerns or positive comments to the GDC directly and immediately. Any concerns will be discussed among the GDC.
4. The leadership list will be presented to the congregation for affirmation by the third Sunday in March, usually in the context of the Worship Service.
 5. With the help of the previous leaders supporting the transition and passing on information, new leadership roles are assumed on April 1. Committee appointments and other positions are filled by the appropriate leadership group as soon as possible at the beginning of the church year.
 6. Serve as a resource on request of the CLC to help fill other leadership vacancies as the need arises during the church year.

Pastor Congregation Relations Committee (PCRC)

A. Purpose

The PCRC will insure a growing relationship between the pastor and congregation and assist the pastor in personal and ministerial development.

B. Composition

The Pastor Congregation Relations Committee will be two to three persons selected by the pastor and approved by the Church Life Committee. Usually team members serve a 2-year term and may serve no more than two consecutive terms. The terms shall be staggered so that one member's term expires each year.

C. Responsibilities

1. Support and empower both the congregation and pastor to voice concerns, test perceptions, and resolve conflicts through active listening and mutual feedback. Be available to hear concerns and deal with conflicts as needed.
2. Assist the pastor(s) in identifying appropriate goals to accomplish the job description in light of the congregation's mission and vision. Ensure that there are appropriate job descriptions for the pastor(s) and staff. Review these with the CLC annually.
3. Assist the pastor(s) to assess ministry load, responsibilities, priorities, limits, and boundaries.
4. Assist the pastor(s) to identify personal growth needs and determine a strategy for meeting those goals.
5. Meet quarterly with the pastor(s) and annually or on request with the pastor's spouse and family to listen to concerns (e.g., inappropriate expectations, housing issues, work load). Initiate appropriate congregational responses to any identified.
6. Communicate regularly and sensitively the responsibilities and needs of the pastor(s) to the congregation. Provide feedback regularly and sensitively to the pastor(s) of the needs, concerns, and expectations of the congregation. Give leadership to annual reviews.
7. Review the salary and benefit package for each ministerial staff person annually and submit figures to the CLC for approval and incorporation into the annual budget proposal. (Final budget is approved by the congregation). On approval of the budget the PCRC will prepare the Memo of Understanding which is approved by the CLC and signed by the pastor, CLC Chair and Treasurer.
8. Give leadership to pastoral search processes when needed.
9. Communicate with the conference minister regarding pastoral relationships as needed.

Youth Group (Youth Ministry)

A. Purpose

This group has a wide range of goals/ purposes. Some may be: socializing, gathering with other youth in the area, attending Mennonite Church camps/conventions, participating on service projects and community events. Etc.

B. Composition

The Youth Group is composed of the youth in the Youth CE class and 2-3 adult sponsors. GDC selects youth sponsors for 2-year terms. Each year new sponsors rotate in and old sponsors rotate out so that there are not all new sponsors in one year

C. Responsibilities

Youth should work with sponsors to plan and coordinate youth activities and participate regularly. Youth may invite interested friends to social events when appropriate.

Youth Sponsors are adult members at MMC who plan, coordinate, and accompany the youth group as they participate in youth group activities. Youth sponsors work with the youth to plan youth group activities (i.e. how often, what, etc.). This group gathers a minimum of 4-6

times/year. This role includes planning and accompanying the youth to the biannual Mennonite Church Youth Conventions.

Menno Works: Anabaptist Library and Resource Center

A. Purpose

Menno Works Anabaptist Library and Resource Center seeks to be a visible peace presence in the city of Madison and the surrounding region. Menno Works will cultivate and support study space, activities, materials, writings and relationships dedicated to peace theology, nonviolence, social justice, and Mennonite and Anabaptist history and faith. Menno Works seeks to encourage children and adults to develop and practice peaceful living. Menno Works offers an opportunity to explore faith discipleship in our world today from a Mennonite and Anabaptist perspective, building on the foundation of Jesus Christ. (*Menno Works mission statement, written and adopted by Steering Committee in 2013*).

B. Composition

1. The steering committee is composed primarily of volunteers from the congregation who participate as interested and able.
2. The chair is chosen from within the steering committee members.
3. The chair represents Menno Works at the CLC All-committee meetings, 2-4 times a year.

C. Responsibilities

1. Organize and circulate materials and resources which are a part of the Menno Works collection.
2. Organize and circulate other print resource materials owned by Madison Mennonite Church.
3. Acquire new materials and resources for the Menno Works collection.
4. Plan and lead events related to Mennonite and Anabaptist history, faith, and peace-making.
5. Build relationships with other Madison-area churches, libraries, historical societies, heritage centers, and institutions.
6. Build relationships with other Mennonite churches, libraries, historical societies, heritage centers and institutions.
7. Maintain a Menno Works website.

Other Church Leaders

(Discerned by Gift Discernment Committee)

Moderators (at least 2)

A. Purpose

Moderate congregational meetings in a manner consistent with our commitment to consensus decision-making

B. Responsibilities

Record, compile and distribute minutes of congregational meetings and forums to the congregation.

Small Group Coordinator

A. Purpose

Encourage individuals to join or start small groups in the congregation.

B. Responsibilities

1. Review and reorganize small groups annually.
2. Keep the Small Groups page on the church website up-to-date.

Social Chairperson

A. Purpose

Coordinate social activities or occasions as directed by the CLC. Typically these occasions mark milestone events in the life of the congregation or the lives of its members. Social occasions might also include hosting an Easter meal as part of Worship or a Christmas reception in December.

If the church is planning to have a fall campout activity, make the group campsite reservation (11 months in advance for best results).

Childcare Coordinator

A. Purpose

Coordinate a Childcare Volunteer schedule.

B. Composition

One volunteer.

C. Responsibilities

1. Schedule volunteers to serve in the Nursery during CE and Worship
2. Coordinate with other schedules to avoid scheduling conflicts during CE and worship.
3. Submit Nursery schedule for the Newsletter Calendar coordinator and the Worship Planning Committee.
4. Provide weekly reminders for Nursery Volunteers.
5. Arrange childcare for MMC forums and business meetings.

Other Volunteer Coordinators

(Identified through Opportunities for Service & Coordinated by CLC)

Archivist

A. Purpose

Maintain a record of MMC activities.

B. Composition

One volunteer.

C. Responsibilities

1. Maintain archive files on church activities, including bulletins, newsletters, congregational meeting notes, budget, membership and attendance records.
2. Send copies of general church materials to the conference archives at Bluffton University.

Community Action Coalition (CAC) Liaison

- A. Purpose Support the Wisconsin Harvest perishable food recovery program and Community Action Coalition food collection for the Dane County Food Pantry Network.

B. Composition

One volunteer.

C. Responsibilities

1. Organize volunteers and schedules for a Wisconsin Harvest food route pickup.
2. Distribute food received from MMC regular food drive offerings.
3. Keep the congregation informed of CAC programs, activities and needs.

Conference Delegates

A. Purpose

Attend Mennonite Church conferences or other designated conferences as a representative of Madison Mennonite Church.

B. Composition

Up to 3 delegates may be appointed.

C. Responsibilities

1. Attend all Mennonite Church Conferences and other identified conferences as able.
2. Vote as a representative of Madison Mennonite Church as allowed by the conference. Not all conferences may allow 3 voting delegates. In this case delegates attending will appoint a voting member.
3. Study proposals to be discussed at the conferences and promote dialog with the congregation to determine where the congregation stands on voting issues. This may require a forum discussion in which case this should be coordinated through the CLC.

Habitat for Humanity (H4H) Liaison

A. Purpose

In the early 1990's MMC formally became a supporting organization of Habitat for Humanity (Dane County). The designated person is the MMC contact for H4H.

B. Composition

One volunteer.

C. Responsibilities

H4H calls on the coordinator when they need assistance from our congregation. The coordinator may be asked to organize work crews for H4H projects. The coordinator may be asked by H4H to organize one or two lunches a year for the volunteer crews who are working on Habitat projects.

The Road Home (formerly Interfaith Hospitality Network (IHN)) Liaison

A. Purpose

MMC is a participant with ORUCC who is a hosting church for the Interfaith Hospitality Network. The IHN Coordinator is the MMC liaison to ORUCC and IHN helping plan hosting activities.

B. Composition

One volunteer with others as needed.

C. Responsibilities

1. Attend planning meetings with ORUCC, Community of Hope, and Advent Lutheran.
2. Attend IHN meetings or functions as a representative of MMC.
3. Organize volunteers to assist with hosting IHN guests at ORUCC.
4. Keep MMC informed about IHN activities and homeless needs in Madison.

Librarian

A. Purpose

To maintain an accurate list of Madison Mennonite Church-owned resources (print books, other materials).

B. Composition

One volunteer who also serves on the Menno Works steering committee.

C. Responsibilities

Work with Menno Works steering committee to organize and circulate resources owned by Madison Mennonite Church and/or Menno Works.

Mary House Liaison

A. Purpose

Coordinate work projects at Mary House (a guest house for families visiting relatives at the Oxford Prison).

B. Composition

One volunteer.

C. Responsibilities

1. Communicate with Mary House to determine current needs and projects.
2. Organize work days and communicate Mary House needs to the congregation.

Mennonite Central Committee (MCC) Liaison

A. Purpose

Maintain communication link the MCC office to keep the congregation aware of MCC activities and projects.

B. Composition

One volunteer with others as needed.

C. Responsibilities

1. Receive MCC information (via newsletters, email and MCC contacts).
2. Inform the congregation of selected needs and activities of MCC via email, newsletter, and announcements in Church.
3. Coordinate congregational kit drives and fundraising events for MCC including providing information and publicity of events, and assembly and delivery of kits.
4. Serve as a liaison between MMC and ORUCC regarding MCC events that the two congregations participate in. Serve as liaison with other groups in Madison for larger MCC drives/events.

Mennonite Disaster Services (MDS) Liaison

A. Purpose

The designated person is a contact for MDS.

B. Composition

One volunteer.

C. Responsibilities

1. Communicate any relevant MDS activities to the congregation via announcements or the newsletter. (An MDS newsletter is received by MMC).
2. Attend MDS meetings as appropriate.
3. Announce opportunities for disaster service and assist individuals from the congregation who are willing to work on a disaster project.

Everence (formerly Mennonite Mutual Aid (MMA)) Representative

A. Purpose

The designated person is a contact for MMA

B. Composition

One volunteer.

C. Responsibilities

1. Communicate relevant MMA information to the congregation via individual meetings, announcements or the newsletter.
2. Attend MMA meetings as appropriate.
3. Work with CLC, Care Team and Treasurer to identify and obtain available grants from MMA.

Newsletter Editor

A. Purpose

Publish and distribute church newsletter and maintain the church calendar.

B. Composition

One volunteer who may recruit others to help with tasks.

C. Responsibilities

1. Gather information and publish 10-12 newsletters per year.
2. Maintain the Address List and Setup lists.
3. Maintain the church calendar; publish this information in each newsletter.
4. Recommend, communicate and transfer information to the Website Editor for inclusion into the website.
5. Work with the Church Administrator to maintain mailing lists and generate mailing labels and birthday lists.

Setup Coordinator

A. Purpose

Organize volunteers for setup and cleanup on Sunday evenings and special meetings conducted at ORUCC.

B. Composition

One volunteer with others as needed.

C. Responsibilities

Organize and train volunteers for set up/clean up duties and operation of the sound system and taping.

Southwest Resource Center Liaison (Also known as Joining Forces for Families)

A. Purpose

- Coordinate donations and project needs
- B. Composition
 - One or two volunteers, other help as needed for special projects
- C. Responsibilities
 1. Deliver monthly donations of diapers and miscellaneous items collected at church
 2. Communicate with Southwest Resource Center to determine current needs, communicate those needs to MMC members, and do any follow-up as needed.

Webmaster

- A. Purpose
 - Maintain & coordinate website structural changes
- B. Composition
 - One volunteer.
- C. Responsibilities
 1. Troubleshoot website problems
 2. Provide reports and usage records to the CLC Chair.
 3. Provide technical support for management of List Serves.
 4. Be a point of contact for Internet Service Provider (ISP).
 5. Administer email gateway.

Website Editor

- A. Purpose
 - Oversee all written and electronic documents released for web site content.
- B. Composition
 - One volunteer.
- C. Responsibilities
 1. Work with CLC and Newsletter Editor to update, review and edit website content.
 2. Work with the Webmaster to implement the look of the website

MADISON MENNONITE CHURCH CALENDAR

The purpose of this calendar is to provide an outline of the yearly routine of the church as a tool to facilitate planning. It is not intended to enforce a rigid format.

April

CLC – old and new CLC retreat

CLC - Meeting with Committee Representatives

CLC – Make announcement in worship/bulletin/email about donating to the church.

Worship Committee Chair – organize new Worship Committee & begin plans for year

Children and Youth Christian Education Committee - plan summer program, if relevant

Care Team – Determine if Benevolence fund signature needs to be changed.

Assist with revision of address list.

M&M Coordinator – plan youth mentor program

Youth Sponsors – meet to plan for youth activities.

Treasurer – Change signatures on checkbook and savings accounts as needed.

PCRC – provides leadership on pastor review

May

Forum – late May or early June

CLC – schedule and choose topics for the next three forums; schedule annual budget planning meetings and other events in church year

Care Team – Work with address list administrator to update the address list.

Worship Committee Chair – Check with the previous Children and Youth Education Coordinator about Teacher Appreciation Sunday.

Worship Committee – Quarterly monetary collection first Sunday of June

June

CLC – convene September Forum Committee, if not already set up

CLC - Meeting with Committee Representatives

Treasurer – prepare 2Q Quarterly Financial Report for CLC and congregation; make copy of financial data for off-site backup.

July

No Christian Education

CLC – Make announcement in worship/bulletin/email about donating to the church.

Small Group Coordinator – begin to collect ideas and plan for convening of small groups in September

Children and Youth Christian Education Committee -- prepare for fall session, order materials, enlist teachers; begin preparations for Bible presentations in September.

Adult Education Committee – Prepare fall schedule.

Adult Education Committee – Organize Scholarship Ad hoc Committee and determine review applications and make recommendations for scholarship grants.

August

CLC – schedule fall gathering activities

Care Team – Assist with church address list revision to include new members and planning of Harvest pot lucks for September/October.

Children and Youth Christian Education Committee – Schedule with parents and with Worship Planning Committee for Bible presentations in September.

Worship Committee – Quarterly monetary collection first Sunday of September

Treasurer – Form annual Budget Committee with CLC approval. Begin meeting in September to prepare new budget

Social Chairperson – Publicize info on fall campout.

September

Forum

CLC – Appoint new Gift Discernment Committee

CLC - Meeting with Committee Representatives

CLC - begin budget planning process;

Treasurer – prepare 3Q Quarterly Financial Report for CLC and congregation; make copy of financial data for off-site backup.

Care Team – Work with address list administrator to update the address list.

Small Group Coordinator – facilitate the formation of small groups

Worship Committee Chair – consider plans for Advent and Christmas

Children and Youth Christian Education Committee -- Order winter materials (includes Advent), Bible presentations.

October

CLC – Conduct congregational business meeting for presentation of next year's budget

CLC – form a Retreat Planning committee (now or no later than November) for the coming Retreat

CLC – Make announcement in worship/bulletin/email about donating to the church.

CLC – form January Forum Planning Committee

Gift Discernment Committee – Organize and distribute new Opportunities for Service List

Worship Committee – Consider planning All Saints Worship service

Social Chairperson – Select and reserve campsite for following fall campout.

November

Worship Committee or Social Chairperson – consider celebrating Madison Mennonite Church's "birthday" in late November or early December (25th anniversary was celebrated in 2012)

Worship Committee – Quarterly monetary collection first Sunday of December

PCRC – prepare Memo of Understanding for Pastor after budget approved

Treasurer – see that Pastor Flex Plan applications are submitted. Get new COMB rates based on base salary change approved in budget.

Social Chairperson – Consider planning a December Christmas reception.

December (Merry Christmas)

CLC – Determine if there is a budget surplus. If so, consider transferring some of the surplus to the Benevolence Fund.

CLC – has a Retreat Planning Committee been formed?

CLC – Ask Committees for Accomplishments and Dreams, including statistics, i.e. number of people served for an “annual report.”

CLC – Approve Housing Allowance portion of Pastor Salary and sign Memo of Understanding.

Treasurer – prepare 4Q Quarterly and Year End Financial Reports for CLC and congregation; make copy of financial data for off-site backup.

Care Team -- Assist with church address list revision

GDC – distribute leadership suggestion survey. Evaluate results to begin the discernment process.

January

CLC – schedule Winter Retreat date and reserve facility for February the next year, or other appropriate date.

CLC – Make announcement in worship/bulletin/email about donating to the church.

CLC - Meeting with Committee Representatives

CLC – Review website content annually

CLC – Draft an “annual report”

Forum

Care Team – Work with address list administrator to update the address list.

Treasurer – begin the new fiscal year

Children and Youth Christian Education Committee -- Check and order spring materials. Plan through the end of June

Treasurer – Prepare IRS & submit IRS statements and donation receipts for members.

Care Team – Prepare donation receipts from Benevolence Fund.

February

Retreat

CLC – form May/June Forum Committee

CLC – Remind congregation of summer camp opportunities for children/youth and available camping scholarships

PCRC – Conduct congregational survey

Worship Committee – Quarterly monetary collection first Sunday of March

Social Chairperson – Work with the Worship Committee to plan Easter meal.

March

CLC – make appointments for the new church year.

CLC – Ask committees to identify their CLC contact for coming year

CLC – Publish “annual report” to congregation

GDC -- present list of names for new leadership positions to the congregation for review on the first Sunday in March, with affirmation on the second Sunday in March

Worship Committee – remember affirmation of new CLC, Easter services

Treasurer – prepare 1Q Quarterly Financial Report for CLC and congregation; make copy of financial data for off-site backup.

COVENANT STATEMENT
Madison Mennonite Church

Mission Statement:

We are a church in the Madison area coming together through different experiences of the love, forgiveness and peace of God in Christ Jesus. Believing God draws us into fellowship, we accept and practice the disciplines of love and together seek God's will. Drawing upon the Anabaptist-Mennonite faith heritage, we refuse violence and seek ways to promote peace and justice for all. We want our life together to be a contemporary interpretation of the unique life and ministry of Jesus, whom we seek to follow in today's world. Our mission is to continue discovering life in Christ, to invite others to share in that life, and to seek and respond to opportunities for service.

Membership Agreement

I agree with the above Mission Statement of the Madison Mennonite Church and with God's help, I will actively participate in the life and mission of the church.

Signed _____

Date _____

(Adopted 11/14/90)
(Revised by Church Life Committee 2/95)

Madison Mennonite Church
College/Seminary Scholarship Fund

Application Form

Name _____

School _____

Matching Fund at School

YES

NO

How do you see your school fitting with Madison Mennonite Church's Vision?

Signature _____

Date _____

Submit this form to the Adult Christian Education Committee Chair

Madison Mennonite Church
Continuing Education Scholarship Fund

Application Form

1. Name _____

2. Course for which you wish tuition assistance:
Title: _____
Date: _____
Location: _____

3. How will you benefit from your enrollment in this course?

4. How will Madison Mennonite Church benefit from your enrollment in this course?

5. Total cost of tuition: \$ _____
Amount requested from Madison Mennonite Church Continuing Education Scholarship Fund: \$ _____
Amount to be paid by church conference \$ _____
Amount to be paid by you \$ _____

Submit this form to the Chair of the Church Life Committee

Madison Mennonite Church
Summer Church Camp Payment

Application Form

Child's Name

Parent(s) Name

Name of Camp

Month/Year of Camp

Signature

Date

Fund Descriptions

The Madison Mennonite Church Handbook establishes an Operating Fund for the day-to-day operation of the church. Donations not otherwise designated to other funds are deposited in the operating fund to be used for approved operating fund expenses, as authorized through the church budget process. Other funds are established for specific designated purposes. The Core CLC has authority to establish or close these other funds as needed and is required to communicate these decisions to the congregation. In addition, the Core CLC must maintain an updated list of other funds, along with a description of their purpose, that is accessible to the congregation. The other funds authorized by the Core CLC, as of July 1, 2021, are shown below.

Operating Fund The operating fund is devoted to the day to day operation of the church. Donations not otherwise designated to other funds listed below are deposited in the operating fund to be used for pastor salary, rent, advertising, Christian Education, etc. and other approved operating fund expenses via the church's budget process.

Benevolence Fund The Benevolence Fund is used to assist persons in need in our congregation and our community. The Care Team administers this fund and determines its disbursements. Any member of the congregation may request money from the fund for their own emergency needs or for someone they know with emergency needs. Requests should be made to a member of the Care Team. Requests from within the congregation are directed to either the Pastor or Care Team member, and privacy is maintained carefully. Requests for assistance from those outside the congregation typically come to our Pastor from local community service agencies. Individuals who contact us directly are encouraged to work through a local agency.

Youth Fund represents the funds held for youth trips (like the Mennonite Youth Convention) and other youth activities. While the youth take the lead for the fundraising, sometimes money is "seeded" into the fund from the general operating budget to help with Convention travel costs.

College Scholarship Fund supports students who attend Anabaptist colleges, universities, and seminaries (\$500 per student per semester, often matched by the college or university). Scholarship recipients are determined according to the Church's own policies and the Church expressly rejects any effort to honor a giver's recommendation(s) for a particular recipient or school. Scholarships are awarded without regard to sex, race, nationality, or national origin.

Conference Delegate Fund To encourage members of the congregation to represent the church as delegates at Mennonite church conferences and conventions, the conference delegate fund is established to pay reasonable registration, travel, and boarding costs. Delegates should submit receipts to the

treasurer to receive reimbursement.

Menno Works Fund - The Menno Works Anabaptist Library and Resource Center uses monies in this fund for materials and activities related to its work. Examples of this might include the purchase of new books/materials; items to protect, house, and circulate books/materials; the planning of events related to the mission of Menno Works. The use of monies in this fund is determined by Menno Works steering committee members.

APPENDIX 6 Building Layout

