



Congregational Life Coordinator

Congregational Vision Statement

We are empowered to worship, to assist our church family through life's journey, to extend the hand of service and to invite others to faith.

Summary of Role:

The Congregational Life Coordinator organizes the efforts of the Congregational Life Ministry, and represents this Ministry on the Council of Church Ministries.

Reports to:

Church Chairperson

Ministry:

Congregational Life

Term

2 years

Type

Elected

Typical Meeting Frequency

Council meetings occur on the first Tuesday of every month.
Ministry meetings are scheduled by the Coordinator.

Membership Requirement

Member

Screening Requirements

N/A

Recommended Skills:

- Communication
- Organization
- Teamwork
- Willingness to Learn

Responsibilities as Coordinator of the Congregational Life Ministry

- The Coordinator calls meetings of the Congregational Life Ministry, and sets the agenda.
- The Coordinator serves as the default representative of the Congregational Life Ministry at Council meetings and for congregational announcements, etc.
- The Coordinator will prepare and submit a monthly report for Council meetings by a due date set by the Chairperson or designate.
- The Coordinator writes an annual report for inclusion in the report books.
- Collaboratively with the rest of the Congregational Life Ministry and the Council of Church Ministries, the Coordinator is responsible for developing a ministry plan and budget at the end of each year for inclusion in the Annual Church Plan and Budget.

Shared Responsibilities as a Member of the Congregational Life Ministry

- The Congregational Life Ministry shall be led by a Coordinator and have a minimum of four other members, with membership reflective of the diversity of age and interest in the congregation, one of whom must be a Deacon and, if possible, one a youth.
- This Ministry shall be responsible for nurturing the development of a spiritually minded and caring Christian community within FMC. Among its responsibilities is that of encouraging caring and visitation of members both through the Deacons and by individual members, of child and youth ministry, of welcoming newcomers, organizing ushering services and audio operators, and encouraging the spiritual and social welfare of all members and adherents of FMC through prayer and active support, being guided constantly by the standards of spirituality and care suggested throughout the Confession of Faith.

Shared Responsibilities as a Member of the Council of Church Ministries

- Upholding the Confession of Faith and the Constitution of FMC,
- Aiding the Pastoral Ministry in ensuring the well-being of the church,
- Giving direction to, supporting and coordinating the work of the various church Ministries,
- Ensuring that FMC is appropriately represented at such Conferences of which it is a member, along with the Mennonite Central Committee, and such projects to which it commits itself, and that the Church fulfills the obligations inherent in such membership,
- Appointing such individuals and/or committees it may deem necessary to advance the work of the church, including the appointment of an auditor or financial review committee,
- Being sensitive to potential problems that may harm the work and life of the church, seeking to prevent such problems, and being alert to opportunities that may enhance the work,
- Presenting an annual Church ministry plan, and directing the preparation of a budget based on the work of the Ministries for consideration and approval of members at the annual general meeting,
- Nominating members of the Gift Discernment Committee for election in March/April of each year, and
- Offering Pastors a salary consistent with Conference guidelines.