

UNIVERSITY MENNONITE CHURCH
Congregational Ministries Position Descriptions and Volunteer Form
Church Year September 1, 2024 through August 31, 2025

Below you'll find descriptions of all the volunteer positions at UMC. Some positions are standing positions (operate throughout the year) while others create a pool of volunteers that may be called on from time to time to help with specific duties like leading worship, leading singing, helping with children's time etc.

The positions on the leadership team and conference delegates require that you be a member of UMC, but all other positions are open for anyone to serve.

To volunteer, check the box next to the position(s)/committee(s) and return the form to Joel Weidner, (joelpsu82@outlook.com) by May 5. You can also just send an email to Joel with positions you are volunteering for or fill out a paper form and place in Joel's church mailbox.

Your Name: _____

Leadership Team—The leadership team consists of the pastor, elders, congregational chair, assistant congregational chair, and treasurer.

Pastor—Gives leadership to spiritual life, mission, and pastoral care of the congregation; serves under a covenant with the congregation monitored by the leadership team. The pastor is an ex-officio member of all church committees.

Elders (3)—Provide leadership for spiritual life, mission, and pastoral care of the congregation; listen to and care for pastor; listen to the congregation; visit persons in the congregation as needed; attend monthly elder meetings; attend leadership meetings; assist with pastoral duties when pastor is absent. Serves on leadership team.

Together with others on the leadership team, decide on issues to be brought to congregational meetings, exercise gift discernment, function with the pastor as a team, with the senior elder serving as chair. A person should be a member of UMC for two years before becoming an elder. This is an elected position for a three-year term without succession. The election process for elders should strive for gender diversity. Ideally there should be at least one male and one female elder on the board. Elders must be members.

Congregational Chairperson—Handles administrative responsibilities of congregational life; develops agenda and chairs congregational meetings and leadership team meetings. Chairperson must be a member.

Assistant Congregational Chairperson—Assists the congregational chairperson as needed; serves on leadership team. Assistant chairperson must be a member.

Treasurer—Handles monetary affairs of the congregation; prepares budget and financial reports; handles (or delegates to assistant) offerings and makes deposits; writes all checks; chairs finance committee; and helps establish rental rates for using the church building. Serves on the leadership team and chairs finance committee. Treasurer must be a member.

Assistant Treasurer — Serves on finance committee, works with treasurer, assuming responsibilities as needed; assists with handling offerings, making deposits, writing checks.

Finance Committee Member — Serves on finance committee with treasurer and assistant treasurer, overseeing church finances.

Worship

Worship Committee—Oversees the worship dimension of the congregational life; takes leadership in planning worship services for adults, which means coordinating worship leaders, speakers, song leaders, greeters, and children's time.

Worship Leaders—On specific Sundays, help worship committee with planning and lead worship.

Sunday Morning Speaker—On scheduled Sundays, bring the morning message.

Accompanist and Special Music Coordinator—Schedules musicians to accompany singing and play special music for the Sunday worship service.

Piano Accompanists—On scheduled Sundays, accompany singing.

Special Music Volunteers—On scheduled Sundays, perform special music (vocal or instrumental)

Song Leader Coordinator—Schedules song leaders to lead music for Sunday worship.

Song Leaders—On scheduled Sundays, lead singing.

Children's Time Volunteers—On scheduled Sundays, lead children's time

Audio Video System Coordinators—Help with audio and video for in-person and Zoom worship and recordings.

Visuals Committee—Creates visual worship environment in the sanctuary by using banners, candles, flowers, plants, etc.; oversees the art gallery (near upper elevator).

Ushers—Operate the hand-held microphones during introduction of visitors, sharing time, and announcements.

Bulletin Coordinator—Prepares and copies/sends out bulletins for Sunday worship services. (paid position).

Back-up bulletin Coordinator—Substitutes for bulletin coordinator as needed.

Facilities

Meetinghouse Committee—Oversees maintenance of building and grounds, oversees acquisition and approval of items that affect the appearance and functionality of the facility. Includes a landscaping sub-committee responsible for landscaping and upkeep of meetinghouse grounds. include planning for and care of gardens, shrubs, and trees; mulching, weeding and general yard duties. Vision Statement: "Making our building and grounds inviting and comfortable for all."

Janitor—Cleans the church building once a week and prepares it for Sunday worship services. This position is an ex officio member of the meetinghouse committee; provides routine maintenance and services as directed by the meetinghouse committee. (paid position)

Community Life

Adult Christian Education Committee (3)—Coordinates the adult Sunday School options; solicits teachers and directs the program.

Children and Youth Christian Education Committee (4)—Oversees and coordinates the Christian education programs of the congregation for pre-school through high school aged children. Plans and directs a meaningful Christian education program for children; coordinates teacher and substitute volunteers; orders Sunday school materials.

Children and Youth Christian Education Teachers and Substitutes—Teaches children and youth Christian education classes.

Rovers—On scheduled Sunday, monitor nursery and Sunday school rooms.

Nursery Coordinator—Schedules volunteers to assist in the nursery on Sunday mornings and during congregational meetings; is responsible for purchase and maintenance of toys and equipment for the nursery.

Nursery Volunteers—On scheduled shifts, care for children in the nursery.

Librarian—Purchases and classifies new materials; maintains web-based catalogues; oversees circulation; promotes use of library; maintains collection.

Fellowship Committee—Plans social and recreational activities for fellowship meals, fellowship coffee time, and special events; coordinates providing meals to individuals/families at the request of the elders; responsible for the church kitchen.

Creation Care Committee—Provides leadership in building awareness and understanding of environmental stewardship from a Christian perspective, and in coordinating projects to improve the environmental sustainability of our lifestyle and facilities.

Secretary—Records minutes of congregational meetings (four times a year).

Media Outreach Committee—Assist with various media to help represent church to the community and broader church; maintain and update website; assist with building signage; church advertising; and write articles as needed.

Administrative Assistant—Assists leadership with administrative duties. Note: The leadership team is reconsidering how best to fill this position. We'll be discussing this in more depth at the upcoming congregational meeting.

Conference Delegates—Represent the congregation and attend the three Allegheny Mennonite Conference meetings each year in March, August, November. One delegate usually attends and represents the church at the bi-annual Mennonite Convention. Conference delegates must be members.

Peace and Justice Committee (new committee)—Coordinates activities related to local, national, and international peace and justice work. Keeps congregation informed of opportunities to be involved in peace and justice activities.

Mission Representatives

Church-wide Mission Representative—Provides the congregation with Allegheny Conference and church wide (Mennonite Church USA) mission programs and activities.

Everence Representative—Aids in connecting the congregation with Everence through distribution of literature, counseling individual members in matters relating to Everence programs, and working together with the area adviser for Everence.

Mennonite Disaster Service Representative—Keeps the congregation informed about MDS efforts and opportunities for service.

Ghana Mission Project Representative—Keeps the congregation informed about work and needs of the Good News Theological Seminary and our support of their students and faculty.

Interfaith Human Services Representatives (2)— Represents the congregation on board of directors of Interfaith Human Services, an ecumenical agency dedicated to serving the needy of the community. Representatives are appointed for 2-year terms on a staggered basis.

Park Forest Preschool Representative—Represents the congregation on board of directors at six meetings a year of the Park Forest Preschool, a preschool for children of low-income families. Keeps the congregation informed about the work and needs of the organization.

Out of the Cold Representative— Represents the congregation on board of directors. Keeps the congregation informed about the work and needs of the organization.

Ten Thousand Villages Representative—Keeps the congregation informed about the work and needs of Ten Thousand Villages and the local store.

Bridge of Hope Representative—Keeps the congregation informed about the work and needs of the organization.

Centre Volunteers in Medicine—Keeps the congregation informed about the work needs of the organization.

State College Food Bank—Keeps the congregation informed about the work and needs of the organization.