

3. Set up and take down the outdoor nativity scene at the beginning and end of Advent.
4. Keep a record of what is done and what is in progress.
5. Additional activities as determined by the group members.
6. Submit timely reports (preferably written) at the next board meeting following a regular committee meeting, plus an Annual Report due on June 30th.
7. Maintain open lines of communication between the committee and the congregation.

NOMINATING COMMITTEE

Purpose:

The purpose of the Nominating Committee is to contact and receive permission from the persons contacted, to nominate them for offices. Officers of the Official Board nominated by this committee are the chair, vice-chair, church clerk, financial secretary, assistant financial secretary, and treasurer. Other positions of the church nominated by this committee shall be the elders, diaconate, junior deacons, trustees, Pastoral Relations committee members, flower chair, historian, librarian, and accompanist(s).

These members shall be appointed at the April board meeting and be prepared to make nominations for board officers at the May board meeting, at which time an election will be held. This committee shall also be prepared to make nominations for church positions at the congregational meeting, which shall occur the last Sunday in June. The positions are the elders, diaconate, junior deacons, trustees, the Pastoral Relations Committee, flower chair, historian, librarian, and accompanist(s).

If a person has not fulfilled his/her duties during his/her last term of office, it shall be the responsibility of the Nominating Committee to visit with that person before nominating him/her, to determine if he/she will fulfill the duties of office if re-nominated.

This committee shall become reactivated should there be a simultaneous vacancy in two Elder or trustee positions during the year, or the Board chair and vice-chair positions both become vacant. A congregational meeting will need to be called to select the elder and trustee replacements. The Board will vote and approve the Board chair, vice-chair, church clerk, financial secretary, assistant financial secretary, and treasurer.

Composition of the Committee:

The Nominating Committee shall consist of one (1) elder, one (1) deacon, one (1) deaconess, and one (1) member at large from the congregation.

EDUCATIONAL TRUST FUND COMMITTEE

Purpose:

It shall be the purpose of the Educational Trust Fund Committee to make educational loans to persons wishing to further their education. In doing so, the Educational Trust Fund Committee shall follow the rules and guidelines set up in its Articles of Corporation, and make an annual report to the congregation regarding its funds.

THE PERMANENT FUND COMMITTEE

Purpose:

The primary purpose of the Permanent Fund of Elkhart Christian Church is to expand the witness and mission of Jesus Christ in the world, serving human needs in our community and around the world. It is not intended to compete with the regular annual giving of members, or to diminish the opportunities for responsible stewardship by present or future members.

All assets received by the Permanent Fund shall be considered permanent. Each year an amount will be spent from the Permanent Fund for ministry. For purposes of this document, the amount to be spent annually shall be:

The fund's income: (State law defines Income.) In some states and in cases where the Permanent Fund is held by a Trust, the Trust may have the power to define "income."

Responsibilities:

1. Educate the congregation with regard to the availability of the fund and its purpose.
 - a. 30% will be spent at the discretion of the Stewardship and Finance Committee with board approval, for special programs, creative ministries, and/or Christian Education.
 - b. 30% will be spent at the discretion of the Outreach Committee with accountability to the board.
 - c. 30% will be available to retire outstanding debt, or directed to items a or b, or future capital needs.
 - d. 10% will be given to the regional programs and causes, including a direct donation to the regional office.
2. The Permanent Fund handles gifts to the church for the wide-ranging mission of the church, not to include memorial, reserve, or building funds.
3. Meet on a quarterly basis (or more frequently, if needed), during the months of February, May, August, and November.
4. Submit timely reports (preferably written) at the next board meeting following regular committee meetings, plus an Annual Report due on June 30th.

Composition of the Committee:

The Permanent Fund Committee shall consist of Stewardship Committee Chair, Treasurer, and three (3) at large members. The at-large committee members will be selected by the board chair and approved by the church board. They will serve two-year terms, but may only be re-elected for one (1) additional term. An at-large member cannot be re-elected for a third consecutive term, but may be elected after a one (1) year break in service. The Board Chair and Minister are non-voting, ex-officio members of the committee.

MEMBERSHIP RESPONSIBILITIES

The members of the Elkhart Christian Church have the responsibility to support and participate in the programming, worship, and mission of the congregation as they are outlined and implemented by the various committees and board of the church and consequently approved by the Official Board. The members of the congregation shall seek to establish their participation in the church by comparing their faith response to the Lord Jesus and their contribution of time, talent and possessions. Since the church is a voluntary organization, the members shall decide the level of involvement which they shall attain in the worship, program, and in mission of the church.

The following classification of members, which is found in the "Year Book and Directory" of the Christian Church, shall be used to classify members in our annual report to the denomination:

1. A "participating" member is one who exercises a continuing interest in one or more of the following ways: attendance, giving, activity, spiritual concern for the fellowship of the congregation, regardless of the place of residence.
2. A "non-participating" member is one who exercises no interest in the fellowship of the congregation, regardless of place of residence.

SUGGESTED DUTIES OF THE MEMBERSHIP

1. Regular attendance at worship services.
2. Support of the church in its total program with time, talent, and possessions.
3. Share in the program planning activities of the congregation.
4. Regular participation in the Stewardship program of the church.
5. Regular periods of personal prayer and meditation.
6. Regular periods of study and reading of the Bible.
7. Watch and care for the welfare of the members of the church.
8. Maintain a list of willing fellowship hosts and furnish it to the church secretary via the worship Committee.

The Elkhart Christian Church recognizes and accepts dual memberships.

MINISTER

Ministers serving the church shall be affiliated with the denomination known as the Christian Church (Disciples of Christ). Before the employment of any permanent minister, his/her relocation papers shall be obtained from the Upper Midwest Region of the Christian Church (Disciples of Christ).

The minister (pastor) of the Elkhart Christian Church, being called by God as a minister of Christ Jesus and called to this local congregation by vote of the congregation, shall perform his/her duties as a minister of the Gospel responsibly, diligently and reverently on behalf of the Elkhart Christian Church and in humility before our Lord. The minister of the Elkhart Christian Church must have standing within the Christian Church (Disciples of Christ).

SUGGESTED DUTIES OF THE MINISTER

1. Preaching and leading of worship services.
2. Reading, study, sermon preparation.
3. Pastoral visitation.
4. Teaching and educational work with groups.
5. Personal counseling.
6. Administration of the program of the church.
7. Denominational and ecumenical activities.
8. Conducting a pastor's class for new members. (Traditionally this has been held during Lent.)
9. The minister shall be an ex officio member of all committees of the Elkhart Christian Church.
10. Publish and maintain regular office hours.

It shall be the purpose of the pastor as he/she practices ministry to:

1. Proclaim the gospel with effectiveness and vitality.
2. To lead and equip the congregation for its ministry to the larger society.
3. To meet the spiritual and religious needs of the local congregation.
4. To be a living example of moral and spiritual excellence.
5. To maintain and direct the various activities of the local congregation's program.
6. To be an active member of the congregation, supporting its total program with time, talent, and finances.

The minister has voting rights at the annual meeting, as a church member, but is ex officio at Board meetings and does not have a vote.