

AGAPE (HOSPITALITY) MINISTRY TEAM

COMPOSITION:

The Agape (Hospitality) Ministry Team is comprised of coordinator(s) from the Knollwood membership, selected by the Nominating/Leadership Development Committee, and volunteer members from church at large.

The Ministerial Staff Liaison shall be the Church Administrator.

DUTIES AND RESPONSIBILITIES:

The Agape Ministry Team plans, coordinates, and hosts the Agape meal with the assistance of many volunteers. The Agape meal is a part of a Sunday morning worship service in December, near Christmas (usually the 2nd or 3rd Sunday, depending upon the calendar). The Agape' Ministry Team coordinator must communicate with the Minister of Music to avoid conflicts with Christmas Music Festival.

Specific Responsibilities:

1. The Agape Ministry Team coordinator(s) should contact and make plans with the Church Administrator about six months ahead of the scheduled date.

Detailed instructions are in a notebook, maintained by the Agape' Ministry Team Coordinator(s), and Appendix A (attached to this job description). Both have been written especially for the Agape celebration. The coordinator of the Agape Ministry Team is in charge of this book.

2. The coordinator of the Agape Ministry Team contacts via e-mail and/or phone the members of the Agape Ministry Team. Shopping lists and assignments are sent to all members.
3. The Agape Ministry Team meets on the Saturday before Agape Sunday in Fellowship Hall to make the necessary arrangements for the Agape celebration.

Agape' Ministry Team

Appendix A

THE AGAPE MEAL

The Agape' Ministry Team plans, coordinates, and hosts the Agapé Meal with the assistance of many volunteers. The Agapé Meal is a part of a Sunday worship service in December. Following is a planning guide for the event.

Six Months Ahead:

Purchase 200-250 religious ornaments for the Christmas trees. These are given to the children after the meal.

Three Months Ahead:

The Agape' Ministry Team chair should contact and make plans with the Church Administrator for the following:

1. The use of the church facilities should be cleared with the Church Administrator and should be entered into the church calendar. The Church Administrator should approve the duties and hours of the custodians.
2. Arrangements should be made with one of the church Ministerial staff to give Communion to the Agape' Ministry Team and volunteers prior to the time that members of the congregation begin to enter the Fellowship Hall for the Agape' meal. This Communion service usually takes place about 10:30 a.m. and is a very special time for the ministry team and volunteers.

One Month Ahead:

1. An Agapé Meal sign-up sheet is circulated in the Sunday School classes for group or individual participation. A Sunday School class may choose to be responsible for one menu item. Individuals can volunteer to bring a specific food item and/or to serve in a specific service area.
2. Information is placed in the newsletter each week in December explaining the Agapé Meal and requesting all whom attend to bring food items.

Agape Meal Week:

1. Decorations
 - a. One Christmas tree; two to three people will need to place the ornaments on the trees before Sunday.
 - b. Room and table decorations; two to four people will need to do the following:
 1. Put the tablecloths on the tables.
 2. Hang artificial wreaths and bows on the walls.
 3. Arrange the greenery on the tables and around the candelabra.
 4. Place the poinsettias on the tables and stage.
2. Foods may include:
 - a. Traditional Menu:
 1. Turkey, honey butter, homemade breads and rolls
 2. Roast beef, horseradish sauce, homemade bread and rolls
 3. Swedish meatballs in dill sauce
 4. Sausage balls
 5. Cheese and crackers
 6. Red and green grapes
 7. Apples
 8. Desserts
 9. Punch
 10. Coffee
 - b. Preparation - Suggestions for procedures, quantities, and number of people needed for tasks:
 1. Turkeys: We buy prepared.
 2. Roast beef: We buy prepared.
 3. Swedish meatballs: The quantity needed is 15 recipes (30 pounds of meat) found on pages 12 and 13 in *Knollwood's Cooking*. Ten to fifteen people could prepare two or three recipes each.
 4. Sausage balls: The quantity needed is 20 recipes found on page 11 in *Knollwood's Cooking*. Twenty people could make two recipes each.
 5. Punch and coffee: Four people will need to prepare and serve the beverages. The punch recipe is on page 4 in *Knollwood's Cooking*.
 6. Four people will need to wash the grapes, parsley, and apples and prepare the honey butter and horseradish sauce several days earlier.
3. Service (suggested numbers of people to help with tasks):
 - a. Early Sunday morning, six to eight people are needed to slice and arrange on trays the roast beef.
 - b. Four people are needed to receive and arrange the food on the tables before the worship service.
 - c. Fourteen people are needed to serve behind the food tables during the meal.
 - d. Ten people are needed as a clean-up crew after the meal.

ADVENT DECORATING (HOSPITALITY) MINISTRY TEAM

COMPOSITION:

The Advent Decorating (Hospitality) Ministry Team is comprised of coordinator(s) from the Knollwood membership, selected by the Nominating Committee/Leadership Development Committee, and volunteer members from the church at large.

The Ministerial Staff Liaison shall be the Church Administrator.

DUTIES AND RESPONSIBILITIES:

The coordinator for the Advent Decorating component of the Hospitality Ministry Team coordinates the planning, preparation, volunteer recruitment, and decorating of the church campus for Advent.

Specific Responsibilities:

Before October 1, check with staff and Worship and Arts Ministry Team to determine and changes or adaptations that are needed to the previous year's decorations.

Determine a date after Thanksgiving and before the first Sunday of Advent to decorate the campus and reserve time on the calendar.

Order five 18" double sided wreaths for the front doors from Bo-Ty Florist and arrange for delivery on date of decorating.

Recruit volunteers in addition to those who have signed up to assist. Request through newsletter, Sunday School classes, etc.

Confirm with newsletter editor the publication of request for honorariums and memorials. (These funds aid in the refurbishment of decorations)

Supervise the decorating: Chrismon trees, wreaths on doors, trees in building B, stairway windows, and various tabletop decorations. Referring to notes stored with the decorations.

Determine a date after Christmas to pack and store the decorations.

BAPTISM MINISTRY TEAM

COMPOSITION:

The Baptism Ministry Team is comprised of coordinator(s) from the Knollwood Membership, selected by the Nominating/Leadership development Committee, and volunteer members from the church at large.

The Ministerial Staff Liaison shall be the Pastor.

DUTIES AND RESPONSIBILITIES:

The Baptism Ministry Team assists candidates before and after baptism and assists the ministers and candidates in whatever way possible in making the baptismal service a meaningful experience for the persons being baptized.

Specific Responsibilities:

1. The Baptism Ministry Team is responsible for the care and order of the sacristy and the area where the candidates robe for baptism.
2. The Ministry Team is responsible for providing robes appropriate for baptismal candidates.
3. The Ministry Team checks on the number and condition of towels, robes, and hangers on a regular basis.
4. The Ministry Team collects used towels and robes, places them in plastic bags, and leaves the bags in the robbing rooms, with a note attached indicating the number of robes and towels.
5. Procedures for preparing for baptismal service are coordinated through the minister in charge of the service.
6. The Baptism Ministry Team is responsible for ordering new robes when they are needed.

Approved by Diaconate Executive Council March, 2013

CHILDREN'S MINISTRY TEAM

COMPOSITION:

The Children's Ministry Team is comprised of coordinator(s) from the Knollwood membership, selected by the Nominating/Leadership Development Committee, and volunteer members from the church at large.

The Ministerial Staff Liaison shall be the Minister of Christian Formation and Education.

DUTIES AND RESPONSIBILITIES:

The Children's Ministry Team works with the Children's Ministry Associate and the Minister of Spiritual Formation and Education for planning, coordinating, and providing appropriate volunteer staff for all educational and ministry activities for the elementary age children.

Specific Responsibilities:

1. In summer months, the church seeks to sponsor a camp experience for children. The children experience a variety of activities including Bible Study and recreational activities.
2. Every summer, children ages 4 – rising 5th graders are invited to be a part of Vacation Bible School. KBC youth and adult counselors lead all activities. Vacation Bible School is held Monday through Friday and includes a time of Bible study, activities, recreation, music and crafts. The program is designed to enrich all overall educational programming through themes and experiences that can be more completely developed in extended sessions.
3. Mission Friends and other educational programming are provided for preschool through elementary age children, on Wednesday nights, September through May, during Family Night programming. The educational materials used by the mission leaders for children's mission programs are in keeping with the core values of the Knollwood Congregation. The materials are biblically based, activity oriented, and age-appropriate.

Preschool Mission Friends
Mission Friends II (Grades 1-2)
Mission Friends III (Grades 3 -5)

4. Educational and recreational activities may be planned for children related to special holidays, such as the Christmas Fun Day, Easter Party/Egg Hunt, etc.
5. The Children's Ministry Team works with the Education Ministry Team in coordinating the recruitment of volunteers for all elementary groups.

COMMUNION MINISTRY TEAM

COMPOSITION:

The Ministry Team is comprised of coordinator(s) from the Knollwood membership selected by the Nominating Committee and volunteers members from the church at large.

The Ministerial Staff Liaison shall be the Minister of Christian Education and Formation

DUTIES AND RESPONSIBILITIES:

The Communion Ministry Team prepares for all observances of communion and is responsible for the care of the communion set and linens.

Specific Responsibilities:

The Ministry Team follows standard procedures for setting up the communion service as outlined in Notebook in Communion Room

Communion Team Leader—

- Schedule teams for assigned dates.
- Notify the group leader each month.
- Be sure that there is an adequate supply of bread, juice, and cups. (Pick up bread pieces at Carolina Christian Supply, 636 South Stratford Road. Notify business manager when to order more juice and cups.)
- Be sure that the linens are washed and ironed.

Group Leaders

- Notify group members.
- Purchase round loaf of bread; score so it can be easily broken.
- Follow instructions in communion notebook for set-up.
- Check with ministers for special instructions for intinction.

Group Members—

- Switch with someone from another team if you are unable to serve
- Arrive at 9:00 for set-up. Stay approximately 30 minutes after the service for clean-up.

Policies:

The frequency of communion shall be established annually by the ministers and carried out by the Communion Ministry Team.

During the season of lent, when policies and procedures are sometimes altered, the church office will furnish a list of additional communion services (including when and where they will be held and how many to prepare for) to the task group

Any requests to borrow communion ware should be directed to the Senior Minister.

Revised by Diaconate Executive Council March 2013

CHRISTIAN STUDIES MINISTRY TEAM

COMPOSITION:

The Christian Studies Ministry Team is comprised of coordinator(s) from the Knollwood Membership, selected by the Nominating/Leadership Development Committee, and members from the church as specified in "Duties and Responsibilities" below.

The Ministerial Staff Liaison shall be the Minister of Christian Formation and Education.

DUTIES AND RESPONSIBILITIES: :

The Christian Studies Team (CST) Committee has the responsibility of leading the church to generate a strategy that fosters spiritual formation through a Christian education ministry that engages people with God and others. This strategy brings together the responsible lay and ministerial leadership into collaboration for holism and balance in planning. The CST Committee regularly evaluates the strategy in light of the church mission and vision statements, and core values.

Specific Responsibilities :

1. All committees, task groups, organizations and persons responsible for Christian formation and education shall continue their work with full authority and responsibility. The work of these groups will be represented on the CST for the purpose of integrating a comprehensive plan of Christian formation and education.
2. The CST will make regular reports to the Deacon Executive Council and the Church in Conference.
3. The CST ten-member team will be:
Minister of Christian Formation and Education (Ministerial liaison)
Children's Ministry Associate
Minister with Youth and Community
Representative from Education Ministry Team
Representative from Youth Ministry Team
Representative from Children's Ministry Team
Director of Spiritual Formation of the Diaconate
Director of Worship and Service of the Diaconate
At-Large Member
At-Large Member
4. The CST Committee will meet quarterly to receive updates from the named education committees and evaluate the strengths and weaknesses of the total plan for Christian formation and education. This will be accomplished in light of the core curriculum and lifelong learning benchmarks (available upon request).
5. The CST Committee will invite all related educational committees, task groups, organizations and persons to an annual meeting for evaluating the effectiveness of the comprehensive plan for Christian formation and education.
6. The CST Committee will, when needed, survey the congregation for determining both the effectiveness of the current offerings and to solicit input for needs-based programming.

DEVOTIONAL LIFE MINISTRY TEAM

COMPOSITION:

The Ministry Team is comprised of coordinator(s) from the Knollwood membership selected by the Nominating Committee and volunteers members from the church at large.

The Ministerial Staff Liaison shall be the Minister of Christian Education

DUTIES AND RESPONSIBILITIES:

The Devotional Life Ministry Team, in collaboration with the ministerial staff, serves to enrich and encourage the devotional life of the congregation.

Specific responsibilities:

1. The Devotional Life Ministry Team oversees the devotional emphasis during the Christian seasons of Advent and Lent and other appropriate times during the year. If the Ministry team chooses to produce an Advent booklet, the guidelines are in Appendix A.
2. The Devotional Life Ministry Team Chairman may serve on the Adult Education Ministry Team.

Appendix A

ADVENT BOOKLET PROCEDURES

Duties of the Editor:

1. To get the devotions ready to be typed. The editor looks for misspellings and grammatical errors. The editor looks for illogical statements and calls the writer to clear up any misconceptions.
2. To meet with printer to establish cost and time frames for production of booklet.
3. To coordinate with the church staff the production of the booklet using the church computer. Once the computer file is assembled:
 - Edit the typed versions of the devotions.
 - Print them out.
 - Proofread.
 - Give copies to the committee chair for additional proofreading.
 - Take the booklet to printer.

Duties of the Publicity Coordinator:

Put a notice in the church newsletter that additional advent booklets are available at a nominal charge. They can be picked up at the church office.

Duties of the Chapter Coordinators:

1. The chapter coordinators are in charge of providing the raw copy that will become the Advent Booklet. Each coordinator should ask church members (aim for a variety of ages and experiences) to write the devotions.
2. The devotions should begin with a verse of scripture and end with a short prayer. The body of the devotion is three or four paragraphs of personal reflection on the scripture, the season, our faith -- whatever seems appropriate to the preparation for the coming of Christ.

2014 MINISTRY TEAM DESCRIPTIONS

3. Occasionally a devotion writer will ask to provide the devotion for a particular day, such as his or her anniversary. The birth date or death date of a family member might be cause for reflection. If you come across someone who wants a particular date, by all means give him/her that date. If that date, however, is not in your week, call a chapter coordinator for that week and give him or her the name.

4. Asking people to write for the Advent booklet is a chore some chapter coordinators dread. Don't. People are often very willing to help out, with the assurance that you'll read their words behind them and help them, if necessary. Look for variety. Consider your Sunday School teacher or classmates. Ask friends. With encouragement, we can all usually think of a few things to say.

5. Give yourself two weeks to come up with your devotion writers. Give them four weeks to write their devotions. Call them -- including the minister assigned to your week -- if they haven't given you their devotion within that month. Give them another week. If they have not written the devotion, then assign it to another writer.

6. When you get the devotion:

a. Read each. Correct misspellings you might see. If something seems confusing, call the writer to clear it up.

b. Double-check the scripture verse to make sure the writer has the correct chapter and verse number.

c. Make sure each devotion has a scripture verse and a prayer.

d. Make sure the name of each writer is at the bottom of each devotion. Put their phone numbers also, in case the editor needs to call them to clear up any questions about the content.

7. Turn in all your devotions at one time to the committee chair.

Timetable to produce booklet by August:

Assign chapter coordinators before March 1.

Chapter coordinators turn in names by May 1.

Devotions due to coordinators by June 15.

Devotions due to committee chair by July 1.

Devotions due to typists as chair finishes them.

Devotions due to editor as chair finishes them.

Devotion booklet production due to be finished by August 1.

Booklet collation and final product assembly in August.

EDUCATION MINISTRY TEAM

COMPOSITION:

The Education Ministry Team is comprised of coordinator(s) from the Knollwood membership, selected by the Nominating/Leadership Development Committee, and volunteer members from the church at large.

The Ministerial Staff Liaison shall be the Minister of Christian Formation and Education.

DUTIES AND RESPONSIBILITIES: :

Based on the KBC Core Curriculum, the Education Ministry Team is responsible for planning, coordinating and helping facilitate programs and activities which will guide the holistic Christian formation of our adults and devotional life, leading to an ever growing faith maturity. In addition, the chairs of Devotional Life, Library/Resource Center, and Historian ministry teams sit on the Education Ministry Team.

Specific Responsibilities: :

The Education Ministry Team plans and implements adult programs with the input and assistance of the ministerial staff such as (but not limited to):

- Sunday morning offerings

- Wednesday Fellowship Programming for Fall and Spring Semesters

- Retreats

- Knollwood Town Hall

- Men's Fellowship groups

- Bible Study

- Lecture series

- Study groups

- Book clubs

- Dinner groups

Approved by Diaconate Executive Council, March 2013

FLOWERS MINISTRY TEAM (HOSPITALITY)

COMPOSITION:

The Flowers Ministry Team (Hospitality) is comprised of coordinator(s) from the Knollwood membership, selected by the Nominating Committee, and volunteer members from the church at large.

The Ministerial Staff Liaison shall be the Church Administrator.

DUTIES AND RESPONSIBILITIES:

1. Creates and maintains a procedure for church members to sign-up for giving of flower arrangements to be displayed on Sundays, in memory/honor of loved ones.
2. Creates a method for on-line sign-up through the church website.
3. Acts as the contact person to provide information related to the sign-up procedure
4. Handles any necessary coordination with florists.

Approved by Diaconate Executive Council March 2013

HISTORIAN - MINISTRY TEAM

COMPOSITION:

The Historian Ministry Team is comprised of coordinator(s) from the Knollwood membership, selected by the Nominating/Leadership Development Committee. and volunteer members from church at large.

The Ministerial Staff Liaison shall be the Minister, Christian Formation and Education.

DUTIES AND RESPONSIBILITIES:

1. Maintains the church's historical papers, photos and items in a secure area
2. Makes sure materials are stored in archival boxes, folder, sleeves, etc. (meaning acid-free boxes and folders, archival quality polypropylene photo sleeves)
3. Requests that members contact historian about materials they may have that would be appropriate to add to KBC's records
4. Communicates with staff, deacons, committees, ministry teams, interest groups, and church members at large that they are responsible for saving materials they deem important for the church archives. These materials should be given to the historian.
5. Keeps and stores appropriate items as he/she locates them. However, collecting important items to keep and archive is the responsibility of groups mentioned in 3. and 4. above. Keeping a vibrant church history is a group effort!
6. Sets up a schedule to gather materials from groups who have them

Revised by Diaconate Executive Council, March 2013

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LIBRARY/MEDIA CENTER MINISTRY TEAM

COMPOSITION:

The Ministry Team is comprised of coordinator(s) from the Knollwood membership selected by the Nominating Committee and volunteer members from the church at large.

The Ministerial Staff Liaison shall be the Minister of Christian Education and Formation.

DUTIES AND RESPONSIBILITIES

The Knollwood Church Library strives to provide materials for adults, youth and children that will enhance the church community's educational, personal, and spiritual growth as Christians.

Specific Responsibilities:

Books and other media materials are purchased through funds from the general budget or through donations made in honor or memory of someone. The Library Committee encourages the input of church members and the ministerial staff on the selection of materials. Reference is also given to lists compiled by religious library experts.

The culling of books is an ongoing process that examines materials unused for the past ten years and/or contain outdated information.

Although the library is minimally funded by the annual church budget, donations for a lost book are appreciated. Also, books or money may be given in memory or honor of someone or a special event. Donated books and video materials should have been published or reprinted within the last ten years and should contain relevant, beneficial information. We encourage donors to choose from a list of preferred acquisitions established by the Library Committee in consultation with the ministers and the church-at-large. It is the responsibility of the Library Committee to make the final decision for acquisitions. Materials not selected for our use are donated to the Shepherd's Center.

An updated "Book of Remembrance," listing gifts and donors, is displayed in the library.

Books are checked out for a two-week period and tapes for one week. The time may be extended by request.

The Library Ministry Team decides the fees for lost or damaged books and materials. An effort will be made to reclaim lost materials.

SPECIFIC PROCEDURES:

The Ministry Team is responsible for cataloging all library materials. A computerized catalog and check out system now exists.

The Library Ministry Team sets the library hours, checks out materials, and re-shelves returned materials.

Reminder cards for overdue materials are mailed periodically. Or contact is made in person or by phone.

Revised by the Diaconate Executive Council, effective March 2013

MISSIONS ACTION MINISTRY TEAM

COMPOSITION:

The Ministry Team is comprised of coordinator(s) from the Knollwood membership selected by the Nominating Committee and volunteers members from the church at large.

The Ministerial Staff Liaison shall be the Minister of Christian Education

DUTIES AND RESPONSIBILITIES

MISSION:

The Ministry team helps coordinate, promote, and fund HANDS-ON mission projects done by Knollwood members. Some recent examples include Knollwood at Work, Ronald McDonald House food deliveries, Kids' Cafe, food collection for Crisis Control, Samaritan Inn staffing, and the Peru dental/medical mission trip. We also use our budget to help fund mission projects led by other Knollwood groups, like Sunday School classes.

TASKS:

Identify short-term and long-term mission projects to adopt. These may be local, domestic, or global in nature

Coordinate, promote, and fund hands on mission projects;

Recruit volunteers;

Assess our involvement in a project and its outcomes.

Serve as a church wide clearing house for information about hands-on needs in the community and ways in which Knollwood might meet those needs.

Propose and administer Church-wide Mission Projects budget.

NOTE:

Missions Action Ministry Team budget is used to fund HANDS-ON PROJECTS involving Knollwood members working out in the larger community, locally and elsewhere.

MUSIC, WORSHIP, AND THE ARTS MINISTRY TEAM

COMPOSITION:

The Music, Worship and the Arts Ministry Team is comprised of coordinator(s) from the Knollwood membership selected by the Nominating Committee and volunteer members from church at large.

The Ministerial Staff Liaison shall be the Minister of Music.

DUTIES AND RESPONSIBILITIES:

The Worship and Arts Ministry Team is responsible for promoting opportunities for experiences in the visual and performing arts in the context of worship, theology and spirituality.

Specific Responsibilities:

1. The Music, Worship and Arts Ministry Team shall maintain the organ, pianos, hand bells, Orff instruments, and choir robes on a regular basis. Normally, the organ is serviced and tuned twice a year; the pianos in the Sunday School rooms and Fellowship Hall are tuned twice a year, with additional tunings in the Fellowship Hall for special programs, as needed; the pianos in the music suite and the sanctuary are tuned four times a year, the robes are cleaned once a year. The Orff instruments and hand bells are repaired as needed. The bell choirs do the polishing of the bells on a regular basis. The cost of such maintenance is a part of the operating budget of the Music, Worship, and the Arts Ministry Team (MWAMT)
2. MWAMT will plan, coordinate, and administer a Concert Series, if such a series is deemed as appropriate programming for that year.
3. MWAMT will coordinate, with the other ministries of the church, as deemed appropriate for a particular year, activities to promote the sacred inclusion of all of the arts in the life of the congregation. This might include arts festivals featuring the work of professional artists and/or church members. Examples might include visual arts (pottery, weaving, painting, arts and crafts, photography, etc.) and performing arts (music, drama, dance, film, etc.).
4. The ministry team will coordinate other opportunities for engaging art in the life of the congregation as they arise.
5. MWAMT will work with the Minister of Music to promote the music program of the church
6. MWAMT will be responsible for the selection and procurement of artwork for the commons areas of the church, including banners and other appointments for the sanctuary. This may include the commissioning of pieces for specific purposes or areas. MWAMT will likewise work with potential donations of artwork for Knollwood.
7. Working with the Minister of Music and Finance Committee, MWAMT will provide to the Finance Committee a yearly budget for these three line items:
 - 53010 – the operating budget of the music program
 - 53011 – the operating budget of MWAMT (music and arts festivals)
 - 53013 – the budget for the procurement of art for the church
8. Authorization for any persons to practice on pianos and organs will be the responsibility of the church organist.
9. Requests to borrow anthems, cantatas, orchestra scores and parts, music stands or other equipment are to be directed to the Minister of Music, who may require a deposit from the person or group borrowing the music or equipment and/or may choose to direct the request to the Ministry Team. The Minister of music will keep an accurate record of all loaned materials.

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10. The hand bells, timpani, Orff instruments, and electronic equipment purchased by or given to the music ministry are not normally available for loan. The MWAMT may choose to make exception to this general policy. Under no circumstances will these items be lent without the approval of the MWAMT.
11. Requests to borrow any other items related to the Music Ministry are to be directed to the Minister of Music who may ask for input from MWAMT.
12. The organist may give lessons on the organ and pianos as stipulated by the initial agreement with the Personnel Committee and the Minister of Music. Fees agreed upon are to be in line with prevailing rates in this area. The organ and pianos may be used for recitals and pre-recital practices by the organist and his/her students, and by other church members who teach lessons. Custodial fees, if required, will be the responsibility of the teacher.
13. Any other use of the church facilities for musical purposes on a for-fee basis must be arranged through the Church Administrator and the Minister of Music.
14. If an organist other than the Knollwood organist is asked to provide music for a wedding, permission must be obtained from the Minister of Music. The policy is based on protecting the instrument in the best interests of the church. This policy should be made known to all staff persons who would be involved in arrangements for weddings.
15. If the organist is available to play for funerals of church members, then his/her services are free. If the organist is unavailable, the Minister of Music will be responsible for finding a substitute. The church is responsible for paying the fee of the substitute.

Revised by the Diaconate Executive Council March 2013

SENIOR ADULT MINISTRY TEAM

COMPOSITION:

The Ministry Team is comprised of coordinator(s) from the Knollwood membership selected by the Nominating Committee and volunteer members from church at large.

The Ministerial Staff Liaison shall be the Minister to Senior Adults.

DUTIES AND RESPONSIBILITIES:

1. Plans and implements:
 - Summer ice cream social
 - Fall dinner
 - Day trips on church bus
 - Monthly game days (Team provides lunch for January game day)
 - Senior adult luncheon
2. Schedules "Meals on Wheels" delivery of meals by Team members
3. Organizes Homebound Ministry:
 - Maintains list of Knollwood members who are homebound, in conjunction with Minister to Senior Adults
 - Conducts monthly visitation
 - Delivers flowers at Christmas and Easter
 - Presents information about a homebound person at Wednesday night supper and delivers notes written by church members to that person
 - Keeps ministerial liaison informed of changes in status of homebound members
 - Delivers CD recordings of Sunday morning worship service to homebound members
4. The chair of the Senior Adult Ministry Team serves on the ministerial selection committee for the Senior Pastor.

Revised by Diaconate Executive Council March 2013

SOUND (WORSHIP ASSISTANCE) MINISTRY TEAM

COMPOSITION:

The Ministry Team is comprised of coordinator(s) from the Knollwood membership, selected by the Nominating/Leadership Development Committee, and volunteer members from the church at large.

DUTIES AND RESPONSIBILITIES:

The Sound Ministry Team is responsible for the sound equipment for Sunday services and other functions, such as funerals and weddings, as well as for production of requested CDs .

SPECIFIC RESPONSIBILITIES:

1. New Sound Ministry Team members will be trained by the coordinator(s) of the ministry team.
2. Sound Ministry Team members control sound, as requested by the ministerial staff, for worship services in the Knollwood sanctuary.
3. Ministry team members produce CDs for individuals wishing copies of worship services or other events. There will be a nominal fee for each CD. One CD copy is kept in a book located in the church office. The CD requests are made through the church office.
4. Ministry team members advise the Minister of Music regarding equipment needs.
5. The Sound Ministry Team is responsible for organization of equipment in the Sound/AV closet.
6. The Sound Team is responsible for seeing that the ministers' lavoliers and the hearing aids are in working order for all services.
7. It is customary for an honorarium (\$75) to be paid to the Sound Ministry Team member operating sound equipment for a wedding.

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SPECIAL EVENTS (HOSPITALITY) MINISTRY TEAM

COMPOSITION:

The Special Events (Hospitality) Ministry Team is comprised of coordinator(s) from the Knollwood membership, selected by the Nominating Committee/Leadership Development Committee, and volunteer members from the church at large.

The Ministerial Staff Liaison shall be the Church Administrator.

DUTIES AND RESPONSIBILITIES:

At a request from a member of the ministerial staff, the Special Events Ministry Team plans and hosts events to celebrate or honor special events in the life of the church. The members of this team may be asked to prepare food items, purchase or arrange for food or decorations, plan ahead, serve or host the event, or clean-up following the event. A core group of go-to volunteers is needed to form the heart of this team, but volunteers from the church at large could choose to help with a single event or ask to be added to the team. The coordinator will e-mail the core group, soliciting volunteers and food/decorations as needed for each event.

SPECIFIC RESPONSIBILITIES:

- willingness to prepare food to share for special events (Pound cakes, cookies, veggies and dip, fruit platters, and other items are often needed.)
- a smile and comfortable shoes for preparing, serving, and cleaning up
- a welcoming spirit of hospitality

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USHERS – WORSHIP ASSISTANCE – MINISTRY TEAM

COMPOSITION:

The Ushers Ministry Team (of Worship Assistance) is comprised of coordinator(s) from the Knollwood membership, selected by the Nominating/Leadership Development Committee, and volunteer members from church at large.

The Ministerial Staff Liaison shall be the Minister of Music.

DUTIES AND RESPONSIBILITIES:

The Ushers Ministry Team (along with Greeters assigned by the Deacons) shall be responsible for a spirit of cordiality and hospitality in the church, with particular responsibility for greeting and welcoming guests each Sunday. The Ushers Ministry Team will provide the courtesy of ushering members and guests to their seats at services of worship. They are to aid in the preparation of worship by seeing that proper lighting, ventilation, hymnals, and orders of worship are provided for the members and guests.

SPECIFIC RESPONSIBILITIES:

1. Ushers Ministry Team members, along with Deacon-assigned Greeters, greet worshipers at the front door before the worship service each Sunday.
2. At the onset of the service year, the Ushers Ministry Team coordinator sees that team members are sent an informational letter explaining the duties of the team and providing a schedule for service.
3. Front-door greeting duties consist of:
 - a. Being present at the front door of the sanctuary at 10:40 a.m. on Sunday.
 - b. Extending warm greeting to congregation and visitors arriving for worship service.

Responsibilities of the usher captain for the day:

A. Before 10:40 am:

1. Check to be sure the designated team members are present at assigned locations. Secure substitute(s) or fulfill the duties of designated ushers who may not be present.
2. Be sure the sanctuary lights are on.
3. Light the communion table candles, if needed.
4. Be sure the offering plates are out on credenza. Remove offering plates from shelf in credenza, take off covers, and place on credenza.
5. Check to see that designated “front door” ushers are in place to greet members and visitors arriving for worship service.
6. Put out usher identity pins.
7. Check the worship order and with the Minister of Music to determine any special events for the day.

B. At 10:40 am:

1. Assign six ushers (“Narthex ushers”) to Narthex doors for worship-order distribution (see diagram, Appendix A). Two of these six will remain in the Narthex throughout the service to maintain a worshipful atmosphere there and assist with any emergencies.
 2. Assign six ushers (“aisle ushers”) to aisles on the main floor and the doors of stairways to balcony (see diagram, Appendix A). Two of these six will remain (seated) adjacent to the two main aisles of the main floor.
 3. Assign all ushers their places for the taking of offering.
 4. On Communion Sunday, recruit six ushers to collect Communion offering!
 5. Review the order of worship for any special duties for ushers.

Responsibilities of the ushers:

- a. At 10:40 am Sunday morning:
 1. Put on usher identity pins.
 2. Obtain orders of worship, as needed.
 3. Assume assigned position and follow procedures listed.
 4. Designated ushers check parking lot for possible vandalism.

b. Narthex Ushers:

The primary duty of the Narthex ushers is to distribute orders of worship to worshipers as they enter and, when the announcements begin in the sanctuary, to maintain a worshipful atmosphere in the Narthex so that late entrants (1) can hear the worship service via the Narthex loudspeakers and (2) can know when to enter the sanctuary for seating by the “aisle ushers.”

1. Distribute orders of worship in a quiet friendly manner to all who enter the sanctuary for worship.
 - a. Close doors to sanctuary when service begins; then, insist on quiet in narthex, in soft friendly yet insistent manner.
 - b. At the specified intervals indicated in the order of worship, open the doors to allow late-comers to enter the sanctuary for seating by an “aisle usher.”
2. Count congregants in respective offering sections when requested by ministerial staff and make that count available to the church office.
3. Take the offering at designated time in the worship service. See Diagram, Appendix A, for assigned positions. Ushers take offering in balcony at positions similar to those of ushers downstairs.
4. Have offering plate accessible for children with Children’s Worship group to use as they leave Narthex.
5. Quietly assume seats in the community of worshipers. (NOTE: In the case of the two assigned to remain in the Narthex, they should remain in their earlier positions and responsibilities).

c. Aisle Ushers:

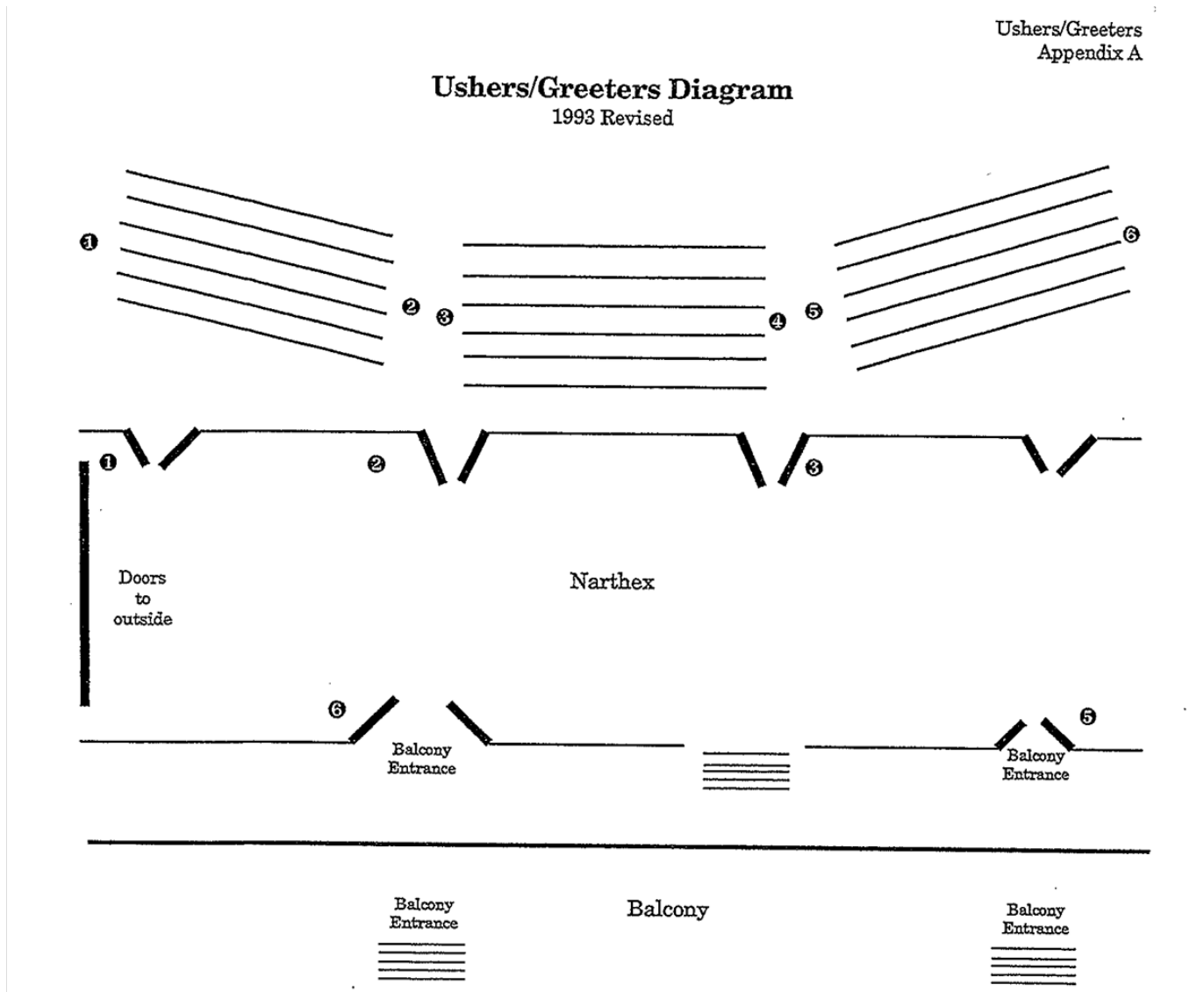
The primary duty of the aisle usher is to usher worshipers to seats in the sanctuary, in particular (before the worship service begins) when assistance is called for, and (later, after the announcements begin and Narthex doors are closed) when anyone seeks to enter the sanctuary. Aisle ushers should have a grasp of where available pew space exists along their aisle. Aisle ushers should communicate to entering worshipers spaces that are reserved, such as pews for Children’s Worship participants or the first pews on the sides of the main floor for the deacons on Communion Sundays. No aisle usher should hesitate to inform, gently yet firmly, any entering worshiper about restrictions against the use of a specific space or any limitations on when worshipers may be seated. The carrying out of these duties by aisle ushers allows all worshipers the privilege of worship.

1. In a quiet, friendly manner, usher worshipers to seats in the sanctuary (before the worship service begins) when assistance is called for.
2. When the service begin in the sanctuary and doors have been closed to the Narthex, seat all entering worshipers at appropriate times, as stated in the worship order.
3. Should be aware of where available pew space exists along their aisle.
4. Communicate to entering worshipers, spaces that are reserved, such as pews for Children’s Worship participants, or first row pews on the sides for deacons on Communion Sunday.

5. Take the offering (see diagram Appendix A for assigned positions) and then quietly assume seats in the community of worshipers. (NOTE: In the case of the two assigned to remain at the main floor aisles, they should return to their earlier positions and responsibilities.)

Revised by Diaconate Executive Council, March 2013

Diagram of sanctuary, Appendix A



WEDDING CONSULTANTS (HOSPITALITY) MINISTRY TEAM

COMPOSITION:

The Wedding Consultants (Hospitality) Ministry Team is comprised of coordinator(s) from the Knollwood membership, selected by the Nominating Committee/Leadership Development Committee, and volunteer members from the church at large.

The Ministerial Staff Liaison shall be the Church Administrator.

DUTIES AND RESPONSIBILITIES:

Members of the Wedding Consultants Ministry Team (“consultants”) work with families of weddings held at Knollwood according to the following procedures:

1. The bride talks with the Church Administrator and the wedding date is put on the church calendar. A pamphlet with information about wedding procedures at Knollwood as well as an information document for brides to complete are given to the bride. A copy of the information is given to the Wedding Consultants Ministry Team coordinator and a second is retained in the church office. The document lists pertinent information, helpful for the consultant who will assist, such as: bride and groom names, date of wedding, time of wedding and rehearsal, minister(s), parents, grandparents, organist, soloist, musicians, photographer, bridesmaids, groomsmen, music, florist, sound person, pew torches or not, kneeling bench or not, unity candle, location of reception (if at church), etc.
2. The Church Administrator informs the Wedding Consultant Ministry Team coordinator that there is an upcoming wedding. The Church Administrator gives the bride the list of consultants on the Wedding Consultants Ministry Team. She can choose one if she wishes and the Church Administrator calls the Ministry Team coordinator who checks to see if that consultant is available. Alternatively, the bride calls the Wedding Consultant Ministry Team coordinator directly to request that she act as the consultant for the wedding.
3. The consultant who is working with the wedding meets with the bride to go over the details about what the wedding party will be doing at the rehearsal and then at the wedding. Details include the order in which the bridal party will process, where they stand, the order of the recessional, special seating of the family, rooms at the church they will need the day of the wedding, timing for delivery of the flowers, timing of music, timing for arrival of wedding party, if they are dressing at church, etc. Additionally, the consultant needs to know if plans include having greeters, program and guest book attendants, honorary bridesmaids, etc. The consultant needs to know how many pews to save for family. It is necessary for the consultant to know all these details before the rehearsal. The information document the bride has completed help with this meeting.
4. The consultant and minister conduct the rehearsal.
5. The consultant usually arrives about 2 hours prior to wedding. She has an emergency kit with needle and thread, safety pins, scissors, band-aids, and other items that might be needed. She checks on flowers (consultant puts on boutonnieres, corsages, gets flowers to bridesmaids and bride), times the lighting of the pew torches, coordinates with organist, makes sure guests are being seated, programs distributed, podium for guest book is ready, talks to photographer and videographer, makes sure family is seated correctly, directs seating of grandparents/parents, lines up wedding party, coordinates procession and then recessional, directs wedding party out to breezeway and then back in by organ entrance into the sanctuary for pictures. Take a deep breath!

YOUTH MINISTRY TEAM

COMPOSITION:

The Youth Ministry Team is comprised of coordinator(s) from the Knollwood membership selected by the Nominating Committee and volunteers – Parents, Youth, and other stake holders – encouraged to participate.

The ministerial staff liaison shall be the Minister of Youth.

DUTIES AND RESPONSIBILITIES:

The Youth Ministry Team works in cooperation with the Minister for Youth to plan, implement and evaluate the overall youth ministry of the church. The overall purpose of this ministry is to provide Christian nurture for young people, grades 6-12 through a variety of vehicles of Christian education, service involvement, and fellowship.

Specific Responsibilities:

With the leadership of the Minister for Youth, the current youth programming will:

1. Develop big picture goals and long range objectives for the youth ministry of the church.
2. Plan a variety of programs for youth, grades 6-12 and their families.
3. Facilitate the implementation of the various activities of education, service, and fellowship. The ministry team takes an active role in the recruitment of chaperones, the arrangement of transportation and meals, the scheduling of fellowships, and other similar support tasks as needed.
4. Evaluate the programming it has helped design and implement. In partial fulfillment of this responsibility, the committee invites constructive input on the program to be shared at regular committee meetings, and thus serves as a channel of communication between youth, youth families, and youth program leaders.
5. Facilitate conversation and planning with those who work in other areas of church life that relate to youth and their families such as music ministry, Sunday School, and Wednesday night programming.
6. Plan and carry out special fundraising activities for youth programs.

Policies:

1. Permission forms and medical releases are required for all trips.
2. When considering grade level for youth activities, the grade of participation is from the beginning of one school year to the beginning of the next school year including the summer.
3. High School graduates may continue to participate with the high school youth through the summer following graduation until Sunday School promotion day.
4. The coordinator of the Youth Ministry Team serves on the ministerial selection committee for the senior minister.
5. As much as possible, 2 coordinators would lead the team allowing for at least one established coordinator and one novice.