

# The Church 411 – First Congregational UCC - Nov. 2020 Revision

## Cornerstones

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### Many Teams, One Church

*We have many parts in one body, but the parts don't all have the same function. In the same way, though there are many of us, we are one body in Christ, and individually we belong to each other. Romans 12:4-5*

Above all else, we must remember that we are all part of the one body of Christ. While this church has created different boards, committees, officers, and so on, ultimately, we do all this to bring glory to and to serve Jesus Christ and further Christ's mission here on earth. To do this work, various responsibilities are delegated to different groups, but it is too easy to fall into insular groups or silos, and we must continue to work together in honest and open ways, remembering that Jesus Christ is the head of our church.

### Communication and Clarity

To that end, clear communication is essential to the success of any ministry. It is particularly challenging in a church setting, where five different generations are working together, each with their own assumptions and preferred ways to communicate. There is no single way to get the message out. As leaders of the church, it is each board's responsibility communicate with the rest of the church about the work it is doing. The pastor and staff are here to help, but they are pulled in many directions at once.

In addition, as leaders of the church, it is important to make sure that accurate information is being communicated and to not encourage rumors or gossip. If there is a question or concern, insist that concerned party approach the appropriate people directly.

### Mistakes and Grace

We all make mistakes. Of course, we don't intend to. Yet, our goal is excellence over perfection. We grow through mistakes, as long as we are seeking better ways to follow in Christ's footsteps. In all things, we should assume that people are operating from their best intentions, so we should always lift each other up, rather than tear each other down.

### Bylaws

The Article of Association and the Bylaws are the legally binding documents for the governance of the church. Nothing in this document can over-ride the bylaws.

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## Office 411

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101 State St. Charlevoix Mi. 49720 231-547-9122

Office hours are Monday-Thursday 9:00am-3:30pm. Closed Fridays.

In the event Charlevoix schools are closed due to inclement weather, the church office will also be closed.

Church Website: [chxucc.org](http://chxucc.org)

Church Facebook page: <https://www.facebook.com/firstcongregationalchurchofcharlevoix/>

### Contact information

Leah Dice, Office Manager: <a href="mailto:office@chxucc.org">office@chxucc.org</a>	Leah's Cell: 231-676-3148
Toby Jones, Pastor: <a href="mailto:toby@chxucc.org">toby@chxucc.org</a>	Toby's Cell: 231-881-6734
Larry Minch, Custodian	Larry's Cell: 231-342-1078

### Submission Deadlines for Church Publications

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**Bulletin** – If you want a notice added to the bulletin, all submissions are due by Wednesday morning. Bulletins are printed early Thursday morning. Please indicate which weeks you would like your submission to be included in the bulletin. This deadline is subject to change during holidays, and in the event of the pastor being on vacation.

**Social Media and Facebook Posting of Your Events** – Church participants can request that special events be posted on our social media pages at any time. The office will use its discretion to determine which events are appropriate for posting on our church pages. Once a group event is approved for posting, a member of that group can be set up as a co-host of the event.

**Harbor Light** – During Covid-19, we have stripped down the Harbor Light and will publish a Weekly Newsletter in its' place. In ordinary times, The Harbor Light is published six times a year (Feb-Mar, Apr-May, June-July, Aug-Sept, Oct-Nov, and Dec-Jan) for the first Sunday of that month. Deadlines for submissions are generally one Sunday before that. Most newsletters include such things as an article from the pastor, highlights from various church meetings, calendars for the upcoming months, upcoming birthdays, an article from the Moderator or the Church Council, and submissions from other boards, groups, or individuals. A reminder notice will go out to the congregation and committee chairs providing the submission due dates for reports and articles being printed in each Harbor Light. Submissions made after the deadline are not likely to be published until the following issue.

**Weekly Newsletter** - The weekly newsletter is published to the church website on Thursday afternoons. Submissions for the newsletter should be sent to the church office no later than

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Wednesday at noon. Submissions made after this deadline may not be included until the following week.

**Zoom Calls** - Committee and Board meetings may be held using Zoom. Chairs and co-chairs are permitted to use the Church's login information to conduct meetings. This information is available in the church office. To avoid confusion only Toby, Leah and the Church Moderator should be scheduling meetings. Please notify the church office as soon as possible if you need to have a Zoom meeting scheduled (or if you need the church's login information) Last minute requests or requests made outside regular office hours may not be accommodated.

Hosting a Zoom Call-

1. Open your Zoom App or go to Zoom.us
2. Log in using the church's credentials (available to committee chairs upon request)
3. To see a list of scheduled meetings, select the tab labeled "meetings"
4. To start your meeting, click the blue "start" button
5. Select "join with computer audio" This uses your computer/laptop or tablets speakers for audio
6. Once you start the Zoom call, your participants will join. Depending on how the Zoom call was scheduled you may have to click a button to allow a participant to join. Usually, calls are scheduled so you do not have to do this.
7. There is a task bar at the bottom of your screen. This allows you to mute your own audio, as well as manage the participants and mute their audio, if needed.
8. Here is a great link to an informative video: <https://youtu.be/hI32Xk2Va7M>

**Prayer Requests** - If you would like to submit a request for the prayer list, you can do so by completing the Prayer List Request form found on the church's website. This form must be completed and submitted no later than Wednesday at noon. Incomplete requests or requests made after this deadline are not guaranteed to be included in that Sunday's bulletin.

Prayers are available to the public through both the website and the Sunday bulletin. You must obtain permission prior to adding anyone to the prayer list. If you do not have permission or wish not to complete a prayer request form, you are welcome to pray for this individual privately.

**Annual Report** – An annual report is developed and sent to the Congregation prior to the annual meeting. Reports from boards and church officers should be submitted via email to the church office by the second Sunday in January. Whenever possible, they should be submitted in their original digital format, and not as a pdf.

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## **Scheduling Events and Church Calendars**

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All church activities and events are recorded on both the office wall calendar and the Google calendar. All groups and boards should keep the office informed about scheduled meetings and events by emailing Leah at office@chxucc.org. She will add it to the Google calendar and to the wall calendar, keeping those two postings in sync. Individuals and committee chairs should not erase or add items to the wall calendar. Ask Leah to make those changes for you. The Office Manager will regularly compare the two calendars to make sure they are up to date.

The Bulletin's weekly calendar and the Harbor Light calendar are taken from the Google calendar. Our updated Google calendar is also accessible from the Church's website.

We encourage outside groups to use church space for events. Interested groups should contact the office to learn about our guidelines for using church space. Copies of the Building Use Policy are in the church office.

If an upcoming meeting or event needs a different set up than what is usual for Sunday mornings (separate round tables) or midweek meetings (two adjacent round tables and chairs in fellowship hall), please communicate your needs to the church office.

## **Administrative 411**

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### **Keys**

Keys to the administrative office and the main doors of the church are available for chairs of boards or committees. Please remember to turn off lights, close any interior doors that have been opened, and lock all exterior and office doors upon leaving the building. Please remember to turn your keys back into the office after you have served your term as chair of your board or committee. If you are not serving on a board or committee and would like a key, approval by the chair of the Board of Trustees is required.

### **Mailboxes**

Every board, committee, staff person, or officer of the church has an office mailbox. Please check your committee's mailbox often.

### **Stationary**

Church stationery and envelopes are available for board and committee use in the office. Copies of church stationery can be obtained from the Office Manager or can be found on the shared drive on the computer or in the cabinet in the back of the office. Church envelopes can also be found in the back cabinet.

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## **Minutes**

Minutes from meetings of every board or committee are to be submitted electronically to the church office and to the Moderator for inclusion in the Council Meeting Agenda. The chair is responsible to make sure this submission is done, even if the board has a separate secretary. If you are unable to submit them electronically, please submit a typed copy. No handwritten minutes, please. Minutes must state if they are “draft” or “approved” and include the full date and name of the board. Our office manager recently devised a minute taking document and platform on our church website that greatly simplifies this process, allowing minute-takers to record minutes on their computer during the meeting and simply submit them upon the meeting’s conclusion.

These minutes are kept in large binders in the office and can be viewed any time. Copies of the minutes from past meetings may be obtained. Minutes and/or three ring binders are not to be removed from the church office.

**Meeting Minutes Form**\_ There is a meeting minutes form available on the website if you wish to use it. All submissions are sent directly to the church office, where they will be printed for the office binders and added to the dropbox folder. If you would like to keep a copy of your submission for your records, please either print your form or save it as a PDF to your computer. As a rule, the office will not send copies to members of your committee. You are not required to use this form.

## **Assistance with Projects**

Each board is responsible for the projects it takes on or are included as part of their purpose as outlined in the by-laws. This includes publicizing the project or event. The Office Manager is available to help boards and committees with various projects such as all church emails, flyers, sign-up sheets, forms, mailing labels, Facebook posts, etc. as her work schedule allows. If you need assistance, please contact the office as soon as you know you will need help. Please don’t assume the Office Manager, Pastor, or any other person will know what you need or expect from them. Please contact them directly.

Please remember, during the busy seasons of the church year, there are many projects going on at once, and there is only one Office Manager. The Pastor has final say in the prioritization of projects where the Office Manager is concerned, and last-minute requests may not be accommodated.

## **Vacation Days for Office Staff**

Vacation days for office staff are posted on the office calendar as soon as they are known and approved. When the Pastor or Office Manager are on vacation, their absence affects the

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deadlines for bulletin and newsletter submissions. If you have questions regarding submissions deadlines, please contact the church office.

It will be announced in the bulletin when the Pastor or Office Manager are going to be out of the office.

## **Policies and Procedures**

The office and Church Council are working together to collect the policies and procedures that are in use by the church. If your board creates a policy, please make sure it is included in your minutes that are submitted to Church Council.

## **Money 411**

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### **Check Requests & Reimbursements**

Check Request and Reimbursement forms are in the in the bottom right mailbox slot in the church office mailboxes. Place completed forms and receipts in the Treasurer's mailbox.

### **Budgets and other funding sources**

Each board is allocated funds as part of the church's annual operating budget. The Board of Trustees solicits proposed budgets in late autumn for the next fiscal year. Changes to the current year operating budget are rare, but there are other sources for funds. Memorial and Endowment funds can be applied for, and fundraisers and grant applications are also possible. (See note below on Fundraisers)

## **Church Council 411**

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### **Consent Agenda**

Starting in 2020, the Church Council is going to use a consent agenda for its monthly meetings. A consent agenda is a meeting practice that combines the regular business and reports into one agenda item, with the expectation that all reports will have been read in advance of the meeting. Using a consent agenda can save boards a considerable amount of time.

Any report that does not require discussion or Church Council action can be added to the consent agenda section, and the consent agenda items can be approved with a single vote. If a participant wishes to discuss a report, that person can have it removed from the consent agenda section. Any reports that specifically require Church Council discussion or action will be

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moved to the new business section of the agenda. Any reports moved from the consent agenda will also be discussed as new business.

We will be using a shared dropbox folder to distribute the consent agenda items. All reports and items for the Church Council meeting must be submitted via email to the Moderator or the church office by 3 pm on Thursday before the regular Monday meetings. If no meeting is held, submit a note to that effect. Any reports submitted late will be discussed at the following month's meeting or during new business at the discretion of the moderator.

Either the Moderator, Vice Moderator, Pastor, Clerk, or Office Manager can add a person to the shared dropbox folder. Any participant on your board (chair, co-chair, or council representative) that may represent your board on Church Council should be added to the folder. Please remember these reports may contain private information, and discretion is expected.

## **Elections of Board Leadership**

The annual all church election of board members takes place in late October each year. The meetings and times during the months of November and December should be used to integrate new board members, wrap up or hand off any projects being led by outgoing participants, and prepare for any transitions in board leadership. This is even more important if boards will not be able to assemble a quorum during the winter months.

## **Mid year changes in Boards**

Anyone who wishes to resign from a board or a leadership position of a board should do so in writing and submit it to their board, the Moderator, the Pastor, and the office.

Similarly, if a board creates a subcommittee, ad hoc committee, or other working group, it should be indicated in the minutes, and include a list of the participants of the subgroup. This group's work should be reported in the minutes of the supervisory board.

## **Fundraisers and Events Open to the Public**

When a church board, group, or individual, acting in the name of the church, wants to participate in a community event or hold a new, open to the public, non-worship event at the church, he/she/they need(s) to get approval from the Church Council.

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*Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. - 1Peter 4:10*