

THE BY-LAWS OF
THE PLAINFIELD CONGREGATIONAL CHURCH,
UNITED CHURCH OF CHRIST

APPENDICES

APPENDIX 1
JOB DESCRIPTION OF MINISTER

At the present time there is not a formal Job Description for the minister.

A job description for a Minister is usually only needed when there is a multiple staff, without that circumstance *everything* is the “job” of the minister.

Priority: Medium To be completed sometime in 2016

APPENDIX 2
JOB DESCRIPTION OF ASSOCIATE MINISTER

At the present time the role of Associate Minister has not been filled,
therefore, there is not a formal Job Description for the minister.

Priority: Low To be completed before such time we hire an Associate Minister

APPENDIX 3
JOB DESCRIPTION OF STAFF INTERN

Plainfield Congregational Church United Church of Christ
24020 W. Fraser Rd • Plainfield, IL 60586
815-436-9441 • www.plainfielducc.org

Field Education or Staff Intern Placement Description

Summary

The Field Ed. student or Staff Intern should be able to establish a rapport with the youth group participants. He or she should be able to encourage and develop participant's relationship with God. The youth worker is responsible for implementing the programs for youth 5th-12th grade which facilitate this relationship. The youth worker should work in cooperation with youth, parents, volunteers, Christian Education team, and other interested parties to develop and maintain a positive and engaging program.

Essential Duties and Responsibilities

Direct duties:

- Wednesday evening worship and small group program for 5th through 12th grade youth
- Maintain data base of youth, youth parent/guardians and program volunteers.
- Solicit and encourage adult members of the congregation to participate and help with youth group.
- Lead a minimum of one monthly activity outside of Wednesday worship. These may include service projects, social activity or other types of activities that enrich the program.

Indirect duties:

- Preparation for activities within the program (arranging for snacks, equipment, meeting space, etc.)
- Provide accountability for time spent on youth group via documentation.
- Attend at least one worship service per month.
- Work with Christian Education team to choose curriculum for youth group. In addition to working with the Christian Education team to evaluate and improve the program as needed throughout the year.
- Maintain and submit a monthly report of attendance, activities and program to Christian Education team.
- Develop a calendar of events and distribute to youth and families.
- Coordinate with PCCUCC staff to ensure calendar is posted in church publications, both paper and electronic.

Secondary duties/opportunities

- Taking an active role in Sunday worship and programming, as time and interest allows.
- Preaching at least four times during the school year; more as time and interest allows.
- Engaging in areas of Pastoral Care with families as time and interest allows.

Expectations

- Engage all youth of the church to participate in whatever youth group activities they can such as weekly meetings, and/or service projects, and/or lock-ins, etc.
- Communicate with staff, volunteers, parents, and Christian Education team about the program.
- Keep regular hours for contact with the youth and parents.
- Develop and maintain open communication with youth group and parents regarding joys, problems, questions, issues, and emergencies.

Qualifications

- Ability to demonstrate professional standards of behavior and skills, such as maintaining confidentiality and appropriate boundaries, when working with youth, their families, and the wider church community.
- Strong technical skills with the use of computers, social media, texting, etc. that are required to implement program as well as communication with participants.
- Ability to discuss personal relationship with God and relate it to youth group participants.
- Pass background check for working with youth.

Terms of Field Education Placement

- This is a part-time position, which coincides with the school year (September through May).
- It is expected that the candidate would work between 10 hrs. and 15 hrs. per week (as activities and time allows)
- The Stipend would not less than \$1000 per month or paid on a weekly basis at \$256.41 per week, on an average 12.82 hours per week.
- If a personal car is needed for transport of youth and/or equipment in keeping with approved activities, mileage may be requested. But no mileage reimbursement is made for commuting.
- A laptop will be provided to discharge responsibilities of the position.
- No other benefits will be provided.
- The Minister will serve as supervisor.

APPENDIX 4
JOB DESCRIPTION OF THE DIRECTOR OF MUSIC

Plainfield Congregational Church United Church of Christ
24020 W. Fraser Rd. • Plainfield, IL 60586

Job Description for Director of Music

Type of Employment: ¼ Time – Salaried
Reports to: The Minister of the Church

Salary: \$ 7,000 @ year
Length of Job: Continuous

Summary:

As part of the professional ministry team of Plainfield Congregational Church United Church of Christ, the Director of Music is responsible for oversight of ALL music programs within the Church; including, but not limited to, Chancel Choir, Praise Band, occasional Bands and ensembles, and the oversight of accompanists. The Director of Music must be willing and able to work with individuals with varying degrees of musical abilities, to ensure that all who want to participate in the music program perform to the best ability. The Director of Music reports to the Minister, in their role as Head of Staff.

Duties and Responsibilities

1. Director of the Choir – The Director of Music is responsible for scheduling and leading rehearsals and leading the worship presentations. In addition, the Director of Music is responsible for developing the Choir, recruiting new members and working to improve the overall skills and performances of the choir. The Director of Music is responsible to set standards and benchmarks for participation in the choir, clearly communicate such to the members, and hold the choir accountable to those benchmarks (such as punctuality, attendance, and preparation.)
2. Leader of the Praise Band – The Director of Music is responsible for scheduling and leading rehearsals and leading the worship presentations. In addition, the Director of Music is responsible for developing the Praise Band, recruiting new members and working to improve the overall skills and performances of the choir. The Director of Music is responsible to set standards and benchmarks for participation in the Praise Band, clearly communicate such to the members, and hold the Praise Band accountable to those benchmarks (such as punctuality, attendance, and preparation.)
3. The Director of Music is responsible, in consultation with the Minister, for the selection and performance of ALL music for worship and special services; including, but not limited to, Sunday mornings, Holidays, and Wednesdays in Lent.
4. The Director of Music is responsible for acquisitions for and maintenance of the PCUCC Music Library.
5. The Director of Music is responsible for securing music leadership for worship in the event for their absence.
6. The Director of Music, in conjunction with the Spiritual Life Ministry, is responsible for the hiring of ALL other music related positions in the church. This includes, but is not limited to, piano accompanist and drummers.
7. The Director of Music is to be available for worship planning meetings, as scheduled in consultation with the Minister.

8. The Director of Music is responsible for securing “special music” for the summer worship, or in absence thereof providing ALL music for the summer worship.
9. The Director of Music is responsible, in conjunction with the Spiritual Life Ministry, to ensure that any necessary musical and/or audio equipment is available and ready for worship services.
10. The Director of Music, in conjunction with Christian Education Ministry, will assist in the selection of Children’s Pageants; and ensure that the musical needs of the pageant are met by volunteers or directly by the Director of Music.
11. The Director of Music has the responsibility for the use and maintenance of ALL instruments and audio/music equipment owned by PCCUCC; particularly the Digital Piano and the organ.
12. Other duties as assigned by the Minister or Spiritual Life Ministry.

Expectations

1. Must be comfortable with ALL styles of worship and music.
2. Must be approachable, tactful, and positive.
3. Must be self-motivated.
4. Must have good communication skills, both written and verbal.
5. Must exhibit patience.

Time Off

The Director of Music will receive four (4) Sundays off per year, however these cannot be Easter, Christmas Eve, or Christmas Day. On the days in which the Director of Music will not be present, they are responsible for securing coverage in their absence.

Other time away must be negotiated with the Minister, and the Director of Music will still be required to ensure coverage of missed days.

Qualifications

1. At least a Bachelors Degree in Music, or equivalent experience in a Music Leadership role. (Minister of Music, Choral Director, etc.)
2. Must have demonstrable skills for accompanying on the piano.
3. Must have a strong familiarity with church hymnody and contemporary music.

Reviews

There will be an Annual Performance Review conducted yearly. This review will be conducted by the Pastor, and will be reported to the Governing Board.

APPENDIX 5
JOB DESCRIPTION OF THE OFFICE MANAGER

Plainfield Congregational Church United Church of Christ
24020 W. Fraser Rd. • Plainfield, IL 60586

Job Description for Office Manager

Type of Employment: Half-Time – Salaried
Reports to: The Minister of the Church

Salary: \$ 12,480 @ year
Length of Job: Continuous

Summary:

The Office Manager will ensure the efficient operation of all church office functions on the day-to-day basis. Core hours are 9 a.m. – 1:00 p.m. on Tuesday, Wednesdays, and Thursdays. All remaining hours are flex-time, based on personal and church needs for the week. A minimum of 20 hours are required each week. The Office Manager reports to the Minister, in their role as Head of Staff.

Duties and Responsibilities

General Office Duties

1. Production and distribution of the Church newsletter.
2. Production of all weekly and special worship bulletins. The Office Manager will work in consultation with the Worship Team to plan and secure all material needed for worships.
3. Manage and maintain the Church's calendar; including maintaining the online calendar; scheduling vendors, repairs, and technicians; scheduling all Church events and advise to all potential conflicts.
4. Manage and maintain the Church membership database, including weekly attendance. The Office Manager is also responsible for production and distribution of Church Directories, as needed.
5. The Office Manager serves as the communication hub for the entire church, including Apple Tree. This means ...
 - a. The Office Manager is responsible for all out-going communication, whether as paper mail, email, or other electronic communications.
 - b. The Office Manager is required to sort and distribute all in-coming mail.
 - c. The Office Manager is expected to act as the Church's receptionist, answering the phone and greeting daily visitors.
 - d. Assist all groups within the church in the production of publicity, and other printed materials, as needed and requested.
6. The Office Manager is responsible for the timely ordering of all Church supplies, which include, but not limited to, communion, holiday flowers, memorials, candles, etc.
7. Other duties as assigned/requested.

Specialized Office Duties

1. The Office Manager will manage the electronic sign, updating the information as required. In addition, the Office Manager is responsible for the maintenance of the sign.
2. The Office Manager is responsible for the maintenance and updating of the Church website, and Social Media presence for the Church.
3. The Office Manager is responsible for the bulletin boards in the narthex, unless instructed otherwise.
4. The Office Manager is responsible for the completion of the Annual Yearbook report to the UCC National Offices.
5. The Office Manager will act as liaison/communication hub between the Church Office, Finance, and Apple Tree. The Office Manager will further act as liaison/communication hub between Operations and vendors – maintaining records on all work in progress.

Expectations

1. An “Application and Disclosure” form must be completed and on file.
2. Building a competency with the Church’s software usage, including, but not limited to, Microsoft software, Church Art Pro, Ignite!, Web Services, etc.
3. Must be approachable, tactful, and positive. Must exhibit a cooperative attitude and a willingness to work with others.
4. Must be self-motivated.
5. Must have good communication skills, both written and verbal.
6. Must exhibit patience, flexibility, and organizational skills.

Time Off

1. Vacation days MUST be used in the calendar year in which they are granted.
2. ***In first year of employment***
 - a. Vacation days are earned at the rate of 1 day/month to a maximum of five (5) days.
 - b. Five (5) Holiday days (if they fall on a Tuesday, Wednesday, or Thursday) – these are Christmas Day, New Years Day, Thanksgiving Day, Labor Day, & Independence Day.
 - c. Two (2) sick days and two floating days off are given per calendar year.
3. ***In subsequent years***
 - a. Vacation days are granted at the beginning of the year.
 - b. Beginning in the first January after two (2) years of continuous employment vacation days will increase to ten (10).
 - c. Beginning in the first January after four (4) years of continuous employment vacation days will increase to fifteen (15).
 - d. Sick days accrue at the rate of 2 per year. These can be carried over with a maximum accrual of ten (10) sick days.
4. Other time away must be negotiated with the Minister and will require ensuring coverage for missed days.

Reviews

1. The Office Manager position requires a probationary period of ninety (90) days. At the completion of this probationary period there will be a performance evaluation at which time probation may be extended, employment status may be transferred to regular status, or employment may be terminated.
2. There will be an Annual Performance Review conducted yearly. This review will be conducted by the Pastor, and will be reported to the Governing Board.

APPENDIX 6
JOB DESCRIPTION OF THE DIRECTOR OF THE APPLE TREE PRESCHOOL

We need to construct this as soon as possible.

**Priority: High To be completed as soon as possible, before the next regular
Congregational Meeting.**

APPENDIX 7
MEMORIAL BOARD GUIDELINES

Plainfield Congregational Church, United Church of Christ
Memorial Board Policy and Procedures

Mission

The mission of the Memorial Board is to manage and disburse the Memorial Fund(s). The Memorial Fund(s) was established for the purpose of providing church members and friends the opportunity to make charitable gifts to the church that will serve as a living memorial of financial support. The Memorial Fund(s) is intended to advance the spiritual growth of the church and the education of its members. It shall consist of funds given in memory of a particular individual(s) or in honor a particular individual(s) or in honor of the church and such funds are not intended to be used for ordinary expenses or apportionments.

Oversight and Responsibilities

A specific board (Memorial Board) is established to provide oversight of the Memorial Funds and to administer the process of receiving and recognizing gifts, managing funds, receiving and considering grant or scholarship requests, and ensuring proper disbursements and expenditures of the Memorial Fund(s).

The Memorial Board will/shall:

- Be accountable to the Governing Board/Church Council and to the Congregation;
- Consist of at least three church members, with the Chair elected for a three year term and the other members appointed/elected for renewable one year terms, with no one person serving more than four consecutive years; unless an expanded term is specifically approved by the Church Council or by a simple majority of those church members present at a duly announced meeting of the Congregation;
- Meet together at least quarterly;
- Prayerfully consider each grant request, discerning the will of God, considering the wishes of the donors, and ensuring that the Memorial Fund(s) are utilized in accordance with its mission;
- Meet regularly with the church investment committee or financial team to discuss liquidity needs and investment objectives and performance.

Each Memorial Board member will/shall:

- **not** assume responsibility or authority as an authorized signer, trader or responsible party on any bank, investment or trading account associated with the Memorial Fund(s);
- **not** engage in any self-dealing or transactions with the Memorial Fund(s) in which the member has direct or indirect financial interest and shall refrain from any conduct in which his or her personal interest would conflict with the interest of the Memorial Fund;
- in the absence of gross negligence or fraud, **not** be liable for any action made or omission with respect to the administration of the Memorial Fund(s);
- **not** be liable for any losses which may be incurred upon investment of assets;
- be liable only for their own willful misconduct or omissions, and shall not be liable for acts or omissions of any other member.

Gift Acceptance

- All donations/gifts to the church are accepted **ONLY** by the Church Council. Once a donation/gift has been received and determined to be a Memorial Gift the assets will be turned over to the Memorial Board for inclusion in the Memorial Fund(s).
- The Church Council reserves the right to decline any gift or donation;
- All Memorial gifts will be duly recorded. For amounts of \$100 or more, the Memorial Board will endeavor to send a letter of appreciation to the donor, donor representative, or family of the honoree, as appropriate, and will seek the completion of a donor gift form;
- The wishes of each donor as to the desired use of the donated funds will be considered, however, if the wishes of the donor are not alignment with the church's vision or needs every effort will be made to communicate this to the donor and request said gift be given without restriction. If the donor cannot be persuaded the Memorial Board can request Church Council to refuse the gift.

Grant and Scholarship Requests / Use of Funds

- The mission of the Memorial Fund(s) is to advance the spiritual growth of the church, which includes enhancing or expanding the outreach of its ministries. The Memorial Board will prayerfully consider all requests for funds, discerning the will of God, considering the wishes of the donors and the mission of the Memorial Fund(s), as well as the availability of funds and other needs;
- Grant requests for capital projects or for expenditures which are deemed to have a long-term benefit will be given special consideration;
- The mission of the Memorial Fund(s) includes the advancement of the education of its members and friends. Scholarship requests are approved on a one-year basis only, no commitment will be made beyond the current school year. Funds will be disbursed upon receipt of evidence of enrollment or a satisfactory grade report. Each scholarship recipient must forward a copy of the grade report for the relevant school period; this includes scholarship recipients receiving scholarship funds upon enrollment or after the fact as expense reimbursement. Priority will be given to scholarship requests for training or education in Christian-related ministries;
- Memorial Fund(s) will not be used for ordinary expenses or general operations of the church unless specifically designated as such by the donor, donor's representative or family of the honoree at the time the donation is made;
- In the case of a financial deficit experienced by the church such that its ongoing viability is threatened, use of the Memorial Fund(s) to reduce such deficit must be approved by a two-thirds majority of church members present at a duly announced meeting of the Congregation;
- Endeavoring that funds are available for future generations, the Memorial Board will use as a guide an annual limit of disbursements from the fund of 5%. However, there are no predefined limits in the number or amount of any grants or scholarships that may be submitted or approved each year by the Memorial Board so long as there are available funds;
- All grant requests must be submitted using the appropriate form;
- All scholarship requests must be submitted using the appropriate form;

- Grant or scholarship requests will be reviewed and decided upon within 90 days of receipt by the Memorial Board; Financial disbursements for approved grants or scholarships will be made within 90 days of approval or as availability of funds permits;
- The Memorial Board reserves the right to refuse any grant or scholarship request.

Investments

- The Memorial Board will receive a copy of all bank and investment statements related to the Memorial Fund(s), and will review all transactions and activities, earnings, gains and losses, fees and investment performance on at least a quarterly basis;
- The Memorial Board will meet with the investment committee, financial team or outside investment manager at least annually to discuss liquidity needs, objectives, investment performance and alternative investment vehicles;
- All investments, transfers, trades and redemptions will be executed or authorized by a member of the church finance team, investment committee or other authorized church representative, which will not include any member of the Memorial Board.

Reporting

A report will be provided to the Congregation at least once per year at the completion of the calendar year which will include the following activities for the year or year-to-date:

- Itemization of donor contributions received; total of anonymous contributions received;
- Grant requests approved, and disbursements paid and pending;
- Scholarships approved, and disbursements paid and pending;
- Investment earnings and losses and current holdings/portfolio;
- Balance of Memorial Fund(s).

Memorial Fund Policy and Procedures

This policy will be reviewed by the Memorial Board and Church Council at least every three years and be either reaffirmed or amended. Any amendments to this policy may be by a two-thirds majority of church members present at a duly announced meeting of the Congregation. The required forms used by those requesting funds may be modified by the Memorial Board as needed.

APPENDIX 8
COMMUNICATION COVENANT

Our congregation's goal is Christ-like communication, best shown by the harmony of action, conduct, and language. In our dealings with each other, in word and deed, we at PCCUCC will strive to:

1. Be pro-active in our communication. If we have any doubt, we will bring our question directly to the person(s) involved in order to improve our understanding. We will use every form of communication available, yet always striving to use face-to-face communication, as it is the best form of communication.
2. Be loving in how we interpret the actions and behaviors of others. If we are uncertain, we will make a deliberate choice to think the best of someone's intentions and motivations.
3. Protect the integrity of confidences and refuse to initiate or pass on gossip or hearsay.
4. Speak the truth in love and intentionally guard the unity and harmony of PCCUCC.
5. Having held to the first four covenant items, when necessary, we will seek help with our concerns from the Pastor, the Moderator, the Church Council, or other appropriate committees which has responsibility for our concern.
6. Be pro-active in clarifying misunderstandings, correcting wrong statements we hear, and being an example of good communication to the rest of the church.

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church.’”

Matthew 18: 15-17

*Established March 17, 2011,
Adopted by Congregation January 29, 2012,
Revised. April 15, 2013 and January 24, 2015*

APPENDIX 9
PCCUCC CORE VALUES

Plainfield Congregational
United Church Of Christ

OUR CORE VALUES...

- We value an open, welcoming church environment for all who enter;
- We value ministering to people outside of our immediate community of faith;
- We value and accept the richness that theological and philosophical diversity brings to our congregation;
- We value a safe and respectful environment that encourages direct and open communication and freedom of expression;
- We value and strive to offer relevant and Biblically based worship that is open to all;
- We value the ministry of spiritual formation and Christian education through growth experiences and opportunities for children, youth, and adults;
- We value the healing that a caring, compassionate ministry offers to people who are experiencing emotional, spiritual, physical and/or financial hardships;
- We value a diverse music ministry as an integral part of our worship experience, celebrating our faith and nurturing our souls;
- We value the gift of food, fun and family as we celebrate the ongoing life of our community of faith;
- We value a simple, transparent and permission giving structure to empower the passions and interests of the Congregation;
- We value our Earth and seek to preserve our environment for future generations through our congregation's active participation in environmentally friendly activities.

Created in 2014 by the congregation of PCCUCC