

# Church Leadership Commission Descriptions

## King Street Church

### Adult Ministries Commission

#### Mission:

The Adult Ministries Commission exists to purposefully support our adult ministry groups in the development of intentional pathways to discipleship of Jesus Christ.

#### Responsibilities and Requirements:

##### Commission Chairman:

- Create agenda and preside over AMC meetings.
- Coordinate with Pastor of Mission and Discipleship (Jay Brown) regarding Adult Ministry needs.
- Coordinate with business manager (Dan Gehris) as needed on capital purchases related to the AMC.
- Participate in monthly Board of Administration meetings.
  - Provide a report of the AMC to the Board.
- Commit to regular prayer specifically for the adult ministries at KSC.

##### Commission Co-Chairman

- Assume the role of chairman in his or her absence, including attendance to KSC BOA meeting as necessary.

##### Commission Partners:

- Attend AMC meetings (5-7/year)
- Provide support to 3-5 L3 Leaders. This includes contacting or meeting with the L3 leader 2-3 times per year to discuss the L3 group and praying over the leader. This could include collaborating with the leader on questions of L3 leadership or possible initiatives the L3 group might pursue. Elevate specific L3 concerns or needs to Pastor Jay, as necessary.
- Prayerfully engage leaders of the various adult ministries
  - Respectfully inquire of each leader the following: *1) What are your prayer needs for your group right now? 2) Examples of how your group or individuals are growing as disciples of Christ? 3) How is your group engaging and blessing our community with the gospel?*
- Make recommendations on adult ministry activities and ways to support these activities.
- Make recommendations on needed staffing and funding for adult ministries.
- Encourage all adult ministries in creating intentional pathways of discipleship.

##### Commission Members:

AMC partners may serve up to two consecutive three-year terms. A partner can remain on the Commission for an additional one to two terms if there is a leadership position change (such as becoming the chair). A partner must take a year hiatus after his or her second consecutive term to be eligible for re-election to the AMC.

Ministries Represented:

<ul style="list-style-type: none"><li>• Sunday School</li><li>• L3 Groups</li><li>• Adult Support Ministries<ul style="list-style-type: none"><li>○ ConnectAbility</li><li>○ GriefShare</li><li>○ Men to Mend</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Adult Ministry Groups<ul style="list-style-type: none"><li>○ PrimeTimers</li><li>○ Women's Ministry</li><li>○ Band of Brothers (Men's Ministry)</li><li>○ Pottery</li><li>○ The Porch</li></ul></li><li>• Adult Ministry Partnerships</li></ul>
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## Children's Ministry Commission

### Mission:

The Children's Ministry Commission exists to ensure that our Children's Ministry is furthering KSC core values through the accomplishment of our mission with children and their families and also to support all those who are involved in ministry with children through KSC.

### Membership:

3-year term (*maximum 2 consecutive terms*)

Commission Chairperson

Director of Children's Ministry (*advisory member*)

Children's Ministry area representatives:

- Nursery area representative
- Preschool area representative
- Elementary area representative
- After School Program area representative

At each meeting one of the Children's Ministry representatives will attend in an advisory role.

### Responsibilities & Requirements:

Commission Chairperson:

- Create agenda and preside over commission meetings.
- Make monthly contacts with the children's department leaders.
- Participate as a member of the Board of Administration.

Commission:

- Ensure all areas of the children's ministry are being provided and cared for and that children, parents and ministry volunteers are the ministries main focus.
- Assist in the planning, promotion, coordination, and evaluation of all aspects of KSC ministry to and with children and families.
- Provide monthly updates of particular areas of ministry focus.
- Faithful in prayer for the children's ministry of KSC.

### Meetings:

Commission will meet the 2<sup>nd</sup> Tuesday of every other month.

## Finance Commission

### Mission:

The Finance Commission exists to provide guidelines and recommendations to the Board of Administration in support of their effort to be good and faithful stewards of the finances God has entrusted to the Church.

### Membership:

3-year term (*maximum 2 consecutive terms*)

Church Treasurer (*commission chairperson*)

Church Business Manager (*no term limit*)

6-10 Appointed Laypersons (*representing the multiple services*)

### Responsibilities & Requirements:

#### Commission Chairperson:

- Prepare an agenda and reside over commission meetings.
- Meet quarterly with church banking and investment institutions along with church Business Manager.
- Review financial report as required at Monthly Board of Administration meetings.

#### Commission:

- Prepare annual Church budget for Board approval.
- Make recommendations on fund sources for significant projects.
- Recommend financial institutions for investments and services.
- Review condition of Church finances.
- Develop financial policies and/ or procedures as required.
- Consolidate, document and deliver collected offerings to the church office safe.
- Promote financial assistance classes, seminars, etc. for Church attendees as offered.
- Ongoing review of church investments.
- Identify lead offering collectors, organize training and recruit volunteers for worship services. (submit names to Communications Assistant for scheduling)

### Meetings:

Commission to meet as required with a minimum of four (4) meetings annually.

## Lay Delegates

### Purpose:

Represent the Church at the denomination US National Conference on matters that pertain to changes to the United Brethren Constitution.

### Duties and Responsibilities:

- The 2 Delegates receiving the most votes will serve as a member of the Board of Administration during their 2 year term.
- The 3 Delegates receiving the 3rd through 5th most votes will serve on the Personnel Relations Commission during their 2 year term.
- All Delegates are encouraged to attend the annual National Conference meeting scheduled once every 2 years by UB headquarters.

### Qualifications:

- A church member for three years
- Confession of Faith (How did you come into a loving relationship with Jesus Christ? How has this relationship impacted your life?)
- Currently involved in another area of ministry
- Willingness to serve on Board of Administration or Commission of Personnel Relations if in the top 5 vote counts

### Accountability:

Accountable to the Board of Administration

## Local Outreach Commission

### Mission:

The Local Outreach Commission at King Street Church exists to provide care and support to local groups doing Kingdom work in our community. We partner with ministry efforts serving a variety of spiritual, practical or relational needs among a diverse mix of people groups. We do this through providing common space for ministry leaders to connect, by offering companionship in ministry as needed, and by strategically offering financial support. We aim to be Christ-honoring, partner-focused, community-driven and diversity-minded. It is our hope to increase awareness among those in our congregation about God's work in our community and to offer accessible ways for individuals to join them in serving for the Gospel.

### Vision:

Every partner of King Street Church sharing the Good News of Jesus Christ with friends and neighbors in the Greater Chambersburg community.

### We are committed to the following ideals:

#### Proclamation:

The Gospel is a message. The LOC seeks to equip each partner of King Street Church to speak this glorious message to friends, neighbors, and all the people of Chambersburg.

#### Missional Strategy:

The LOC embraces a missional strategy for sharing the Gospel. All Christians are responsible to tell other people about Jesus. We will train up and send out the entire KSC community as local missionaries.

#### Boldness:

Only the Holy Spirit convicts and transforms hearts; therefore, the church is free to speak boldly the Good News with love, honesty, urgency, clarity, and joy.

#### Intentional Diversity:

The Gospel unites all of God's people into a loving community of worshipers. KSC seeks to build a community that reflects the God-honoring diversity of Chambersburg by embracing people of different ethnicities and socio-economic situations.

#### Relationship Bridges:

In order to share the Gospel, church partners must be in relationship with the greater community. The LOC will foster opportunities for relationships by creating outreach ministries and forging partnerships with local organizations that allow for the Gospel to be shared within the context of loving relationships.

#### Membership: 3-year term (*maximum 2 consecutive terms*)

- Commission Chairperson
- Executive Pastor/Pastor of Outreach (no term limit)
- Treasurer

- Secretary
- Lay members

#### Responsibilities & Requirements:

- Chairman: Reports to the Board of Administration and is responsible for creating the meeting agenda and facilitating the LOC meetings.
- Pastor of Outreach: An *ex officio* member of the LOC, he is responsible for the broad vision of the LOC and acts as a liaison between KSC and leadership of partner organizations.
- Treasurer: Provides oversight of the budget, which includes both KSC budget items and support of local ministries.
- Secretary: Records meeting minutes for the BOA. Prepare and submit an annual budget request for outreach opportunities.

#### Purpose:

Our purpose is to equip the partners and ministries of King Street to their full potential in order to bring glory and honor to our Lord Jesus Christ. The hope of the LOC is to provide substantive - support, training, prayer, funding, connections, and resources that will aid in our collective service to the Lord. The LOC will constantly seek and develop new opportunities of ministry for the proclamation of the Gospel.

#### Meetings:

The core members of the LOC (four listed above plus any other members) meet monthly on the first Tuesday of each month. This time is used to discuss current ministries and develop new opportunities for ministry.

Quarterly, the LOC will meet with representatives from our outreach ministries on the first Tuesday of the months of February, May, August, and November.

## Missions Commission

### Vision:

A great multitude from every nation, tribe, people, and tongue, worshiping the living God in spirit and in truth

### Mission:

To take the good news of Jesus Christ to the nations by partnering with local churches to help them fulfill their mission within the Kingdom of God

### Membership:

3 year term, max two consecutive terms

### Responsibilities and Requirements:

- Commission Chairperson: The chairperson leads regular meetings, serves as liaison to the Board of Administration, and assists the Pastor with development of policy and procedure pertaining to missions
- Vice Chairperson: The vice chairperson assists the chairperson as needed
- Pastor of Missions: An ex officio member of the commission, the Pastor is responsible for the broad vision of the commission and acts as liaison between the commission and strategic partners outside of King Street Church
- Commission
  - Encourage and support missionaries spiritually, emotionally and physically through faithful prayer, communication and monetary gifts
  - Facilitate and communicate with Barnabas Teams
  - Contribute to the formation of new policies and procedures
  - Educate, inform, encourage and promote congregational involvement in missions
  - Prepare and submit an annual missions budget to the Board of Administration

## Personnel Relations Commission

### Mission:

The purpose of the Personnel Relations Commission is to aid and support the Executive Pastor and staff to effectively serve the personnel needs and mission of King Street Church.

### Membership:

Commission Chairperson	3 year term ( <i>Maximum 2 consecutive terms</i> )
3 Elected Lay Delegates	2 year term
3-7 Appointed Laypersons	3 year term ( <i>Maximum 2 consecutive terms</i> )
Executive Pastor	( <i>Advisory Member</i> )

- The Board of Administration shall approve the Chairperson and Vice-Chairperson of the Personnel Relations Commission, who shall also serve as a member of the Board of Administration.
- Dates of non-Lay Delegates shall be staggered and all appointments shall expire on December 31 of the designated year.
- Members of the Personnel Relations Commission must be partners of King Street Church.

### Responsibilities & Requirements:

#### Commission Chairperson:

- Represent the commission on the Board of Administration.
- Serve as a member of the Compensation Committee.
- Serve as liaison between the Executive Pastor and commission.
- Serve as mediator between the Executive Pastor and staff as needed.
- Prepare minutes of PRC meetings.

#### Commission Vice Chairperson:

- Selected annually by PRC and approved by the Board of Administration.
- Work closely with the Chairperson in providing leadership to the PRC.
- Attend Board of Administration and other meetings in the absence of the Chairperson.
- Intentionally lead some PRC meetings throughout the year.
- Prepare minutes of some PRC meetings.

#### Commission Members:

- Build and cultivate a good working relationship among and between the staff and the Church through the establishment of uniform personnel policies and procedures and the establishment of practices which provide for development and recognition of the staff.
- Work with the Bishop, UB Cluster Leader, and the Board of Administration in the selection and assignment of a new Senior Pastor when needed.
- Approve and make recommendations to the Board of Administration for all employed staff concerning job descriptions, assignment of responsibility, benefits, and the employment and termination of employees.

- Lead the employment process as documented in the Personnel Handbook.
- Review and approve reports from the Executive Pastor (or Personnel Relations Commission Chairperson as applicable) regarding annual performance reviews of the staff, and present such reports to the Compensation Committee. The Compensation Committee will use this information to present compensation recommendations to the Board of Administration.

Meeting:

The commission shall meet as required, but at least quarterly, and shall not meet without the knowledge of the Executive Pastor. If an Executive Pastor issue is involved, the commission chairman must contact the Senior Pastor prior to the meeting in order to receive, if needed, assistance in dealing with the issue.

## Property Commission

### Mission:

To provide the congregation, church staff, and the Board of Administration guidance and recommendations when required on construction of capital projects, cost and constructability issues, property maintenance, interior design, safety and security as well as equipment purchases related to the physical plant and grounds on the utilization of all existing church owned properties and other properties being considered.

### Jurisdiction:

Under no circumstances shall church and ministry staff undermine or supplant the Property Commission of its roles and duties as delineated in the mission statement above and the job description below.

### Membership:

Commission Chairperson (*3-year term, maximum 2 consecutive terms*)  
Archives Committee Chairperson  
Decorating Committee Chairperson  
Chief of Security  
Church Staff Facilities Manager  
8-10 Appointed Laypersons (*3-year term, maximum 2 consecutive terms*)

Members should possess the expertise/skills that would enhance the effectiveness of the commission.

### Responsibilities & Requirements:

#### Commission Chairperson:

- Report property commission activities to the Board of Administration at monthly meetings.
- Reside over commission meetings.
- Oversight of development of Requests for Proposals on requested projects.
- Assist Clerk of the Works on building projects.
- Contact person for staff requirements.
- Be an active participant in developing and coordination of annual property budget or any budget related issues with the Business Manager / Facilities Manager prior to submission of the annual budget to the Board of Administration for approval.

#### Commission:

- Provide advice and/or recommendations to the Board of Administration and Clerk of the Works on church construction/remodeling projects.
- Provide recommendations on value engineering items, versus standard or upgrade issues.
- Provide guidance to the Board of Administration on disputed issues between the general contractor, architect firm and engineers if requested by the Clerk of the Works.
- Provide quality control assistance if required.

- Render assistance to the Clerk of the Works when requested (under no circumstances will any commission member deal directly with any company/firm during execution of a contract without Board of Administration approval).

Commission members will assist in the development of scopes of work as directed by the commission Chair including, but not limited to review and understanding of project requirements, research of technical specifications, queries of contractor capability and availability prior to issuance of the request for proposals.

Provide guidance and/or recommendations to the church staff on any maintenance and janitorial issues.

- All bidding work will be completed by the facilities manager.
- All bid proposals shall be brought before PC for review and recommendations.

Decorating Committee

- Interior decorating for existing and new buildings.
- Recommending materials and colors for wall treatments, window treatments, furniture, flooring, and paint.

Chief of Security

- Leading and managing the Security team.
- Organizing, training, and recruiting security volunteers.

Provide technical support on the purchase of vehicles and vehicle maintenance.

Facilities Manager to oversee the maintenance of lawn and shrubbery.

Coordinate any work projects as required through the Business Administrator and/or Board of Administration.

Support the Pastoral staff and the ministry of King Street Church.

Be a Christian example to our families and in our communities.

Meetings:

Commission to meet as required with a minimum of four (4) meetings annually

## Student Ministry Commission

### Mission:

The Student Ministry Co-mission exists to ensure that our Student Ministry is furthering KSC core values through the accomplishment of our mission with students and their families and also to support all those who are involved in ministry with students through KSC.

### Membership

Commission Chairperson	3 year term <i>(Maximum 2 consecutive terms)</i>
Pastor of Student Ministries	<i>(Advisory Member)</i>
Associate Director	<i>(Advisory Member)</i>
Middle School ministry area representative(s)	3 year term <i>(Maximum 2 consecutive terms)</i>
High School ministry area representative(s)	3 year term <i>(Maximum 2 consecutive terms)</i>

### Responsibilities & Requirements:

#### Commission Chairperson:

- Create agenda and preside over co-mission meetings.
- Make monthly contacts with the student ministry department leaders.
- Participate as a member of the Board of Administration.

#### Commission:

- Ensure all areas of the student ministry are being provided and cared for including MS & HS GPS Sunday School, Wednesday Evening Programming, Basketball Ministry, Mission Trips, Serving Opportunities, and Special Events.
- Assist the student ministry in accomplishing our mission of engaging and blessing students and their families with the gospel by creating ways to strengthen parental engagement and by developing sincere relationships with students and families.
- Provide care and support for the student ministry volunteers through consistent communication and shepherding of new and existing adult and student leaders.
- Faithful in prayer for the student ministry of KSC.

### Meetings:

Co-Mission will typically meet the first Monday of each month.

## Worship Arts Commission

### Mission:

The Worship Arts Commission exists to provide multifaceted opportunities of worship to engage, equip and inspire people to grow into a deeper relationship with Christ.

### Membership:

Commission Chairperson	3-year term ( <i>Maximum 2 consecutive terms</i> )
Pastor of Contemporary Worship	No Term Limit
Pastor of Worship and Care	No Term Limit
8-10 Appointed Laypersons	3-year term ( <i>Maximum 2 consecutive terms</i> )

*(Laypersons representing the various aspects of our department, worship services, technical, children's worship, visual arts, dramas, instrumental music.)*

### Responsibilities & Requirements:

#### Commission Chairperson:

- To work with the Pastors in setting an agenda for each meeting.
- To facilitate the commission meetings and follow-up through the month insuring that items discussed are being accomplished.
- Serve as a member of the Board of Administration representing the Worship Arts department.

#### Commission Members:

- To continue to keep the main focus of our worship on Jesus Christ.
- To aid the Worship Arts staff in the planning and implementation of King Street worship experiences.
- To help support diverse, extra "experiences" throughout the year that allow our members to utilize their talents for God.
- To brainstorm and discuss methods of outreach for the church to pursue where worship arts can be used to engage and bless the community with the gospel.
- To model a lifestyle of worship to educate and inspire those we are leading through personal and corporate worship.
- To help recruit for all facets of Worship Arts at King Street.

### Meetings:

The commission meets the first Monday of each month in the large conference room in the administration building from 7:00-8:30 PM.