



APPLICATION INFORMATION

Administrative Team Leader

(full time)

Position Summary

To oversee and connect the administrative work and support staff of College Mennonite Church with the vision and mission of the congregation. Participate as a team member to ensure all administrative tasks are completed.

Applications

Applications for this position must be made on the Administrative Team Leader Application Form and returned with a resume and three letters of recommendation to:

Daniel Yoder
College Mennonite Church
1900 South Main St
Goshen IN 46526
daniel@collegemennonite.org

Job Responsibilities

A detailed job description is attached along with information about College Mennonite Church.

Salary

The salary will be discussed at the interview.

Beginning Date

This position is available immediately. Interviews will start the beginning of January with hopes of filling the position by mid-January.

Acknowledgement

All Applications received will be acknowledged by email. Interviews will be made by appointment.

Further Enquiries

All enquiries should be directed to Daniel Yoder at (574) 535-7262 during office hours.

Enclosures:

- Administrative Team Leader Application
- Administrative Team Leader Job Responsibilities
- College Mennonite Church 2012 Vision and Goals
- College Mennonite Church Structure Document
- College Mennonite Church Commission Ministry Grid



Administrative Team Leader Application Form

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit # City State ZIP Code

Phone: () E-mail Address:

Date Available: Social Security No.: Desired Salary: \$

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address: From: To: Did you graduate? YES NO Degree:

College: Address: From: To: Did you graduate? YES NO Degree:

Other: Address: From: To: Did you graduate? YES NO Degree:

References

Please list three professional references.

Full Name: Relationship: Company: Phone: () Address:

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Ability to take responsibility for one's own work and to work on one's own initiative.

Ability to multi-task and deal with change.

Ability to be discreet in handling confidential information.

Willingness to own the visions and goals of College Mennonite Church.

Communications

Excellent communication and inter-personal skills.

Evidence of working with MS Office suite and/or other word processing software.

Experience of taking minutes.

Technology

Experience with computer networks, software troubleshooting, or other IT experience.

Experience in website development and management.

Please write any additional information here, not covered elsewhere, that will strengthen your application.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related condition or handicap.

Administrative Team Leader Job Responsibilities

College Mennonite Church

Ministry Description: Part One

- I. **Position and Function:** **1.0 FTE (45 hours/week)**
Administrative Team Leader: To oversee and connect the administrative work of the church with the vision and mission of the congregation. Participate as a team member to ensure all administrative tasks are completed.
- II. **Appointment:** The Administration Commission and Pastoral Team Leader present a candidate to the board for approval.
- III. **Accountable to:** The Church Board through the Pastoral Team Leader
- IV. **Supervised by:** The Vision Leadership Team pastor for the Administration Commission
- V. **Supervises:** Members of the Administrative Team, including staff working with communications, information technology and administrative support

Ministry Description: Part Two

- I. **Be an example of a disciple of Jesus Christ to the congregation.**
- A. Do justice, love kindness and walk humbly with God (Micah 6:8).
 - B. Keep informed of and be involved in congregational life. Participate regularly in the three arenas of congregational life: worship, community life and outreach.
 - C. Sit at the table of the other: establish and maintain a relationship with someone who is different from you and, as appropriate, seek natural opportunities to share your faith.
- II. **Areas of Responsibility:**
- A. Lead the Administrative Team
 - 1. Develop and maintain efficient and effective office systems and processes.
 - 2. Coordinate the work of the administrative support staff to ensure that the administrative support needs of the pastors and commissions are met.
 - 3. Ensure that Information Technology capabilities and infrastructure are adequate to meet congregational needs.
 - 4. Lead Full Team meetings
 - 5. Provide leadership for the implementation of systems and process upgrades that have been identified for completion by **January 2012**.
 - B. Provide leadership for the communication needs of the congregation.
 - 1. Monitor the communication needs of the congregation and implement changes as needed.
 - 2. Ensure the timely publication and/or availability of various communication pieces including:
 - Newsletter
 - Community and Churchwide News
 - Order of Worship Bulletin
 - Website
 - Press releases
 - Congregational communication
 - C. Provide primary administrative support to the Church Board including:
 - 1. Attend church board and congregational meetings and make sure official minutes are recorded for these meetings.
 - 2. Coordinate board communication to the staff and congregation.
 - 3. Prepare presentations as requested.
 - 4. Fulfill other duties as requested by church board.

- D. Serve as staff member for the Administration Commission
 - 1. Connect the work of the Administration Commission and the Administrative Team to each other.
 - 2. Ensure that communication processes and technology are in place to effectively and efficiently connect the following groups to each other: Vision Leadership Team, Pastoral Team, Church Board, Commissions, Support Staff and Congregation.
 - 3. Serve as a member of the Communications and Technology Committee.
- E. Attend, actively participate in, and serve as recorder for the Pastoral Team meetings
- F. Attend and serve as recorder for the Vision Leadership Team Meetings.

III. Support and accountability

- Be intentional in balancing family, work, ministry and self-care commitments.
- Participate in peer supervision in monthly team meetings.
- Submit the Quarterly Report Form to supervisor for discussion.
- Participate in an annual evaluation process.
- Participate in either a new small group within the congregation or in a small group of ministry peers which meets at least quarterly for support and accountability.
- During the work week (Monday-Friday) take one half day off.
 - This position will have Sunday morning responsibilities and occasional evening meetings.
- Take at least four days annually for personal retreat.
- Take at least four days annually for ministry related skill development or personal growth, consulting with PTL before registering for events.
- Twice a year consults with another congregation with ministry strengths in your area(s).
- In addition to vacation, take one Sunday per quarter off from "Sunday morning" responsibilities to give your full attention to worship, whether here or in another congregation.

IV. Qualifications

- High school education required, college degree preferred
- Active and growing Christian faith
- Adaptability and prioritization are imperative. Able to multi-task and self-manage.
- Has a team philosophy, spirit, and approach
- Demonstrated ability to forge trusting relationships with all levels of a system: supervisors, peers, supervisees and volunteers; sense of humor, humility of spirit, addresses conflict in a healthy manner
- Demonstrated administrative ability including supervision of staff and project design, implementation, and management
- Excellent communicator, both written and oral
- Proficient in or able to learn software and web-based applications such as Microsoft Word, Excel, and Powerpoint, Shelby database, Dreamweaver, photo editing software.
- Able to maintain strict confidentiality.
- A member of, or willing and able to become a member of, College Mennonite Church.

V. Checklist of suggested items for implementation by January 2012

Structure

- _____ Revise job descriptions for administrative assistants to match support needs of the congregational system.
- _____ Review and make any physical front office structure changes needed
- _____ Identify staff positions needed to give appropriate leadership for communications and information technology

Communications and Support

- _____ Redesign the congregational website (contract out?)
- _____ Create a plan for office staff to maintain the website
- _____ Shelby database:
 - At least two people in the system should be fully trained in the membership capacities of the Shelby database; all other staff should have at least basic knowledge of how to access basic database membership information and reports
 - Review process for mass emails and put any appropriate new processes in place using data from Shelby database.
 - Connect Phone Tree to the Shelby database
- _____ Complete the implementation of network file reorganization
- _____ Create and train staff in new processes for saving/sharing files (including email files) across the network
- _____ Streamline and move to online calendaring systems once the technology infrastructure is in place to do so.
- _____ Streamline support work for the weekly order of worship bulletin
- _____ Hold regular supervisory meetings with support staff; begin implementing annual reviews
- _____ Staff role for communications should be clarified/in place

Technology

- _____ Upgrade the current network hardware and software to be current with available technologies.
 - All computers should have the same operating system and basic software
 - Handheld devices should be able to synchronize with network data
 - Emails and network files should be available to staff remotely
- _____ Create a disaster recovery plan (as part of this, make sure appropriate backups for the network are in place and regularly tested)
- _____ Staff person with skills to solve basic software and network issues should be in place

Goals for College Mennonite Church, 2012

VISION

By God's grace, CMC will be a congregation in 2012

- where our experience of God, with a faith rooted in Jesus, the Christ, is central, dynamic, articulated and celebrated.
- where relationships within the congregation demonstrate accountability and appreciation for diversity, and focus attention on discerning passion, spiritual gifts and callings.
- where we are discovering and joining with what God is doing in our community and world because we are intentionally sitting at the table of the other.

OBJECTIVES Supporting the Vision

By God's grace, CMC will be a congregation in 2012

A. where our experience of God, with a faith rooted in Jesus, the Christ, is central, dynamic, articulated and celebrated.

1. By January 2012, 200 people will have engaged in at least four hours of *experiential* learning in the area of Christian spirituality, spiritual disciplines, etc.
2. An example of a CMC participant "intentionally tending his/her spiritual life" will be shared weekly (e.g., newsletter, web, or a worship service).
3. A task force will explore implications of this goal area for a) current gathered worship, and b) a possible direction and timetable for a second weekly worship service and/or additional worship experiences (e.g. daily prayers).
4. We will see a 15% increase in total gathered worship participation by January 2012.

B. where relationships within the congregation demonstrate accountability and appreciation for diversity, and focus attention on discerning passion, spiritual gifts and callings.

1. 200 people will have participated in at least one "new" time-limited small group.
2. 200 people will have identified a passion and spiritual gift and will be using it.
3. Up to one quarter (equivalent) each year will be devoted to *multigenerational* Christian education classes.

C. where we are discovering and joining with what God is doing in our community and world because we are intentionally sitting at the table of the other.

1. At least 75 people will have entered into a new relationship with someone *beyond* CMC who is *significantly different* in at least one of the following ways: educational level, religion, culture, peace position, race, age, sexual orientation, socio-economic status. (e.g. neighbors, service providers, co-workers, clients, students, co-volunteers, etc.) Personal examples will be shared monthly, similar to sharing in the first goal area above (Obj 2).
2. 200 people will have engaged in at least four hours of *experiential learning* in communicating faith.
3. A "one gospel" task force will be appointed to develop a year-long strategy to eliminate the false dichotomy between "evangelism" and "peace and justice." (First recommendations brought to the Board by 4/1/10; first report to the congregation by 5/01/10.)
4. The Board will ask the Young Adult Minister and an elder to explore ways to strengthen the historic relationship of CMC with GC. The goal is to increase dialogue with GC faculty, staff and students and identify ways to increase CMC engagement with campus.

IMPLEMENTATION NOTES:

If no date is specified for an objective, the objective is to be accomplished by January 2012.

**College Mennonite Church
Organizational Structure
Revised, September 7, 2010**

CONGREGATION (as a body)

“authority”

Philosophy: Mennonite polity is clear regarding authority being vested in the congregation. College Mennonite Church (CMC) recognizes that as a congregation it receives authority from Jesus Christ, its head. CMC is a member of and accountable to Indiana Michigan Mennonite Conference and Mennonite Church USA.

Function & Responsibilities: The congregation as a body votes on a spending plan, selects the pastoral team, discerns vision, and grants authority to the Church Board to govern on its behalf. The board, in consultation with the Vision Leadership Team, discerns which additional items are brought to the whole congregation for action or counsel. Congregational meetings will take place *at least* twice a year, with many additional opportunities for hearings and counsel.

CHURCH BOARD

“governance”

Philosophy: The Church Board oversees leadership; therefore it cannot be overly involved in active management. When a board gets involved in management, governance is neglected. However, an effective governing board listens to congregants and is in touch with congregational life.

Function: Governance of the congregation

Accountable to: Congregation

Composition: Congregational Chairperson
Congregational Vice-Chairperson
Congregational Representatives (5)
Pastoral Team Leader
Vision Leadership Team representative

Responsibilities:

Congregational

- Oversees vision discernment, goal setting and strategic planning processes.
- Oversees pastoral team: evaluation, employment distribution, personnel policy.
- Sees that a pastoral advocacy structure is in place (e.g. pastor-congregation relations committee).
- Makes some decisions on behalf of the congregation.
- Decides agenda for congregational action or counsel, in consultation with Vision Leadership Team.
- Oversees congregational meetings.
- Evaluates its work annually, seeking feedback from the congregation.

Legal/Fiduciary

- Recommends spending plan (from Administration Commission) to the congregation.
- Represents the congregation for legal purposes.
- Represents the congregation to Goshen College through Amity Corporation.
- Appoints other corporate officers (in addition to chairperson and vice chairperson): secretary and treasurer (note: Treasurer is an ex-officio member of Administration Commission).
- Recommends by-laws changes to the congregation.
- Arranges for and receives annual financial audit or review.

Meets: Approximately once a month

Qualities, Gifts and Characteristics of a Church Board Member:

- Can see the big picture—what’s best for the entire congregation.
- Is spiritually discerning.
- Is excited about achieving the congregation’s vision.
- Has leadership qualities: willing to work at difficult decisions, not afraid of dealing with conflict, willing to leave comfort zones.
- Is an active, available member.

Selection:

Congregational Representatives: selected by the congregation (See Appendix I for more details)

1. The congregation is taught about the role and qualifications of congregational representatives on the Church Board. The session is recorded for absentees.
2. Top nominees selected who are willing to serve become congregational representatives on the Church Board. All serve two-year terms.
3. Congregational representatives may serve a maximum of three consecutive two-year terms, but to do so they must be re-selected for each term.

Congregational Chairperson and Vice-Chairperson: discerned by Spiritual Gift Discernment Committee (SGDC).

Nominees are brought to the congregation in a written proposal, inviting feedback during a two-week period. SGDC considers feedback, revises proposal if necessary, and presents the names to the congregation for affirmation. If a previously selected congregational representative on the Church Board is named to either of these positions, s/he is replaced on the board by the nominee with the next highest number of affirmations. The chairperson serves one two-year term, and is replaced by the vice-chairperson. If the outgoing chairperson has not served three consecutive terms on the board, she or he is eligible to be re-selected as a congregational representative. Note: The chairperson of the Church Board is the chairperson of the congregation.

Vision Leadership Team Representative: appointed by Vision Leadership Team

Committees Accountable to the Church Board (others may be formed as needed):

Spiritual Gift Discernment Committee (SGDC)

Function: Facilitates and coordinates the discernment of passion, spiritual gifts, personal style and callings of all CMC participants.

Accountable to: Church Board

Composition: Pastor of Community Life
 Congregational Vice Chairperson
 4 members (one named chair)

Selected by: Church Board

1. The Church Board discerns four members. (See Appendix I for initial process)
2. Candidates are proposed to the congregation in writing: feedback is requested over the next 10 days.
3. Church Board considers feedback, makes warranted adjustments, and presents candidates to the congregation in writing at least one week prior to a congregational meeting.
4. Candidates are affirmed at congregational meeting.
5. All serve two-year terms. Committee members may serve a maximum of three consecutive two-year terms, but to do so they must be re-selected for each term.

Responsibilities:

- Discerns and calls 25 commission members and board/congregational chair and vice-chair.
- Maintains congregational data-base with information from small groups.
- Resources commissions as they discern personnel for all ministries.
- Promotes passion and spiritual gift discernment in congregational life.

Qualities, Gifts and Characteristics: An active & available member who

- Maintains confidentiality.
- Values diversity—can set aside personal preferences when they differ with what is discerned as best for the congregation.
- Listens well, yet is self-confident enough to speak up.
- Is excited about the new vision and structure.
- Affirms and has participated in the spiritual gift discernment process.

PASTORAL TEAM

“leadership”

Philosophy: The Pastoral Team leads the congregation in achieving vision goals, equipping and empowering all persons in the congregation for ministry. The Vision Leadership Team, a sub-group composed of 4-5 pastors and led by the Pastoral Team Leader, ensures that commissions are keeping vision in focus and working together. All persons in the congregation minister; pastors equip them for ministry.

Function and Responsibilities: Promotes and coordinates implementation of vision goals; team building, ministry skill development, coordination of necessary details (e.g. schedules) to function well as an entire team; congregational leadership work as specified by Vision Leadership Team.

Accountable to: Church Board, through Pastoral Team Leader

Composition: All pastors

Selection: Pastoral Team Search Committee presents candidates to Church Board; board recommends to congregation; congregation votes. The search committee works in consultation with IN-MI Mennonite Conference minister or representative. Any changes within the Pastoral Team are to be done in consultation with IN-MI Mennonite Conference leadership.

Qualities, Gifts and Characteristics: In addition to those listed for Church Board and Spiritual Gifts Discernment Committee members, and in 1 Timothy 3:1-13; Titus 1:5-9:

- A call to pastoral ministry.
- A special gifting for ministry in *at least one* of the following arenas: team leader, administration, outreach, worship, faith formation, community life, preaching and pastoral care.
- A philosophy of ministry with priority for equipping and empowering all persons in the congregation for ministry.

Pastoral Team Leader¹

Function and Responsibilities: In addition to those listed for the Pastoral Team and Vision Leadership Team:

- The Pastoral Team Leader leads the Pastoral Team and the Vision Leadership Team.²
- The Pastoral Team Leader will assess skills, gifts and personalities within the team, assuming supervisory responsibility for some team members, while assigning one or two other pastors to share supervision of other team members as seems appropriate. The Pastoral Team Leader will work with team members at building a climate that encourages mutual accountability.

Accountable to: Church Board

Vision Leadership Team

Function: Leads the whole congregation on behalf of the Church Board, by providing visionary leadership for and oversight of all congregational ministry through five commissions, both as separate arenas and one integrated ministry structure.³ Broad pastoral training will allow for flexibility in providing ongoing pastoral leadership as turnover in the team occurs over time.

Accountable to: Church Board, through Pastoral Team Leader

Composition: 4-5 pastors, each with a suggested minimum of .75 FTE

Responsibilities: Each Vision Leadership Team pastor:

- Provides leadership for at least one commission, as assigned by the Church Board.
- Provides pastoral care, preaching and teaching: load determined by gifting and available time.
- Coordinates with other pastors assigned to his/her commission.
- Keeps Pastoral Team and commissions focused on vision.
- Avoids micromanaging.

Qualities, Gifts and Characteristics: In addition to those listed for Pastoral Team above:

- A special gifting for and ability to lead *in several* of the following arenas: team leader, administration, outreach, worship, discipling, community life, preaching and pastoral care.

¹ The Pastoral Team Leader job description will more fully address the responsibilities given and qualities required.

² The Pastoral Team Leader's authority is primarily focused in leading the team and will make “buck stopping” decisions when needed. The traditional “senior pastor” authority in relation to the entire congregation is given to the entire Vision Leadership Team.

³ Meetings are purpose-driven, including other pastors as agenda dictates.

Support Staff

Function and responsibilities: Provide support to the pastoral team to help administer and carry out the vision and goals of the congregation.

Accountable to: Administration Commission, through VLT pastor

Supervised by: Administrative Team Leader or an assigned pastor

Composition: Office support staff, kitchen staff

Administrative Team Leader

Function and responsibilities: In addition to those listed for Support Staff

- Leads and supervises the office support staff
- Responsible for office operations including information technology
- Responsible for coordination of communications

Accountable to: Administration Commission, through VLT pastor

Supervised by: VLT pastor for Administration Commission

COMMISSIONS

“ministry management”

Philosophy: Commissions lead the congregation in their respective arenas of ministry, but the majority of their work is management. Commissions are small so they have to call many into ministry to accomplish what needs to be done. Currently, many CMC ministries or responsibilities are either independent (with no accountability) or not clearly assigned.

Function: Commissions oversee all ministries of the congregation. Anything that is part of the church but not governance, leadership or gift discernment, is under the authority of a commission. Commissions are empowered to make most decisions and establish committees to accomplish ministry within their arena. Coordination of commission ministry takes place through the Vision Leadership Team.

Accountable to: Church Board through the Vision Leadership Team

Composition: 5 members, plus its respective Pastor(s)

Responsibilities:

- Develops and maintains a philosophy of ministry for its arena, concurrent with the congregational mission, vision and values statements.
- Oversees all ministries within its arena: beginning new ministries, revising and/or ending existing ministries, and establishing sub-committees and task groups.
- Recommends spending plan for all ministries within its arena.
- Works in collaboration with other commissions when agenda calls for such.
- Oversees communication with the congregation about all of its ministries.
- Recommends appropriate proposals to Church Board.
- Discerns and calls volunteers for all ministries within their respective arena in consultation with Spiritual Gifts Discernment Committee.

Qualities, Gifts, and Characteristics:

- Is spiritually discerning.
- Has a passion and understanding for that commission’s area of congregational life.
- Has the gifts and calling to help set direction and provide oversight in that arena.
- Has the ability to see the big picture, work together as a team, etc.
- Is committed to enabling all ministries within its arena to work together toward the congregational vision goals.
- Has leadership qualities: willing to work at difficult decisions, not afraid of dealing with conflict, willing to leave comfort zones.
- Commission chairperson: has facilitative gifts to help the entire team work together (not an authority figure who makes decisions on behalf of the commission).

Selection: Spiritual Gifts Discernment Committee, in consultation with the respective pastor.

- 1) Appointments are proposed to the congregation in writing; feedback is requested over the next 10 days.
- 2) Spiritual Gifts Discernment Committee considers feedback, makes adjustments if warranted, and presents the final appointments to the congregation in writing at least one week prior to a members meeting.
- 3) Appointments are affirmed at a congregational meeting.
- 4) All serve two-year terms. Commission members may serve a maximum of three consecutive two-year terms, but to do so they must be re-selected for each term.

Relationship of Vision Leadership Team Pastors with Respective Commissions:

- 1) The VLT Pastor provides *leadership* for the commission by keeping the commission working in concert with the rest of the congregation, i.e. toward the vision goals. The pastor likely has the broadest pulse on what is happening in the congregation. He or she also gives leadership in the sense of having or being aware of resources. The pastor may bring agenda to the commission from the pastoral team, and vice-versa.
- 2) The pastor is not *in charge* of the commission. The commission chair facilitates the commission meetings. The commission together leads the congregation in their arena of ministry.
- 3) The pastor and commission chair work together in establishing the agenda for meetings.
- 4) The pastor of each commission will be consulted in the SGDC process of selecting commission chairs. It is important that the two be able to work well together. It is in the SGDC process of naming commission chairs that the strengths and weaknesses of a pastor can be balanced.

Commission Descriptions:

The commission structure is based on three biblical priorities that are equal and inter-related in Christian life, and should therefore be equal and inter-related in congregational life: love God, love one another within Christ's body, and love your "neighbor." The five commissions seek to assist the congregation in living out these biblical priorities and the congregation's vision.

Worship Commission: Our relationship with God revealed to us in Jesus Christ:
worship (gathered and personal), renewal, spiritual disciplines, prayer, etc.

Community Life Commission: Our relationships within the Body of Christ:
pastoral care, fellowship, small groups, mutual aid, membership maintenance

Outreach Commission: Our relationships which share the Love of Christ beyond our congregation:
local community and global relief work, mission, evangelism, peacemaking, service

Discipling Commission: formation for the three relationships: worship, community life and outreach:
education (all ages), baptism, initial membership, youth, equipping for ministry

Administration Commission: support systems for the four other commissions:
finances, facility, office, communication, public relations, conference & denominational links (except mission and education), all non-pastoral team personnel matters and evaluation; work with Church Board to insure uniform policy for all employed persons.

[to complete the "circle"]

CONGREGATION (all participants)

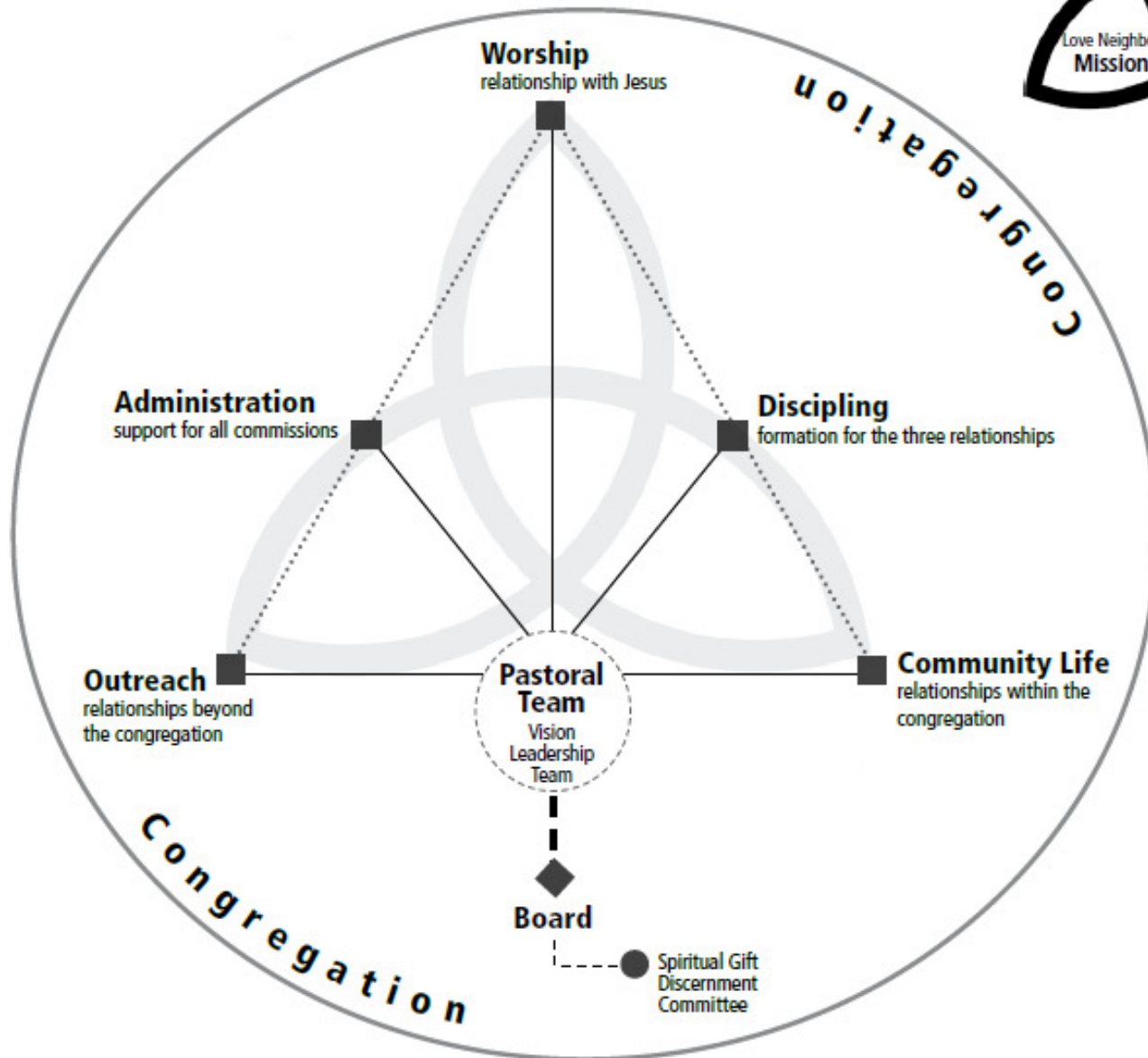
"ministry"

In this structure, all persons in the congregation live out the call to love God, to love each other, and to love our neighbors near and far. All are ministers, committed to growing as disciples of Jesus and to helping disciple others whose lives we touch. Together we practice the spiritual gifts we have been given to build up the congregation, a community of Jesus Christ, empowered by the Holy Spirit, experiencing and extending God's love and grace.



College Mennonite Church

structure



2010 CMC Leadership Grid

Revised 100303

Board	Administration	Community Life	Discipling	Outreach	Worship
Bylaws	Amity:	Committees/Ministries	ASL: in Chr. Edu.	Churchwide Agencies	ASL: in worship
Congregational Mtgs	▪ Board	▪ Baby Showers	Bible School	▪ MCC, MDS,	Communion
Coordinating Council	▪ Facilities	▪ Comfort Quilt	Christian Education:	MEA, MMN,	Drama/Oral Interp.
Denom. Relationships:	▪ CCYC Board	▪ Prayer Shawl	▪ S.S. programs	MPN, MWC	Greeters & Ushers
▪ IN-MI	Archives	Fellowship	▪ S.S. treasurer	Education/Camps:	Guest Speakers
▪ MC USA	Communications &	▪ Fellowship meals	▪ Staffing	▪ AMBS	Music/Dance:
Pastoral Search	Technology Committee	▪ Wed. meals/workers	▪ Wed. Eve. Programs	▪ Amigo/Friedenswald	▪ Handbell Choirs
Pastors: Sal/Benefits	▪ Audiovisual	▪ Special Events	Created by God	▪ Bethany	▪ Instrumentalists
SGDC	▪ Media	▪ Sun. a.m. coffee	Life Cycle	▪ CCYC Ministry	▪ Songleaders
	▪ Newsletter	Food Services Committee	Media Resources:	▪ EMU, GC, Hesston	▪ Vocal Choirs
	▪ Publicity	Funerals:	▪ Audiovisuals	Grant Programs	Visual Arts
	▪ Sound	▪ Hosts/assistants	▪ Library	Ministry Groups:	WGCS
	▪ Website	▪ Meals	Men's Fellowship	▪ Deaf Ministries	
	Endowment Fund	▪ Visitation	Mentors	▪ Hunger Concerns	
	Finances	Groups:	Retreats	▪ Int'l Students	
	Greencroft Bus	▪ Grief Groups	Student Aid Fund	▪ Interfaith Hospitality	
	Office:	▪ Neighborhood	Youth/Young Adults:	▪ Jail Sisters	
	▪ Management	▪ Small Groups	▪ Convention	▪ Jubilee Committee	
	▪ Salary and Benefits	Hospitality:	▪ Summer Service	▪ Kawira Support	
	Stewardship Education	▪ Hosting Guests	▪ YA Away fr.Home	▪ MDS	
		▪ Welcome Center		▪ Menn. Women	
		▪ Welcome Comm.		▪ New Perspectives	
		Memorial Garden		▪ Peace Center Min.	
		Pastoral Care:		Reps/Liaisons:	
		▪ PC Visitors		▪ The Window	
		▪ Caring Volunteers		▪ Menn. Disabilities	
		Reps/Liaisons:		▪ Walnut Hill DC	
		▪ MMA		Special Outreach Projects	
		▪ Sharing Services			
		Service Fund			