

Descriptions of Elective Positions First Congregational Church, Stamford Connecticut

Officers:

- **Moderator** – presides over meeting of the church and Prudential Council; as lay leader of the church works closely with the pastor
- **Treasurer** – supervises the accounting of receipts to and disbursements from the funds of the church; prepares monthly financial reports relating to operating and endowment funds
- **Clerk** – takes minutes at church meetings

Boards:

- **Christian Education** – plans and implements activities related to Christian Education for children and adults
- **Deacons** – cooperates with and advises the pastor in ministering to the spiritual interests of the church; includes such duties as preparing and serving communion, visiting the sick, and assisting with worship
- **Missions** – studies & evaluates opportunities for Christian service, sponsors appropriate hands-on missions projects, oversees the distribution of benevolence funds
- **Nominations** – prepares a slate of qualified candidates for elective offices
- **Church Vitality** – plans & implements activities designed to promote Christian fellowship
- **Stewardship** – plans and carries out programs designed to solicit financial support for the church
- **Trustees** – assists with the care of maintenance of the church properties; oversees the financial structure of the church including endowments
- **Music Ministry** – oversees the operation of the church music program, plans concerts and recitals, works with the professional music staff

Committee Chairs:

- **Library** – maintains the church library, helps to select appropriate books, encourages reading, encourages the use of art in the church
- **Flowers** – arranges for suitable flowers for regular and special services of worship, oversees the receiving and acknowledging of memorial flowers
- **Thanksgiving Dinner** – organizes and oversees the annual dinner, supervises volunteers
- **Communications** – plans and prepares suitable means for publicizing the work and activities of the church through use of various media
- **Staff Advisory** – reviews staff performance and monitors staffing needs
- **Friendship Fair** – organizes the fair and supervises volunteers
- **Hospitality** – oversees the providing of refreshments after Sunday worship services and at other special times

Delegates:

- **Interfaith Council** – attends approx. 3 meetings per year related to ecumenical and interfaith cooperation and reports back to the congregation
- **Connecticut Conference** – attends a weekend conference in the Fall and reports back to the congregation
- **Fairfield West Association** – attends 1 annual meeting and occasional other meetings and reports back to the congregation

Other Key Leadership Positions:

- **Auditor** – conducts an annual internal audit of the church's financial records
- **Historian** – keeps a record of important occurrences in the life of the church and its members