

Worship Ministry Charter: South Church in Andover

South Church Vision: *To boldly embody God's love and compassion.*

South Church Mission: *Following in the way of Jesus, we welcome all and actively nurture connections within and beyond our walls that bring meaning and joy in spiritual growth, fellowship and service.*

Mission of the Worship Ministry

To ensure a welcoming, inclusive and accessible worship environment in both live and virtual settings. To help bring meaning, joy and connections to worship participants.

Our Responsibilities

- Coordinate priorities and vision of all stakeholders; represent interests at Council
- Adapt to changing worship experience, needs and create opportunities for new ideas
- Ensure a welcoming, inclusive worship environment in both live and virtual settings that aligns with our mission
- Oversee volunteers for Communion, scripture, prayer, and special services
- Oversee volunteers for greeters, ushers, acolytes, and sanctuary decoration
- Support the music team in their creative pursuits
- Actively welcome newcomers into our congregational life and help them form lasting connections

Ways of Working

- Monthly meetings with the full worship ministry; meetings with other individual teams as needed.

Our Goals

- Our congregation finds worship relevant, inclusive, and rewarding.
- Number of people participating in worship (either live or virtual) increases.
- Volunteer tasks are fulfilled by a wide variety of people with minimal effort of leaders to fill the slots.
- Worship-related tasks are clearly described in writing and transferable.
- Each team lead and volunteer feels respected and empowered.

Teams

Team	Type	Focus	# Leads
Live Worship	Chartered	Coordinate activities typically assigned to Deacons related to serving communion, reading scripture, dedication/offering prayer, baptism, funerals, and weddings. Support our pastors providing live worship.	2
Virtual Worship	Chartered	Coordinate activities related to the virtual worship experience including new approaches to increasing participation, nurturing new relationships with people who watch remotely, and enhancing the visual elements. Support our pastors providing virtual worship.	2
LiveStream	Chartered	Coordinate and advise on all things related to the technology involved in live-streaming (audio & visual). Work closely with the Worship (Virtual) Team to align on content and delivery.	2
Music	Chartered	Coordinate and lead the Music Team in supporting our Music program in all ways possible.	2
Flowers	Self-Guided	Coordinate and lead the Flower Team in preparing floral arrangements for our sanctuary.	Team decides
Greeters, Acolytes, Ushers	Self-Guided	Coordinate the activity related to greeting, ushering and acolytes for in-person worship.	Team decides

Learning Ministry Charter: South Church in Andover

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Mission of the Learning Ministry

The Learning Ministry is an impactful pillar in the life of the church that supports and nurtures faith based learning through individual, family, youth and community connections.

Our Responsibilities

- Be a sounding board, voice and support system for all the church staff and team leads that fall under the Learning Ministry.

Ways of Working

- Form connections with the leads of each team through monthly communications.
- Participate or touch base after all Youth Faith Formation Meetings.

Our Goals

- Work to build a cohesive unified Youth Faith Formation team that provides meaningful programming for our youth while simultaneously engaging the whole church population.
- Support Jenn and Alex in the merger of their two branches of Family Ministry and Youth Ministry to one cohesive branch: Youth Faith Formation.
 - Create a K-12 vision for the new board to oversee
 - Support their vision of doing fewer programs and doing them well
 - Integrate Sunday School into intergenerational services and "Sunday School in a Box"
 - Merge youth group and confirmation
 - Encourage all other learning ministries to make videos of their work to educate the youth and greater church population on their mission and focus (more integration less isolation)
 - Support the six Youth Faith Formation leads to have a leadership role and engage other members of the church to participate in the rich programs through Service Central

Teams

Team	Type	Focus	# Leads
Youth and Family Faith Formation	Chartered	Sunday School, Youth Group and Confirmation as one Team. This provides a linear view N-12 for our Youth.	6
South Church Pride	Self-Guided	SCP creates a safe and engaging environment for all LGBTQ individuals. Promotes awareness of South Church's Open and Affirming policy by creating positive impact within the church and entire community through education.	Team decides
Theology on Tap	Self-Guided	Inclusive and informal gathering at coffee shop/bar to engage on a wide variety of topics. No homework required!	Team decides
Faith Forum	Self-Guided	Offering a safe place built on trust and community for faith formation and adult learning through Bible study, book discussions, speakers, and conversations on topics of interest/struggle.	Team decides
Social Justice	Self-Guided	Living into the faith and values of South Church through education, advocacy, and action around issues of racism, immigration, and housing.	Team decides
Friday Night Bible Study	Self-Guided	Faith based social fellowship followed by Bible exploration and discussion.	Team decides
Library	Self-Guided	Provides an abundance of books and resources to serve all branches of church ministry and the congregation.	Team decides
Church History	Self-Guided	Keeping the recorded history of the church alive and getting all work documented for education and use for generations to come.	Team decides
Book Group	Self-Guided	Offers a community for lively discussions around books. The group recommends a book for everyone to read on a regular basis	Team decides

Congregational Life Ministry Charter: South Church in Andover

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Mission of the Congregational Life Ministry

To create connection among our South Church community and the wider community

Our Responsibilities

- We create a vibrant life of connections within the church. We welcome newcomers to our congregation, reach out to existing members and create opportunities for all to come together as neighbors in Christ.
- Examples: our Sunday Fellowship hour following worship, special congregation-wide events, newcomer outreach / membership classes, and outreach and service to our vulnerable and isolated.

Ways of Working

- We hold monthly full ministry meetings, supplemented by ad-hoc meetings for specific purposes. We have three chartered teams as described below, each with two leads and a team of volunteers. We rely on our team of commissioned deacons to fulfill the requirements of the Congregational Care team.

Our Goals

- Increase participation in congregational events
- Increase the number of events in a certain time period
- Host enjoyable, widely varying events to engage with our heterogeneous congregation
- Actively welcome newcomers into our congregational life and help them form lasting connection

Teams

Team	Type	Focus	# Leads
Congregational Care	Chartered	The congregational care team is the heartbeat of the congregation, bringing love, support and care to our church family during times of need.	2
Newcomer Welcome	Chartered	Seek opportunities to recognize and connect with South Church prospects and newcomers to build a relationship with one another by developing and implementing processes for warm, extravagant welcoming and invitation using in-person, online, pulpit, print, and small group means	2
Fellowship	Chartered	Giving an extravagant welcome for meaningful connection to all church members	2
Women's Ministry	Self-Guided	A community where women can explore their shared experience and provide a support network for one another	Team decides
Men's Ministry	Self-Guided	A community where men can explore their shared experience and provide a support network for one another	Team decides
Meal Train	Ad-Hoc	Providing meals for congregational members in need	Team decides
Transportation	Ad-Hoc	Providing transportation for congregational members in need	Team decides

Community Service Ministry Charter: South Church in Andover

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Mission of the Community Service Ministry

To dedicate ourselves to share all the good we have with the world and to pursue all the good God intends for the world. To live into our values of justice, equity, and inclusion through our actions and resources.

Our Responsibilities:

- Develop community service as an integral practice in our individual lives
- Oversee all outreach opportunities with local mission partners
 - Strategize frequency, timing, availability and interest level of new and ongoing service opportunities
 - Manage special initiatives and events (i.e. Day of Service or Season of Service)
 - Support membership interest in new outreach opportunities
- Act in an advisory role to promote the efforts of the Missions Team
 - Attend monthly Mission Team Meetings as non-voting members
 - Help develop and implement processes for the selection and review of monthly mission focus and budgeted mission partners
- Actively communicate Community Service initiatives
 - Utilize tools such as website, social media, weekly Buzz to effectively communicate service activities
 - Review, oversee, and share with Council all new Ad-hoc and self-guided initiatives involving outreach and service in the wider community
 - Facilitate communication between the Missions Team and the congregation
- Support the work of our Ad-Hoc and Self-Guided groups
- Monitor and share volunteer engagement
 - Participate in the identification and selection of a volunteer software platform to facilitate participation and engagement of volunteers
 - Creatively, and using the software tools available, share impact of outreach with the congregation as a tool to inspire service as a daily practice
 - Encourage people to share how and where they are engaged as testimony, especially if involved outside the church

Ways of Working

- The Community Service Ministry Chairs and pastoral staff liaison will attend monthly Mission team meetings but will be non-voting participants.
- The Community Service Chairs will meet with the other teams on an as needed basis

Our Goals

- Increase number of parishioners involved in community service over time
- Increase one time and ongoing mission opportunities
- Implementation of a robust volunteer software system
- Increase hours offered for service and percentages filled
- Measure loose offering participation

Teams

Team	Type	Focus	# Leads
Missions	Chartered	Select and monitor mission partners, loose offerings and recipients of special offerings	6 leads (2 co-chairs)
Giving Garden	Self Guided	Growing healthy produce, using sustainable and organic practices to be provide for our local neighbors in need	Team decides
Andover Farmers' Market	Self Guided	A hub connecting local gardeners and artisans with the local community to share the joy of local foods	Team decides
Bread and Roses	Self Guided	A soup kitchen in Lawrence that serves hot, nutritious dinners 5 days per week to help ease hunger in that community.	Team decides
Habitat for Humanity	Self Guided	A nonprofit builder of affordable homes that are built in partnership with the incoming homeowners, fostering a hand up not a hand out.	Team decides
Season of Service (or DoS)	Ad Hoc	Historically, a Day of Service offering a broad range of service opportunities to engage the congregation and local community.	Team decides

Finance Ministry Charter: South Church in Andover

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Mission of the Finance Ministry

The mission of the Finance Ministry is to provide South Church with the financial resources needed to boldly serve our congregation and our broader community, with love and compassion, both now and throughout the centuries to come.

Our Responsibilities

1. Raise funds by providing easy opportunities to donate and inspiring our congregation to give generously
2. Serve as responsible stewards to grow and disburse trust funds
3. Enable Church Council to make thoughtful and appropriate spending decisions by (i) facilitating the annual budget creation process, (ii) providing accurate and timely updates on spending throughout the year, and (iii) facilitating Council discussions on ad-hoc capital spending as needs arise
4. Make available to each team under the various ministries YTD budget and spending information that supports the team in fulfilling their respective missions
5. Ensure that an annual audit is conducted with results being reported to Council and the Congregation.

Ways of Working

- Regular meetings as needed with team leads

Our Goals

1. Provide accurate, timely, and comprehensive financial information to Church Counsel, Ministry Teams, and the broader Congregation, as appropriate.
2. Increase both (1) participation in and (2) the total dollar amount of annual giving.
3. Increase the value of our Trust Funds -- both through additional gifts and responsible stewardship.
4. Conduct regular audits of church finances to ensure accuracy and integrity of our financial systems and processes.

Teams

Team	Type	Focus	# Leads
Giving	Chartered	Lead the Annual Giving pledge drive	3
Trustees of Trust Funds (ToTF)	Chartered	Oversee investment and disbursement decisions for South Church's two trust funds: (1) the General Trust Fund and (2) the Cemetery Trust Fund	3 (six-year term)
Memorial Gifts	Chartered	Lead the collection and distribution of Memorial Gift funds	2
Asst. Treasurers (Counters)	Chartered	Oversee process and coordinate volunteers to count in-person donations during weekly services and sign off on accurate totals	1
Audit	Chartered	Conduct internal (unofficial) audit. Oversee official (external) audit.	1

Facilities Ministry Charter: South Church in Andover

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Mission of the Facilities Ministry

To ensure the viability of our beautiful Church and Parsonage and our historic cemetery so that our members, friends and community have a space where they can grow together in worship, share fellowship and build meaningful connections. To protect and maintain the physical assets of South Church including information technology.

Our Responsibilities

1. South Church Building and Grounds
 - Oversee minor and major projects related to the care and maintenance of the building, and its major systems (e.g. HVAC, electrical, security, plumbing). These projects include routine maintenance by internal resources and third party contractors, major projects which require council and congregational approval and minor projects that can be approved by the Facilities Ministry, depending on cost.
 - Ensure that the grounds are maintained on a regular basis year-round. This includes grass mowing, tree maintenance as required, fall leaf cleanup and snow removal in the winter. Generally this work is performed entirely by third party contractors.
2. South Church Parsonage
 - Similar to the above paragraph 'Buildings and Grounds' in coordination with the Senior Pastor who resides at the Parsonage.
3. South Church Cemetery
 - Perform an annual review of the cemetery headstones/monuments and determine maintenance required. Manage all maintenance, including a tree maintenance plan.

Ways of Working

The Facility Ministry works in coordination with the South Church Facilities Manager and the Finance Ministry along with other staff members and Ministries as needed. We hold monthly meetings with our Team Leads and monthly (or more frequent) meetings with the South Church Facilities Manager.

Our Goals

1. To build and maintain a database to track our fixed assets and to track the timing and required expenses for routine maintenance, annual contracts and major projects
2. To collaborate with the Finance ministry around budgeting and giving for Facilities needs
3. To reduce the frequency of unanticipated facilities needs and expenses
4. To support the South Church goal of increasing the use of our facilities by community groups by providing a safe and welcoming environment

Teams

Team	Type	Focus	# Leads
Facilities	Chartered	Oversees maintenance and care of physical properties: church and grounds, cemetery, parsonage	3
Information Technology	Chartered	Maintains infrastructure and applications, addresses all IT church related issues	1
Green Team	Self-Guided	Leads initiatives on sustainable, energy efficient practices; helps South Church focus on energy related issues	Team decides
Risk Management	Ad-Hoc		Team decides
Project Management	Ad-Hoc	Lead small projects related to facility improvements	Team decides

Human Resources Ministry Charter: South Church in Andover

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Mission of the Human Resources Ministry

To support the people of South Church, both congregation and staff, in pursuit of our stated Mission.

Our Responsibilities

Staff

- Ensure we have appropriate paid staff positions with appropriate compensation and benefits
- Maintain and update church Human Resources policies and manuals and ensure they are in compliance with state and federal guidelines.
- Call upon identified HR professionals in the congregation for consultation when needed.
- Convenes ad hoc groups to conduct Pastoral Reviews and search committees as needed.

Congregation/Ministry Work

- Facilitates volunteer staffing of the church, both leaders of Ministry Team Groups responsible for essential functions and short-term program and event volunteers.
- Educate and inspire the congregation to be engaged in work of South Church, both within and outside our walls (Service Central)
- Actively seek to connect people to opportunities (Nominating)
- Ensure we have adequate technology resources - i.e. Mobile App, Google Suite or like for document sharing, Church, Financial and Volunteer management software.

Wider Church

- Foster connection to wider UCC through volunteer delegates to our regional association and national synod
- identify and utilize programming available to further our stated Mission

Ways of Working

- Meet with teams as needed on an ad hoc basis

Our Goals

1. Provide support to all ministries in pursuit of our shared goals of increasing participation in church activities and increasing giving (time, talents, money) outside of South Church.
2. Provide a framework for tracking participation that can be used by Ministry Teams so that our information is consistent, easily accessible and useful. This includes, but is not limited to:
 - Using tracking features that are part of the Better Impact volunteer software
 - Creating a permanent, shared home for data (GoogleSuite or similar)
 - Encouraging Council to make tracking a regular part of church work with education at the beginning of each program year
 - Though more subjective, we additionally seek to track the *impact* of volunteer service beyond metrics and dollars to illustrate the ways in which South Church is making an impact in the world.
3. Produce an annual report in June for the Congregational meeting on the church's progress in increasing participation in church activities and increasing giving outside of South Church.

Teams

Team	Type	Focus	# Leads
Nominating	Chartered	Recruits volunteers to fill essential function of the church	4 (staggered 2 year terms)
Service Central	Self-Led	Encourages service via education and inspiration initiatives such as workshops and media campaigns utilizing all church communications. Conducts periodic interest and talent surveys to maintain our volunteer database.	Team decides
Delegates	Self-Led	Delegates to Tri-Conference and Broader UCC	Team decides
Temporary Teams	Ad-Hoc	Pastoral Review Committee, Search Committees, Staff Appreciation, Office Helpers, Employee Handbook Review/ Update, Covenant & Charter Committees	Team decides