



Falcon Heights Church Boards, Ministry Teams & Committees

Board/ Committee/ Ministry Team	Purpose	Number of Members	Frequency of Meetings	Leadership Expectations
Executive Board	Policy making body of the church. Takes care of the business of the church in line with the church constitution and by-laws	15	Monthly	Pastor and laity share responsibility
Adult/Inter-generational Team	Plans and implements adult educational opportunities. Provides meaningful opportunities for building relationships among members and friends of all ages.	2	Monthly	Pastor and laity share responsibility with follow through done by laity
Audit Committee	Provides an annual audit of the church's financial records and the records of any other church related group or program that manages their own funds.	1-2	Ad hoc	Laity led
Children's Ministry Team	Plans and develops educational and social opportunities for the children of the church and their families to help them grow in the Christian faith. Coordinates with the Youth and Adult/ Intergenerational Teams.	3-5	Monthly; more often as needed	Pastor and laity share responsibility
Communications Ministry Team	Plan and communicate the activities and ministries of the congregation to both internal and external constituents. Includes management of the church's website and Facebook page.	3	Monthly or bi-monthly	Pastor and laity share responsibility
Inreach Ministry Team	Plans and coordinates caregiving and wellness activities for church members and friends.	3 + prayer group members	No regular meetings; communicat e via email	Laity led
Membership Ministry Team	Plans and implements programs to bring new members to church. Hosts new member meetings and maintains a current list of members.	6	Monthly	Pastor and laity share responsibility; could shift to laity led

Board/ Committee/ Ministry Team	Purpose	Number of Members	Frequency of Meetings	Leadership Expectations
Nominating Committee	Fills vacancies on the ministry teams not filled by the executive board as well as the open executive board positions	1 (ideally have 2-3)	2-3 times a year	Laity led (handbook recommends previous 2 moderators who can lend insights)
Outreach Ministry Team	Plans, advocates, and supports concerns for social justice issues and community, state, national and world missions. Engages the congregation in God's work in the community as the hands, feet, and voice that Jesus calls us to be.	4	Monthly	Laity led
Personnel Committee	Ensures that the personnel handbook is current.	2	Ad hoc	Laity led
Property Ministry Team	Plans for and arranges maintenance of the church grounds, buildings and other capital resources. Establishes guidelines for their use.	9	Monthly	Laity led
Stewardship Ministry Team	Plans and provides for the enlistment of financial gifts to support the ministries of the church. Plans and promotes the church's stewardship program to new and existing members.	3	Quarterly	Currently, pastor and laity share responsibility; in the past, more laity led
Worship Ministry Team	Provides assistance and guidance throughout the year regarding worship services. Assists pastor with themes for particular seasons including how to communicate them. Recruits ushers, readers, greeters and communion preparers/ servers.	3	Monthly; more often as needed	Pastor and laity share responsibility with follow through done by laity
Youth Ministry Team	Plans and develops educational opportunities for youth grades 9-12. Assists youth in implementing service and social activities.	2	Monthly during school year; ad hoc in summer	Laity led; if a paid position is filled, will partner with laity. If not, share responsibility with pastor