

**RHCC Governance**  
**Core and Support Ministry Mapping of Roles**  
**Number of elected positions in ( )**

**COUNCIL (3)**

**Executive Committee**

**Moderator, Clerk, Treasurer, and Pastor**

**Other Council Members:**

Chairs of Core and Support Ministries (Worship, Faith Formation, Congregational Care, Outreach and Witness, Facilities, and Time Talent and Treasure)

**Council Committees/Appointees**

Personnel

Advocacy Panel

Investment Committee

Scholarship Committee

Auditor

Historian

**Council role:**

*Visioning/Annual strategic plan/*

*Staffing/Budgeting/Financial controls/Administration/*

*Helping Hand Fund administration (ExCom)*

**WORSHIP (3)**

- Worship planning
- Liturgy/liturgists
- Music for Worship
- Communion planning
- Ushers
- Flowers for sanctuary
- Baptism (w/ FF)
- Special programs/services (e.g. vigils)
- Guidelines for weddings/funerals/etc.
- Special worship services

**FAITH FORMATION (3)**

- Church school
- Curriculum
- Youth activities/programs
- Youth mission w/FF
- Intergenerational programs (Advent, Easter week, Shrove Tues/Ash Wednesday, and others)
- Adult education
- Bible studies
- Second hour events/speakers
- Pastoral programs w/ Worship

**OUTREACH AND WITNESS (3)**

- Giving policy—administration of outreach budget
- Mission trips (with FF)
- Congregational education on local and global issues
- Ecumenical and Interfaith outreach/programs (with Worship)
- Administration of special offerings for outreach and witness purposes

**CONGREGATIONAL CARE (3)**

- Visitation and care for homebound
- Coffee hour
- Refreshments for other programs/services
- Flower delivery
- Prayer Shawl Ministry
- Caroling
- Music ministry/outreach programs
- Care packages to college-bound youth
- Birthday cards to 70+ members

**FACILITIES (5)**

- Building use policy
- Opening/closing
- Heat/AC
- Minor maintenance/repair
- Major capital projects
- Phone/internet/IT services
- Building security
- Routine cleaning
- “Special” cleaning projects
- Building and liability insurance
- Maintain list of vendors

**TIME/TALENT/TREASURE (9)**

- **Nominating (3)**
- **Pledge Campaign (3)**
- Fundraising
  - Fair Committee
  - Scrip Ministry
  - Planned giving

## MINISTRY MAPPING

### Core and Support Ministry Mapping of Roles

<p><b>COUNCIL</b> <i>Visioning/Annual strategic plan/ Staffing/Budgeting/Financial controls/Administration/ Helping Hand Fund administration (ExCom)</i></p> <p><b>Executive Committee:</b> Moderator/Clerk/Treasurer/Pastor</p> <p><b>Chairs of Core and Support Ministries:</b> Worship/Faith Formation/Congregational Care/ Outreach and Witness/Facilities/ Time Talent and Treasure</p>	<p><b>Council Committees/Appointees</b></p> <ul style="list-style-type: none"> <li>○ Personnel</li> <li>○ Advocacy Panel</li> <li>○ Investment Committee</li> <li>○ Scholarship Committee</li> <li>○ Auditor</li> <li>○ Historian</li> </ul>
<p><b>WORSHIP</b> <i>Oversee all aspects of worship. Coordinate with Pastor and other Core Ministries on liturgical planning, seasonal decoration of worship space, and the securing of ushers, communion servers, acolytes and liturgists.</i></p>	<ul style="list-style-type: none"> <li>● <b>Possible Worship Ministry Teams</b> <ul style="list-style-type: none"> <li>○ Music</li> <li>○ Ushers</li> <li>○ Flowers</li> <li>○ OTHERS??</li> </ul> </li> </ul>
<p><b>FAITH FORMATION</b> <i>Oversee the development of opportunities to foster the growth of our faith. Promote and manage programming for church school, adult education, youth groups, confirmation, and intergenerational experiences.</i></p>	<ul style="list-style-type: none"> <li>● <b>Possible Faith Formation Ministry Teams</b> <ul style="list-style-type: none"> <li>○ Church school</li> <li>○ Youth activities/programs</li> <li>○ Youth mission w/FF</li> <li>○ Adult education</li> <li>○ OTHERS???</li> </ul> </li> </ul>
<p><b>OUTREACH AND WITNESS</b> <i>Lead and direct our relationship with local and global concerns. Evaluate and implement programs involving social justice and advocacy, local &amp; global missions/support, ecumenical and interfaith activities/relationships. Appoint delegates to annual conference, Hartford Association and Christian Activities Council. Manage the collection and disbursement of related special offerings, subject to approval by the Council.</i></p>	<ul style="list-style-type: none"> <li>● <b>Possible Outreach and Witness Ministry Teams</b> <ul style="list-style-type: none"> <li>○ Mission trips (with Faith Formation)</li> <li>○ Specific global issue ministries</li> <li>○ Ecumenical and Interfaith outreach/programs (with Worship)</li> <li>○ OTHERS??</li> </ul> </li> </ul>
<p><b>CONGREGATIONAL CARE</b> <i>Oversee our response to the needs of members and friends. Focus on pastoral care, visitation and shut-in care, fellowship and social interaction, member-to-member care, welcoming ministries, and caring ministries.</i></p>	<ul style="list-style-type: none"> <li>● <b>Possible Congregational Care Ministry Teams</b> <ul style="list-style-type: none"> <li>○ Hospitality</li> <li>○ Visitation/Pastoral care</li> <li>○ Prayer Shawls</li> <li>○ Caroling</li> <li>○ Music ministry/outreach programs</li> <li>○ Member to member connection (Care packages to college-bound youth, birthday cards to 70+ members, etc.)</li> <li>○ OTHERS??</li> </ul> </li> </ul>
<p><b>FACILITIES</b> <i>Oversee the physical plant and equipment of the Church, including maintenance of church building and grounds, securing of property and liability insurance, and oversight of the use of the building by outside groups.</i></p>	<ul style="list-style-type: none"> <li>● <b>Possible Facilities Ministry Teams</b> <ul style="list-style-type: none"> <li>○ Building use policy</li> <li>○ On-going maintenance/repair (Pew Crew)</li> <li>○ Major capital projects</li> <li>○ Phone/internet/IT services</li> <li>○ Spring Cleaning</li> <li>○ OTHERS??</li> </ul> </li> </ul>

**MINISTRY MAPPING**  
**Core and Support Ministry Mapping of Roles**

**TIME/TALENT/TREASURE** *Develop and nurture the resources necessary to carry out the mission and ministries of the Church. Oversee the nominating process for elected positions, the planning and execution of the annual pledge campaign, the coordination of fundraising activities, and the development of other avenues for harvesting our collective time, talent, and treasure.*

- **Nominating Committee**
- **Pledge Committee**
- **Other Possible Ministry Teams**
  - Fair/Events Committee
  - Scrip Ministry
  - Other Fundraising efforts
  - Planned giving/Endowment