



Pledging Time and Talents to First Congregational UCC in 2018

First Congregational UCC's work is carried out in large part by volunteers on eight commissions and a few ad hoc groups working with our talented, dedicated but small staff:

Care of Parish Commission cares for our faith community through monthly potlucks, Sunday fellowship times, and support for special and seasonal events and activities; organizing visits, cards and/or flowers for members with special joys, sorrows, or illnesses; planning and facilitating special events including the Easter pancake breakfast, the Christmas cookie swap, memorial and wedding service receptions, and regional member cluster dinners. Designated volunteers could focus on the Aging with Grace and Wisdom program, coordinating the young adult group, coordinating/visiting those in assisted living or hospital, recruiting and following up with fellowship hosts, ordering fellowship supplies.

Christian Education Commission works closely with the Minister of Faith Formation to help the community grow in faith. It designs adult programming to deepen our faith spiritually or intellectually and expand how we can better live out our faith in being agents of compassion, healing, and justice in the world. It develops Sunday School with the goal of helping each child develop an authentic relationship with God that will help the child navigate the journey through life. It fosters an intergenerational community where the children and youth have a strong sense of belonging to the larger church community. Designated volunteers could focus on assisting in recruiting and scheduling teachers and leaders, partnering with staff to explore faith formation, coordinating the group of parents of young children.

Outreach and Membership Commission works closely with the Senior Minister to increase the visibility of the church and to grow the membership. It contacts visitors, hosts meetings at the Church with persons interested in joining the Church or deepening their connection with us, and arranges for current members to mentor new members. It will continue to discuss and plan for a refreshed and more robust "public identity" of the Church, considering the different ways that members, friends, and visitors get information on the church's programs. Designated volunteers could focus on recruiting greeters, coordinating publicity and/or social media, managing the process of identifying inactive members.

Social Action and Awareness Commission works closely with the Minister of Justice Formation to provide leadership in social action and mission. It recommends priorities for the congregation's involvement in issues of social concern; takes a leadership role in coordination and advocacy that fosters involvement in and contributes to the objectives of those priorities and programs working effectively with those issues; and provides communication and education for the congregation about these issues and priorities. Designated volunteers could focus on serving on an anti-racism working group or an affordable housing task force, coordinating and promoting Second Sunday offerings.

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Worship Commission works closely with the Senior Minister and the Director of Music to create weekly and special worship services, evaluate and develop our forms of worship, and provide spiritual leadership for the congregation. It conducts long-range worship planning; encourages involvement of lay persons in worship (new and long-term members of diverse age, race, gender identity, sexual orientation and ability); examines hymns, prayers, and other forms of liturgy and worship used at First Church for the purpose of enriching our worship experiences; and plans spiritual retreats once or twice a year for the congregation. Designated volunteers could focus on recruiting and scheduling ushers, set-up and clean-up for worship, set-up for Communion, assisting with the design and hanging of banners.

Finance Commission is responsible for the financial affairs of the Church. The Church's operating budget is funded around 40% with pledges, 30% with income from the building, and 20% with income from the Endowment Fund. The Commission reviews monthly actual-to-budget comparisons and recommends necessary adjustments to make sure the budget stays balanced. From early fall through January the Commission manages the budget development process for the following year (the budget is approved at the annual congregational meeting in late January), and is responsible for the annual program to obtain financial pledges from members and friends. The Commission, which includes the Treasurer as an *ex officio* member, also reviews financial processes and procedures, to ensure efficiency without stretching volunteer resources too thin. Designated volunteers could focus on coordinating and designing the stewardship campaign, coordinating legacy giving.

Investment Commission develops an Investment Policy for ratification by the congregation and manages the Endowment Fund, currently valued at more than \$4 million. The Investment Policy, ratified in May 2012, contains objectives for maintaining and/or increasing asset value in relation to inflation, growing the endowment, and providing reliable income for the Church's annual operating budget, as well as guidelines for asset allocation and diversification of risk.

Facilities Commission develops and implements policies governing the management and the use of the property of the Church. Besides First Church, users include tenants in office space, weekly shared users, and numerous occasional users. The Commission seeks to find the right balance among the maintenance of the church building, the income expected from the building users and, in coordination with Social Action and Awareness, using the building for mission. Designated volunteers could focus on coordinating and/or serving as sound tech, light tech, and/or media tech; coordinating and serving as caretaker/host when the building is used by an outside group.

The Council is comprised of Church officers (Moderator, Assistant Moderator, Clerk, Treasurer) representatives of Commissions and two at-large members. The Council meets monthly to discuss issues that affect the congregation beyond those considered in Commissions. It is also the place where Commissions report on their work to ensure coordination with the church calendar and communication.