

B. DIRECTOR OF CHRISTIAN EDUCATION

The Director of Christian Education shall administer the children's Christian education program of the church, with the assistance of the Board of Christian Education and the ministers. The children's Christian Education program consists of the nursery, grades PS-8, and youth group for 5th and 6th grade. The Director of Christian Education shall be an ex-officio member of the Board of Christian Education and its committees, without right of vote, and shall not be counted in determining a quorum at meetings.

A Director of Christian Education shall be hired, in consultation with the ministers, by the Board of Christian Education to serve this church according to the procedure outlined in IV.E.3 below.

The Director of Christian Education may voluntarily be removed by the Board of Christian Education, in consultation with the ministers. The Director of Christian Education may voluntarily terminate his or her position with this church by giving three months notice to the Board of Christian Education, or such other notice as may be mutually agreed upon.

Article IV.C (Director of Youth Ministry)

C. DIRECTOR OF YOUTH MINISTRY

The Director of Youth Ministry shall coordinate all aspects of youth group and youth ministries for 7th grade through high school with assistance of the Board of Christian Education, the Director of Christian Education, and the ministers.

The Director of Youth Ministry shall be a member of the Board of Christian Education, without right of vote, and shall not be counted in determining a quorum at meetings.

The Director of Youth Ministry shall be hired, in consultation with the ministers, by the Board of Christian Education according to the procedure outlined in IV.E.2 below.

The Director of Youth Ministry may be removed by the Board of Christian Education, in consultation with the ministers. A Director of Youth Ministry may voluntarily terminate his or her position with this church by giving three months notice to the Board of Christian Education, or such other notice as may be mutually agreed upon.

D. MUSIC DIRECTOR

The Music Director shall have charge of the music program of the church, with the assistance of the Board of Music and subject to the advice of the ministers. The Music

Director shall be an ex-officio member of the Board of Music, without right of vote, and shall not be counted in determining a quorum at meetings.

A Music Director shall be hired, in consultation with the ministers, by the Board of Music according to the procedure outlined in IV.E.2 below.

A Music Director may be removed by the Board of Music, in consultation with the ministers. A Music Director may voluntarily terminate his or her position with this church by giving three months' notice to the Board of Music, or such other notice as may be mutually agreed upon.

E. Calling Program Staff Members

1. Calling Ministers

- a. To call an ordained minister, or an in-care candidate approved for ordination, the Board of Deacons shall call a meeting of the congregation at which time it shall in writing:

Article IV.E (Calling Program Staff Members)

- i) Justify the continuing need for the position, or
 - ii) Justify the need for a revised position, or
 - iii) Justify the need for a new position in the life of the church.
- b. A job description of the position to be filled will be presented and explained in detail, especially how it deviates from a present position if one currently exists. For a new position, a complete new job description shall be written and presented. Budgetary requirements will be addressed with regard to the current church budget and the impact on the following year's budget will be clearly delineated. The Personnel Committee shall be consulted in preparation of the job description; likewise, the Board of Trustees for the budgetary concerns.
- c. Approval of the job description and budgetary changes, if any, will be voted upon by the congregation.
- d. A detailed charge to the proposed search committee will be presented to the meeting, as well as the proposed size of and actual members nominated for the search committee.
- e. The items in item (d) shall then be discussed and voted upon.
- f. Once approved, the search committee is an independent group of the church with a clear written charge to find the best candidate to meet the church's needs, and recommend that candidate to the congregation at a church meeting in a reasonable period of time, as spelled out in general terms in item (d) above.
- g. *When the committee has completed its search and has identified a candidate, they will work with the Treasurer and Personnel Committee to ensure that the salary/benefits and another other agreements are consistent with church programs and budget. The offer shall be made only after the conference between the Treasurer, Personnel and the search committee.* The search committee will then make plans to introduce the candidate to the congregation at a meeting of church members shall be called by the Board of Deacons. The search committee chair shall introduce the recommended candidate and respond to questions from the floor. At the end of discussion, a vote shall be taken on the candidate. Approval shall require a two-thirds affirmative vote of the members present at the meeting. The minister will be called for an unspecified period of time.

2. Hiring a Director of Christian Education, a Director of Youth Ministry, a Music Director, or other program staff.
 - a. To hire a full-time or part-time Director of Christian Education, a Director of Youth Ministry or Music Director or other staff position, the board responsible shall:
 - i) Write the purpose of the position to be searched for,
 - ii) Update the current job description, or create a description for the revised or new position,
 - iii) Calculate and document the break-out of the hours worked, the payroll and benefits package costs for the current budget year,
 - iv) Estimate the hours, and payroll and benefit costs for the next full budget year, and
 - v) Present the material to the Executive Board.

If the position is new to the church or not fully budgeted, information required in items (i) through (iv) above must be presented to a church meeting with all above pertinent data provided by the responsible board or committee at the time of the call to such meeting. The Personnel Committee shall be consulted in preparation of the job description.

- b. Once the Executive Board has approved the search, a search committee can be appointed by the appropriate board to carry out a search for candidates. The church body shall be fully informed that a search for the position is about to begin, who is on the search committee, and how much more or less this action will cost this budget year, whether it is planned for in the budget, and the projected salary and benefits cost for the first full budget year.
- c. The relationship of the search committee and the supervising board shall be spelled out in a letter of charge to the search committee, so it is clearly understood what is expected from the search committee.
- d. *When the committee and supervising board have agreed on a candidate, the committee will work with the Treasurer, the Personnel Committee and the Senior Minister to ensure that the salary/benefits and another other agreements are consistent with church programs and budget. The offer shall be made only after the conference between the Treasurer, Personnel, the Senior Minister and the search committee. If the offer is greater than projected, approval from the Executive Board and the Board of Trustees shall be obtained before hiring can be completed.*

6. Budget Committee:

a. Purpose

The Budget Committee shall prepare an annual budget for approval by the Executive Board.

b. Membership

The committee's membership shall be appointed by the Executive Board in consultation with the Treasurer. The term of appointment shall be for one year with an option for re-appointment.

- i) The Treasurer, Associate Treasurer, and the Assistant Treasurer shall be permanent members with one collective vote.
- ii) In addition to the Treasurers the following members shall be appointed.

- One from the Board of Trustees
- One from the Board of Stewardship
- One from the Personnel Committee
- One from the Board of Outreach
- One from the Board of Deacons
- President – elect

Notice re the Proposed Budget:

The Budget Committee will submit an initial budget to the Executive Board in September which will be shared with the Church membership. The Executive Board will post the final budget for review by the Church membership five (5) days before the vote on the budget.