

## **COMMITTEE ON MINISTRY**

April 2005

**Role:** To support and strengthen the ministry to the Congregation.

### **Responsibilities:**

- Assist Minister with meeting the ministry needs of the Fellowship.
- Provide written job description and expectations.
- Review monthly activities with the Minister.
- Assist Minister with handling difficult situations as needed.
- Discuss/follow up on concerns and praise made by members regarding the Minister's performance.
- Submit consistent problematic issues to the Executive Board for discussion.
- Review the Minister's performance annually.
- Negotiate the Minister's contract annually.
- Initiate Minister search process as needed. Consult Prairie Start District's Executive beforehand.
- Submit recommendations to the Executive Board regarding candidates.
- Submit recommendations to the Executive Board for Minister's compensation.
- Attend Executive Board meetings as needed.
- Provide information about Ministerial Relations Committee activities for Executive Board meetings.
- Review monthly Executive Board meeting minutes.
- Recruit committee members as needed.
- Schedule and facilitate committee meetings as needed.
- Submit committee information to the Fellowship Administrator for the newsletter by the 15th of each month.
- Make Sunday announcements as needed.
- Submit announcements for the Sunday bulletin by noon on Thursday.
- Communicate with other committee chairs as needed.
- Provide input for annual budget development.
- Participate in end of year evaluation of Executive Board activities.
- Orient new Ministerial Relations Chair as needed.
- Transfer materials to new Ministerial Relations Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.