

AMC Organization Ideas

"Tasks/Roles" of each group

Children and Youth

- involved in service projects/worship through readings, worship leading, special music, fundraising projects, sound system/powerpoint operation, spring clean up around church/Arnaud
- Sunday School
 - class formation, order curriculum (3 times a year), line up teachers
- "special" services: Christmas Eve program, Mother's Day, Father's Day, Palm Sunday, Promotion Sunday.
- spiritual growth in kids
 - outreach type programs, MCC kits, encourage kids to be campers/councillors, etc.
- Intergenerational connections (through mentorship, intergenerational Sunday School, carolling, care packages for seniors & newcomers to the church/community, yard clean-up for those in need)
- SS money collection/account

Youth

- co-ordinate people to do 4-6 special events with the youth
- do 1 fundraiser as a group
- older youth mentor the younger youth
- youth (& children) job shadow adults in their roles around the church
- youth groups partner with other church youth groups
- youth retreats (working retreat to serve at a camp cleanup or local MDS project)

Co-ordinator Role

- attend Council meetings (min. one year term)
- pray for & support teachers & projects
- call monthly/quarterly meetings to plan tasks for upcoming term/quarter/year
- write the report for annual report book

Current Committees/people/positions that would fit here:

- SS Superintendant
- SS teachers

AMC Organization Ideas

Worship

- Sunday morning service planning
 - song selection (include different styles of music & languages)
 - worship leaders
 - guest speakers
- intergenerational services
- ways to involve & encourage various age groups into participating in the service (reading scripture, music, skits; etc.)
- find ways to include everyone in a meaningful worship experience (times of quiet reflection, music, responsive readings, communion, Bible Study)
- Continue traditional practices during worship
 - Lord's Prayer, caring/sharing time
 - Lent (5 Sundays), Easter, Pentecost, Thanksgiving, Eternity Sunday, Advent (4 Sun.)
- Deacon cluster group meet with Worship group in fall to loosely sketch out the church year in advance - provide a framework for the year & allowing room for participation/ideas.
- Be responsible for the sound system (train people to run it; make a list of who's on each Sunday).
- Work with the Children & Youth team to involve children in the service on a regular basis.

Co-ordinator/Rep Role

- attend Council meetings for the year
- pray for & encourage the worship team and their plans
- work with the pastor to organize/co-ordinate the worship team's ideas for the church
- write the report for the annual report book

Current Committees/people/positions that would fit here:

- Worship Committee
- Pastor

AMC Organization Ideas

Congregation & Community Care

- connect with congregational & community members on a periodic basis (visits, phone calls, email etc.)
- meet the needs (spiritual/ physical/ relational/ emotional) of attendees and community through visitations/ meals/ prayer groups/ Bible Study etc.
- Pastoral Support
- discern gifts
- participate in special services such as communion, baptism, baby dedication, membership transfer, ordination, pastor installation, etc.
- organize church lunches
- maintain library
- get involved in projects important to AMC
 - MCI, MDS, Camps with Meaning
- visit people in the hospital; bring/organize meals when someone is sick at home or just had a baby
- Organize "Café Arnaud" meals when people get back from mission trips
- Be responsible for the Rejoice subscriptions

Deacon cluster group

- serve communion
- help with weightier/ sensitive items that require extra input/discussion
- provide care during grief/illness, loneliness, etc. and for conflicts/situations when they arise

Co-ordinator/Rep Role

- attend Council meetings for the year
- pray for & encourage the group
- work with the pastor to organize/co-ordinate the care team's ideas for the church
- write the report for the annual report book

Current Committees/people/positions that would fit here:

- Deacons
- Library
- Hosting
- Reps: MCI, MDS, CwM

AMC Organization Ideas

Business & Maintenance

- Keep accurate records & files up to date:
 - historical data (transfers, births, deaths, weddings)
- church maintenance
 - church cleaning contract/workers
 - general upkeep inside & out (grass cutting list, show clearing list, etc.)
 - maintain cemetery
- Finances
 - keep financial records up to date, deposits, payments
 - income tax filing; GST return
- review insurance policy
- Maintain the church website
- organize ushers
- Review & maintain AMC Policy & Constitution documents
- AMC annual report book (if we don't have a separate Secretary on Council)
- Maintain list of term positions (people & start/end date)

Representative's Role

- be the contact for all tasks that this group is involved with.

Current Committees/people/positions that would fit here:

- trustee
- treasurer
- historian
- cemetery
- auditor
- secretary

AMC Organization Ideas

Other Notes:

- * each group has 3 term positions
 - * could be 2 year positions for continuity
- * groups meet monthly or every 2 months - post the meeting dates in the bulletin & on our website so that anyone interested can join in.
- * All church members are encouraged to participate in a group. Can help out for a month, special project, etc.
- * Groups recruit their own members. Each group selects their leaders/representative and 3 "term" position people on their own and ask Council for help if they need.

Council Consists of:

Pastor
Congregational Chair
Treasurer
Trustee
Secretary *
Children & Youth Representative
Worship Representative
Congregation & Community Care Representative

- * Secretary could be filled by someone already representing a different group, but ideally we'd have a separate person for this to share the workload.
- * The treasurer & trustee can represent the Business & Maintenance group since we need to have those positions at Council anyway. Legally we need a trustee on Council; should have the financials reported as we do now so we should have the treasurer there as well.