



Handbook

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MADISON MENNONITE CHURCH

SECTION I. MISSION AND STRUCTURE

We are called to ministry through the Holy Spirit, Christ's example, and our faith in God. Our community of faith provides appropriate organization and activities that can renew, nurture, and restore people's lives.

MISSION STATEMENT

Madison Mennonite Church is rooted in the Anabaptist-Mennonite faith heritage, following Christ in today's world by refusing violence and seeking to promote justice and peace for all.

OUR CORE VALUES

- Jesus-centered Anabaptism

Following in the Anabaptist tradition, our lives are centered on Jesus' example of radical love and servanthood, practicing adult baptism, rejecting violence, and being rooted in the Creator and empowered by the Spirit.

- Compassionate Community

Our faith informs how we live in real and practical ways and is displayed through our commitment to serve, nurture, support, and be in solidarity with one another.

- Expansive Inclusion

We affirm and celebrate the image of God in all people. We strive to create a community of welcome, belonging, and accessibility for all, including people who identify as LGBTQIA+, and people of all races, ethnicities, classes, abilities, genders, faith journeys, and ages.

- Peace, Justice, and Service

In our discipleship, we aspire to be people of peace and reconciliation, opposing war, addressing injustice, dismantling racism, committing to service, and actively promoting peace by working for the collective liberation of all creation.

- Harmony in Diversity

Within worship, community life, and discernment through consensus, we encourage each person to exercise their spiritual gifts for the thriving of the church.



Adopted October 2023. Core Value image by Kevin Sommerfeld.

MEMBERSHIP

We at Madison Mennonite Church (MMC) believe that our life together as an Anabaptist Mennonite congregation is to be centered on Jesus rather than on doctrinal boundaries. Instead of defining our community with doctrinal boundaries, membership and full participation are open to all who feel drawn to Christ and his teachings without regard to sexual orientation, gender, socio-economic status, ethnicity, and race. (Statement adopted in 2011).

Each of us is at a different place as we engage with the message of Christ in our lives and in the world. Formal membership is not required for full participation in the life of the church community. Membership at MMC is expressed by active participation in the congregation. Individuals who attend worship and other church activities regularly may consider themselves members and will come to be acknowledged as members by others. Membership and full participation in the life of the church is available to all.

The pastor(s) and/or Care Team members will introduce our understanding and practice of membership to new regular attendees at MMC and will invite them to consider becoming members of MMC. The Care Team and Pastor schedule orientation meetings as needed to help new people learn about the congregation. The pastor will make annual invitations to the congregation to participate in membership and/or baptism exploration classes. Each person who wishes to be a member at MMC may discuss with the pastor a way that membership is meaningful for them. Each person may also speak to the pastor regarding how they would like their new membership to be shared with the congregation. A formal membership process is available for those who prefer that approach; persons may contact the pastor for more information.

Those who are currently active participants in the church will be included on the membership list and counted as members for the purpose of wider church statistics. Active participants will be listed on the address list unless individuals have indicated differently to the pastor(s). Similarly, participants will be included on the congregational email list. When persons permanently move away or cease coming regularly, they will be contacted by the Care Team to check their wishes regarding their membership at MMC.

LEADERSHIP

Organized leadership is centered in the Church Life Committee (CLC). The "All CLC" group functions as the church's board of directors, with the "Core CLC" as the board's executive committee. Core CLC serves as a steering committee, but answers to and reports back to the full CLC.

The Core CLC is composed of the chair, two members-at-large, and the pastor(s), or a member-at-large if the church has no pastor. In addition, representatives from these

committees are expected to attend All CLC meetings two to four times per year: Adult Christian Education Committee, Care Team, Children and Youth Christian Education Committee, Menno Works Steering Committee, Mentor/Mentee Coordinator, Pastor-Congregation Relations Committee, Racial Justice Team, and Worship Planning Committee. The Treasurer also attends All CLC meetings. The Scribe supports the functioning of the CLC, but is not a formal member of the group.

The purpose of the CLC is to coordinate the church program and ministry as well as to provide input to the Core CLC on discernment regarding administrative and operational matters. Additional committees and leaders provide further support and organization in worship, nurture, and outreach.

DENOMINATION/CONFERENCE AFFILIATIONS

Madison Mennonite Church is an affiliated congregation of the Mennonite Church USA (MC USA) through our membership in the Central District Conference of MC USA.

CHURCH DECISIONS AND MEETINGS

Meetings where significant decisions related to congregational structure and life will be made are always announced in advance. Announcements of meetings will ideally be delivered in two formats, often via the email list and verbal announcements during worship. Meetings for decision-making include business meetings and other meetings where advance notice is given.

The congregation appoints Moderators who oversee church meetings where topics for decision or discernment are under discussion. Moderators give special attention to listening and guiding the discussion as the congregation moves toward consensus.

MMC makes decisions about congregational life by consensus. Consensus is achieved through discussion and conversation about issues in advance of and at specified congregational meetings. Consensus decision-making is based on the premise that the Spirit can speak through any participant. Thus, we believe the process of consensus allows for a greater possibility of discerning the Spirit among us. Consensus may take longer than voting; however, as a church, we value the listening and discerning power of consensus to result in more lasting and shared decisions. Quoting from the *Mennonites in Madison* book by Lisa Weaver and Denny Weaver: "...consensus decision-making recognizes that participants can hold one of three positions: 1) full agreement, 2) willingness to accept the decision, and 3) principled obligation to block the decision. ...[R]eaching consensus does not mean that everyone agrees. It means rather that all voices have been heard, that no one feels strongly enough to block the decision, and that those who may not be fully satisfied are nevertheless willing to support the implementation of the decision."

Meetings are held in several formats. In-person/hybrid meetings are a common format. Keeping in mind our core value of Expansive Inclusion, in-person meetings should also have options for remote participation. Child care is typically provided for in-person meetings. Meeting planners give consideration to other ways to allow for the most inclusive participation.

Remote-only formats (such as Zoom) may also be used for congregational meetings, including business meetings that are held for decision-making purposes. This includes business meetings to consider the annual budget.

If the need arises, the pastor and the CLC chair may decide that a congregational meeting needs to be scheduled, rescheduled, or canceled on short notice. Their decision is communicated to the congregation via the congregational email list.

CONGREGATIONAL CARE

All kinds of activities, social times, and friendships provide support and care within the church family. We provide opportunities in small groups, fellowship activities, and Sunday gatherings to welcome others into the life of the church. Additional confidential care and private conversation are available with the pastor(s) and/or Care Team. The pastor may refer members to formal counseling.

SERVICE AND OUTREACH

MMC has a range of organized and individual service and outreach activities that are led by individuals or as organized MMC activities. MMC sets aside approximately 10% of the operating budget each year for extra-congregational giving, which includes collective donations to Mennonite and related denominational activities and local community-based organizations.

In 2024, for example, denominational and Anabaptist-related giving supported the Central District Conference, Mennonite Central Committee, Mennonite Disaster Service, Community Peacemaker Teams, Brethren Mennonite Council, Camp Friedenswald, Africa Inter-Mennonite Missions, Corinthian Plan, and Wisconsin Council of Churches. Local giving supported Worker Justice Wisconsin, Dane County Sanctuary Coalition, Nehemiah Center, Mary House, Meadowood Health Partnership, Veterans for Peace, and Sauk Prairie Conservation Alliance.

MMC also designates liaisons to act as a bridge of communication between groups and organizations with which MMC has an affiliation (see Church Liaisons section).

STEWARDSHIP AND BUDGET

In the midst of a materialistic society and a hungry neglected world, all are encouraged to live as responsible stewards of the resources God has entrusted to us. In place of regular monetary offerings during the worship service, an offering box is on the table in the foyer on Sunday evenings. Community offerings are taken occasionally for offering thanks to God. Donations can also be mailed to the Church's Post Office Box or auto-deposited to the church's bank account.

MMC has intentionally chosen not to own a building. We believe our resources should be used to serve one another and our wider community. In order to best ensure we are able to make ongoing financial commitments, as a practice we will hold six months of total expenses in reserve as part of the church's operating fund balance.

Madison Mennonite Church community members are encouraged to contribute to the financial care of the church (which has included such expenses as pastoral salary/benefits, rental of worship and education space, Christian education materials, community mission, and special church funds). Congregants will be informed on a regular basis as to the financial activity and status of the church.

The Core CLC and the Treasurer hold ongoing responsibility and oversight for fiscal matters. The Budget Planning Committee provides additional support during the annual budget planning process. More information about stewardship and budget, and the items listed below, are provided in [Section IV, Budget and Financial Structures](#).

The church operating budget is approved annually by the whole congregation after a planning process overseen by the Core CLC and enacted by the Budget Planning Committee (BPC). The Core CLC can make exceptions to the restrictions provided by the budget (i.e. approve budget overages or decreases), add new budget lines and spending amounts, or otherwise change the "plan" outlined in the budget not to exceed a total of 2% of the given year's budgeted expenditures without consultation with the congregation.

Funds are in place for certain designated purposes with any undesignated funds going into the church's operating fund. Opening of new funds or the closing of funds must be approved/documented by the Core CLC and the decision to create/close funds reported to the congregation; funds may be created/closed at any time.

The Accountable Spending Plan provides guidance for reimbursements from the Church (including congregants and any employees like the pastor).

Financial controls and risk mitigation are maintained by balancing the financial duties of the Treasurer with the oversight of a CLC member who holds banking signature authority.

DISPOSITION OF CHURCH PROPERTY

Should a condition arise at any time in the future when the church work cannot continue, the assets and liabilities shall be transferred to the Central District Conference of the Mennonite Church USA or its successors.

PRIVACY OF CONTACT INFORMATION

A church address list may be published within the congregation. The general policy is not to share contact info outside the congregation, except with the wider Mennonite church. The Administrative Assistant or Pastor will confirm with congregation members before sending contact information to the wider Mennonite Church.

PROCESS FOR HANDBOOK UPDATES

This handbook is intended as a living document that is periodically updated to reflect the current structure and activities of the congregation. The Administrative Assistant always maintains the most current version of the handbook, which should also be easily accessible to members.

A scheduled update of the handbook occurs in years divisible by three (2027, 2030, and so on). This revision is coordinated by an ad hoc committee appointed by the Core CLC in consultation with the Pastor and the Gifts Discernment Committee. The congregation provides feedback on the revision and approves it once it is complete.

Unscheduled updates to the handbook can occur whenever the need arises. Any member can propose a revision to the CLC, or the CLC itself can suggest a revision. The CLC determines how a change will be approved. For minor updates, the CLC may approve the change and communicate it to the congregation. For more significant revisions, wider participation of the congregation is expected.

SECTION II. LIFE TOGETHER

CHRISTIAN EDUCATION

Christian education and nurture are provided in a variety of formats for members at all life stages. On Sunday evenings, Adult Christian education is provided prior to worship from September through June. Christian education is provided for children in various formats on Sunday evenings. Also, nursery care is generally provided during the worship hour.

Other formal opportunities happen outside of the Sunday evening meeting time. Mentors and Mentees (M&M), a group focusing on intergenerational connections between youth and adults, meets monthly during the school year. Koinonia Groups provide additional spaces for learning and faith formation for all generations.

Adult-focused growth and learning extend beyond Sundays and include Bible study, topical studies, and more. We also recognize the value of supporting growth beyond MMC and thus provide scholarships for members attending colleges and seminaries whose mission is closely identified with MMC's mission.

CONGREGATIONAL FORUMS

Forums are an opportunity to discuss issues important in society and church life. Topics of past forums include abortion, gender issues in language, communion, homosexuality, peace and social concerns, appropriate responses to war, ordination and church leadership. Forums are scheduled as the need and interest arise and are organized by those with interest and expertise after consultation with the pastor and CLC. Forums are not usually for decision-making but there may be ideas or recommendations from forums about church life.

RETREATS

A yearly church retreat is planned by a retreat committee called by the CLC. Traditionally the church retreat is held mid to late winter. At times, other retreats are organized by groups within the congregation. In 2024, additional retreats included a Leadership Retreat for All CLC, a Consensus Retreat, and a Women's Retreat.

SOCIAL ACTIVITIES AND SMALL GROUPS

Congregational life at MMC provides many ways to support each other and build friendships. Activities may be formalized for a time and then give way to new kinds of activities that better suit members of the congregation. Many social times include

after-church potlucks and a range of small group activities. Social activities have included baby showers (for the first child welcomed into a family), sledding parties, picnics, group attendance at special events such as concerts, wedding showers, occasional receptions after worship, and camping.

Small groups are intentionally formed groups that help develop congregational life outside of the worship time, building and strengthening our community. Members meet in homes or other settings. Groups vary in size, structure, and frequency of meetings. Examples of past and/or current topics are book discussions, movies, singing, Bible study, games, and study of current news and journal articles. A Small Groups Coordinator fosters the vitality of small groups within the congregation.

WORSHIP

Worship at Madison Mennonite Church is an embodied expression of faith, a connection to the Divine, and a place to practice the joyful inclusion and shalom of living in the way of Jesus. It is a time to center into our belovedness as children of God and siblings in Christ. Worship is a spiritual practice, reflective of our humanity and never perfect, and an exercise in hope.

Our services are organized around themes of current interest to the congregation. Themes are developed through music (often traditional, Western/European-style hymns sung *a cappella* or with accompaniment), prayer, Bible readings, stories, and commentary. The Pastor works with the Worship Planning Committee to involve congregational members in planning and offering services.

Madison Mennonite Church practices open communion. Any person worshipping with us is welcome to participate.

We celebrate life's transitions in our community, such as weddings, child dedications, baptisms, and funerals. Also, we mark graduations for high school and higher education programs, provide a gift of Bibles to 8-year-olds/3rd graders, and recognize people moving away with the tradition of "mugging" (gifting an MMC mug).

In keeping with the core value of Expansive Inclusion, MMC uses a hybrid in-person/online format for regular worship services.

SECTION III. LEADERSHIP STRUCTURE

Church Life Committee (CLC):

A. Purpose

The Church Life Committee (CLC) serves as the board of directors for the church, oversees all church activities, makes executive decisions, guides the budget, and provides leadership for MMC's mission, vision, and long-term plans. The committee is made up of two parts, Core CLC and All CLC. The Core CLC serves as the executive committee of the board and holds fiduciary responsibility. The All CLC coordinates the church's programs and ministry and provides input to the Core CLC on discernment regarding administrative and operational matters. The CLC touches all core values as their work embraces all parts of the church.

B. Composition

Core Church Life Committee ("Core CLC") membership includes three members of the congregation, each serving a three-year term, in rotation, and in addition the Pastor. The Scribe attends CLC meetings as the minute-taker and is not considered a board member. For those serving three-year terms, one new member is appointed each year and the member in the third (last) year of their term serves as chair; these rotating members may serve no more than two consecutive terms. These rotating members are responsible for regular contact with committee representatives. The Core CLC meets approximately monthly, or as needed. The Core CLC may invite the Treasurer or any other church leader or member to attend any meeting.

Membership:

- Chair (Third Year)
- CLC Member (Second Year)
- CLC Member (First Year)
- Pastor(s), or Member-at-Large, if we do not have a pastor

Supportive Non-Member Role:

- Scribe (see [Scribe section](#))

Representatives from MMC committees, referred to as All CLC, are expected to attend larger, all-committee meetings, which meet two to four times per year. Committee reps are considered decision-making members of CLC.

- Adult Christian Education Committee
- Budget Planning Committee (during budget planning season)
- Care Team Committee
- Children and Youth Christian Education Committee
- Menno Works Steering Committee
- Mentor-Mentee Program Coordinator(s)
- Pastor-Congregation Relations Committee
- Racial Justice Team
- Treasurer
- Worship Planning Committee

C.1. Member Responsibilities

- Chair
 - Prepare agenda (with the assistance of Scribe and Pastor) for CLC meetings
 - Chair CLC meetings and follow up on unfinished business
 - Serve as a representative of the church to sign legal or formal documents
 - Meet with the pastor to review church business and ministry goals
 - Assume communication and administrative tasks in the pastor's absence
 - Establish and maintain communication with assigned committee representatives
- 1st- and 2nd-year CLC members
 - Share duties with the Chair as determined by CLC
 - Become familiar with Chair responsibilities, role and function of CLC, congregational issues, and long-term directions and goals in order to see these issues through when Chair
 - Serve as Chair of the Gifts Discernment Committee in second year of term
 - Become Chair in the third year of term
 - Establish and maintain communication with assigned committee representatives
 - Assume signatory authority on the church bank account when current CLC signatory cycles off Core CLC
- Pastor (see [Pastor section](#))
- Committee Reps
 - Provide input and feedback to Core CLC on matters of governance and ministry
 - Share responsibility with Core CLC on CLC's responsibilities (see C.2 below)
 - Attend quarterly All CLC meetings and share reports from across church life

C.2. Committee Responsibilities

- Equip, support, and celebrate the congregation's life and ministry
- Develop long-range planning and vision
- Appoint committees or task forces to carry out specific responsibilities
- Support the Budget Planning Committee and Treasurer to prepare, present, and seek approval of an annual budget
- Prepare the agenda for congregational business meetings
- Plan or delegate responsibility for Winter Retreat, forums, and other special meetings
- Evaluate the need for changes in church structure
- Foster gifts discernment of youth and adults
- Review, revise, and update the handbook as necessary and according to the [Process for Handbook Updates](#)
- Coordinate response to crises in absence of a pastor. If needed, work with the Care Team to coordinate response to crises
- Coordinate external communications
- Establish and maintain communication with assigned committee representatives
- Support Pastor(s) review processes with Pastor-Congregation Relations Committee
- Maintain a relationship with Orchard Ridge UCC's leadership
- Approve budgetary and extra-budgetary expenditures as needed
- Serve as public representatives of MMC as needed

Adult Christian Education Committee (ACE):

A. Purpose

The Adult Christian Education (ACE) Committee prepares and coordinates Sunday evening adult Christian education. This may include Bible studies, learning about current views on Biblical interpretation, presenting Christian understandings of current issues that concern the congregation, hearing about members' spiritual and vocational journeys, studying Anabaptist theology and history, and reflecting on the intersections of faith, art, and culture. The ACE Committee supports the ongoing Christian education of members through administering the College and Seminary Scholarship Fund ([See Appendix D](#)).

B. Composition

The committee is composed primarily of volunteers from the congregation who participate as interested and able, with the pastor joining as needed. Committee members generally serve one-year terms and can renew multiple times. The ACE chair

is discerned annually in the Gifts Discernment process.

C. Responsibilities

- Chair:
 - Coordinate the CE committee, delegating tasks as needed
 - Serve as liaison to the CLC, providing CLC with quarterly reports
 - Recruit members to the committee from among the congregation, utilizing information from the annual gifts discernment process
- Plan for, schedule, and coordinate Sunday evening adult Christian education in a range of formats (Bible study, current views on Biblical interpretation, Christian understanding of current issues of concern to the congregation, members' spiritual and vocational journeys, Anabaptist theology and history, intersections of faith, art, and culture, and so on)
- Organize relevant guest speakers from outside the congregation
- Administer the budget line for Adult CE
- Administer the College and Seminary Scholarship Fund ([See Appendix D](#))

Budget Planning Committee (BPC):

A. Purpose

The Budget Planning Committee (BPC) is a seasonally active working group to do the "leg work" for building the annual budget, working directly with the Treasurer. The BPC works with the Treasurer, and in response to any specific directions from the Pastor and Core CLC, to build an annual budget proposal spreadsheet and descriptive narrative document for the coming year, along with any recommendations related to budget or finance issues.

B. Composition

The four-member BPC is appointed by the Gifts Discernment Committee, in consultation with the Treasurer. Membership includes three members of the congregation, each serving three-year terms, in rotation, and the Treasurer. These rotating members may serve no more than two consecutive terms. One new member is appointed each year and the member in the third (last) year of their term serves as chair. The Treasurer also serves as a liaison to the Core CLC for the BPC.

C. Responsibilities

- Coordinate with the Pastor, Core CLC, and others in the congregation to develop a budget spreadsheet and budget narrative proposal for the coming year

- Seek input from the Core CLC on issues that need attention in the upcoming budget
- In the process of building the budget proposal, review financial trends and the financial position of the church
- Collect information on budget needs for the coming year from those who oversee the programs of the church and associated budget lines and hold individual members of the congregation in prayerful consideration
- Consider programming needs, trends, and, if necessary, propose plans for addressing any financial issues (for example, budget shortfalls or surpluses, unexpected expenses, or changes in church life that have substantial financial or budget impacts)
- Prepare for review and approval by the CLC and subsequently for review and approval by the congregation two deliverables - a budget proposal spreadsheet and a budget proposal narrative
- Coordinate with the Core CLC to set and hold MMC business meeting(s), usually in early November, to present the budget proposal to the congregation and seek approval

Care Team:

A. Purpose

The Care Team fosters healthy relationships and supports and celebrates the lives of individuals and the church community. The Care Team monitors and distributes funds from the Benevolence Fund, which can be used for financial support for church members as well as individuals from the larger Madison community.

B. Composition

The team is composed of four MMC members. Two new members of the team are selected each year by the Gifts Discernment Committee. Team members serve a 2-year term and may serve no more than two consecutive terms. The terms shall be staggered so that two team members' terms expire each year, and the two serving their second year are co-chairs of the team for the year. The pastor is kept informed and may attend meetings or consult as needed.

C. Responsibilities

- Hold individual members of the congregation in prayerful consideration
- Listen to those dealing with transition, challenges, or conflict in their lives while maintaining a high level of confidentiality
- Offer to facilitate support circles of care for individuals with significant needs

- Present recommendations as needed to the CLC that will help sustain congregational health and growth
- Be attentive to the comings and goings of members, intentionally welcoming visitors and orienting newcomers, and easing the transition when members move away
- Organize fall harvest potluck for food, intergenerational activities, and directory updates
- Administer the Benevolence Fund, and let the CLC know when this fund is in need of additional funds
- Assist the pastor in creating and supporting Koinonia Groups
- Serve as contacts in the pastor's absence and see that pastoral care is provided
- Maintain a "Care Team Handbook" with detailed information on the functioning of the team
- Identify a member to serve as liaison to the CLC, provide quarterly area reports to the CLC, and attend two to four All CLC committee meetings each year
- Administer the Life Events budget line

Children and Youth Christian Education Committee (CYCE):

A. Purpose

The Children and Youth Christian Education Committee nurtures the spiritual and intellectual journey of our young people and oversees Children's CE programming. For several years beginning with the pandemic (2020), CYCE has not had sufficient volunteer support for a full committee or enough teachers to carry out the traditional age-based Sunday School program in parallel with Adult Christian Education time prior to worship. In the meantime, new efforts have emerged to support faith-related exploration and growth for children. These include a children's "Peace School" during the worship hour starting in 2024 (see [Children's CE Coordinator](#) section below). Children's participation and presence in worship and the worship space are also warmly welcomed through a weekly Children's Time, a Children's Nook, and "Busy Bags."

B. Composition and Parameters of the CYCE Committee

CYCE is supported primarily by one or more volunteers from the congregation called annually by the Gift Discernment Committee or participating as they are interested and able. Committee members generally serve one-year terms and can renew multiple times.

In its fullest form, the CYCE Committee comprises a chair and committee members

who coordinate the range of activities associated with Christian education and faith formation of children and youth.

C. Responsibilities

- Recruit and coordinate teachers or activity leaders for Children's CE activities as appropriate for current volunteer levels
- Ensure Safe Sanctuary principles and training are followed by teachers and activity leaders attend Safe Sanctuary training, and help facilitate this training for all teachers or activity leaders
- Decide on and order any needed curriculum or educational materials
- Administer a budget line for CYCE
- Identify a member to serve as liaison to the CLC, provide quarterly area reports to the CLC, and attend two to four All CLC committee meetings each year

Gifts Discernment Committee (GDC):

A. Purpose

The Gifts Discernment Committee (GDC) is tasked with matching the gifts of our members with the formal committee and leadership roles in our church for the leadership year of April 1 to March 31.

B. Composition

The GDC is appointed for a one-year term beginning in September or October by the Core CLC. The committee is composed of the Pastor, the second-year CLC member who serves as chair, the first-year CLC member who serves in preparation for their turn as chair in their second year (optional but recommended), and at least one other church member who has previous experience on CLC or in other church leadership positions. If the first-year CLC member does not serve on the GDC, an additional lay member is called to the group.

C. Responsibilities

- Collect nominations and other information regarding members' gifts
- Creatively engage the congregation with the gifts discernment process
- In filling leadership and committee roles, aim for broad representation across gender, age, and life experience
- Ensure a balance of engagement on committees, avoiding over-representation of households
- Identify a slate of leaders for affirmation by the congregation and distribute the

proposed list by the first Sunday in March

- Receive feedback from the congregation on the slate, and discuss responses as needed
- In collaboration with the Worship Planning Committee, help lead a ritual of gratitude for outgoing leaders and commissioning for new leaders in late March/early April

Positions filled through the gifts discernment process include the Core CLC members, All CLC members, and those designated as other church leaders and coordinators as described in the section below. In addition, the Core CLC may request the GDC to fill positions for specific purposes.

Menno Works: Anabaptist Library and Resource Center

A. Purpose

Menno Works Anabaptist Library and Resource Center seeks to be a visible peace presence in the city of Madison and the surrounding region. Menno Works will cultivate and support study space, activities, materials, writings, and relationships dedicated to peace theology, nonviolence, social justice, and Mennonite and Anabaptist history and faith. Menno Works seeks to encourage children and adults to develop and practice peaceful living. Menno Works offers an opportunity to explore faith discipleship in our world today from a Mennonite and Anabaptist perspective, building on the foundation of Jesus Christ. (Menno Works mission statement, written and adopted by the Steering Committee in 2013).

B. Composition

The steering committee is composed primarily of volunteers from the congregation who participate as interested and able. Committee members generally serve one-year terms and can renew multiple times. The chair is chosen from among the steering committee members.

C. Responsibilities

- Organize and circulate materials and resources that are part of the Menno Works collection
- Acquire new materials and resources for the Menno Works collection
- Plan and lead events related to Mennonite and Anabaptist history, faith, and peace-making
- Build relationships with other Madison-area churches, libraries, historical societies,

- heritage centers, and institutions
- Build relationships with other Mennonite churches, libraries, historical societies, heritage centers, and institutions
- Identify a member to serve as liaison to the CLC, provide quarterly area reports to the CLC, and attend two to four All CLC committee meetings each year
- Administer the Menno Works budget line

Mentor and Mentee Program (M&M):

A. Purpose

The Mentor-Mentee program (M&M) offers opportunities for youth to connect with church life and community, promotes youth engagement in a wide range of social experiences and faith formation activities, and facilitates the option for youth to build a relationship with an adult mentor in the church.

B. Composition

The group is composed of youth and adults who are paired as mentees and mentors respectively, two M&M coordinators who may or may not have a mentee, and the pastor. Youth may join the group at age 13 and/or when they enter 8th grade. M&M Coordinators generally serve two-year terms and can renew multiple times.

C. Responsibilities

1. Coordinators Responsibilities

- Attend Safe Sanctuary training
- Plan/prepare monthly meetings, with a mix of faith formation topics and social/community-building activities
- Match each incoming youth with an adult mentor, with input from parents and the pastor (youth can optionally make a list of adults they'd like to have as a mentor), then the coordinator assesses adults' interest and availability for the responsibilities of being a mentor)
- Track attendance at each meeting; monitor for attendance trends and reach out to youth/Mentees and/or Mentors if they haven't attended in a while
- Connect youth and their families to the pastor and care team if their needs exceed the capacity of the M&M program
- Conduct an annual survey (electronically or in person) of youth, parents, and Mentors on goals for the year; solicit ideas for activities that would interest the youth involved and assess ways that this program is in alignment with MMC's broader vision

- Serve as liaison to the CLC, provide quarterly area reports to the CLC, and attend two to four All CLC committee meetings each year
 - Administer the budget line item for M&M
2. Mentor Responsibilities
 - Attend Safe Sanctuary training
 - Initiate meetings with their Mentee on a monthly basis
 - Attend Kickoff and M&M-specific meetings
 - Fill out annual survey
 3. Parent/Caregiver Responsibilities
 - Facilitate and promote their child's attendance at meetings
 - Fill out annual survey
 4. Youth/Mentee Responsibilities
 - Attend, engage, learn, grow, enjoy!
 - Participate in group activities, even without having a mentor
 - Fill out annual survey

Pastor-Congregation Relations Committee (PCRC):

A. Purpose

The PCRC ensures a growing relationship between the pastor and congregation and assists the pastor in personal and ministerial development. The work of the PCRC connects with the core values of Compassionate Community (focusing on a mutuality of support) and Harmony in Diversity (working together in consensus).

B. Composition

The PCRC consists of three congregational members selected by the Gifts Discernment Committee in conversation with the pastor. Each member will serve a three-year term, in rotation, with one member's term expiring each year. These rotating members may serve no more than two consecutive terms. One new member is appointed each year and the member in the third (last) year of their term serves as chair. The Pastor attends PCRC meetings except when requested not to be present.

C. Responsibilities

- Support and empower both the congregation and pastor to voice concerns, test perceptions, and resolve conflicts through active listening and mutual feedback; be available to hear concerns and deal with conflicts as needed; and remind the congregation occasionally of availability and listen for undercurrents not clearly named

- Assist the pastor(s) in identifying appropriate goals to accomplish the job description in light of the congregation's mission and vision; ensure that there are appropriate job descriptions for the pastor(s) and staff; and review these with the CLC annually
- Assist the pastor(s) to assess ministry load, responsibilities, priorities, limits, and boundaries
- Assist the pastor(s) to identify personal growth needs and determine a strategy for meeting those goals
- Meet quarterly with the pastor(s) and annually or on request with the pastor's spouse and family to listen to concerns (e.g., inappropriate expectations, housing issues, workload) and initiate appropriate congregational responses to any identified concerns
- Communicate regularly and sensitively about the responsibilities and needs of the pastor(s) to the congregation; provide feedback regularly and sensitively to the pastor(s) on the needs, concerns, and expectations of the congregation; and give leadership to annual reviews
- Give leadership to pastoral search processes when needed
- Communicate with the conference minister regarding pastoral relationships as needed
- Provide quarterly area reports to the CLC, and attend two to four All CLC committee meetings per year
- Review the salary and benefit package for each ministerial staff person annually based on MC USA Pastor Salary guidelines, and submit figures to the CLC for approval and incorporation into the annual budget proposal (final budget is approved by the congregation); and on approval of the budget, prepare the Covenant of Understanding, which is approved by the CLC and signed by the pastor, CLC Chair, and Treasurer

Racial Justice Team (RJT):

A. Purpose

The Racial Justice Team (RJT) supports personal and organizational transformation through opportunities for spiritual, emotional, and intellectual growth that can equip the congregation to live racially just lives. This growth happens through educational activities and critical self and group reflection focusing on race and the potential for change. The RJT centers its work in MMC's commitment to dismantle racism and create a welcoming community for people of all races.

B. Composition

The RJT is composed of two to four members, selected by the Gifts Discernment Committee for two-year terms, plus the pastor. Terms may be renewed multiple times. While the pastor initiates meetings, the committee uses a collaborative leadership model, inviting all members to bring agenda items and offer wisdom and guidance for the group.

The RJT also collaborates with an MMC-based advisory group, which meets quarterly with the RJT to help shape the vision for racial justice at MMC, set goals for the RJT, and generally build capacity for change within MMC. (This Advisory Group will retire when our consultations with the Nehemiah Center are complete.)

C. Responsibilities

- Provide spiritual support and educational resources for addressing racism and white supremacy in members' lives
- Offer perspectives and resources for MMC leadership on the impact of racism and white supremacy at MMC and within our church structure
- Support efforts for racial justice, reparations, and reconciliation as opportunities arise within the congregation or broader community
- Coordinate quarterly meetings with the Racial Justice Team Advisory Group RJT Advisory Group
- Present semi-annually in Adult CE on themes of racial justice
- Provide quarterly area reports to the CLC and attend two to four All CLC meetings each year
- Administer the Racial Justice Team budget line

Scribe:

A. Purpose

The Scribe supports the CLC and Pastor(s) in areas of church administration.

B. Composition

A Scribe is discerned by the annual Gifts Discernment process. The term is one year with the option to serve for multiple terms.

C. Responsibilities

- Serve as minute-taker at CLC meetings and supply minutes to CLC members
- Send reminders and agenda for CLC meetings
- Collect committee reports for All CLC meetings to add to agenda and minutes
- Pick up church mail from PO Box and give to the Pastor for distribution
- Communicate as needed with ORUCC for MMC-scheduled activities and meetings at the church
- Maintain a spreadsheet of attendance data that is collected by the greeters

Treasurer:

A. Purpose

The Treasurer, supported by the Core CLC, oversees the sound fiscal stewardship of the church's financial resources. The Treasurer manages all bookkeeping tasks, including payroll, expense reimbursement, donations tracking, and more, with help from the Administrative Assistant. The Treasurer also shares regular reports on MMC's fiscal health with the CLC and the congregation.

B. Composition

A Treasurer is discerned by the annual Gifts Discernment process. The Treasurer's term is two years and can be renewed multiple times.

C. Responsibilities

- Oversee the sound fiscal stewardship of the church's resources according to the approved annual budget, employees' Covenant of Understandings and in cooperation with the CLC and congregation
- Update the Treasurer's Manual (of procedures) as appropriate, with Core CLC
- Keep records of all income and expenses for all approved funds in the church's online accounting system, including substantiation with documentation where

appropriate. This includes funds that provide accounting monies that are not tax-deductible

- Submit monthly a year-to-date Profit and Loss (Statement of Activity) of the operating fund, monthly Operating Fund budget vs. actual report, and Balance Sheet (Statement of Financial Position) reports to the CLC and congregation via email
- Consult with the Gifts Discernment Committee when the Budget Committee member is discerned
- With the Budget Committee and church committee leaders, in the fall of each year, prepare a budget proposal including planned income, expenses, and operating fund impact for the following calendar year and submit to CLC for discussion and approval before submitting to the congregation for approval
- Answer emails, phone calls, and in-person questions from congregants and financial institutions regarding financial matters for the church
- Record and deposit all income received and provide documentation, at least yearly, to donors to the church in accordance with federal tax law
- Represent the “paying authority” for the church, in paying expenses, in accordance with the budget, accountable spending plan (above), and fund guidelines for unbudgeted expenses that are to be disbursed from those funds
- Provide for the easy monthly review of bank statements, accounting reconciliations, and key financial information in the church’s accounting system as needed with the core CLC designee
- Prepare and file federal and state government reports relating to income taxes, Pastor wages/compensation/benefits, and other requests as needed, including quarterly 941 and WT-6 reports, and annual W2 and W3 reports, or contract for the same
- Maintain a high level of information security and data accuracy, including the following:
 - Ensure the church accounting system has accurate address and contact information for all donors and vendors
 - Keep a list of passwords for key online financial accounts via a password management system, and sharing with the core CLC designee
 - Keep a list of contacts for key vendor relationships (if not the vendor themselves) for asking questions as needed and managing payments and those relationships
- Serve as a representative of the church to sign legal or formal documents when a signature is required as necessary for financial matters, or else answer

questions via phone or email regarding those matters. This includes matters of the Church's lease and insurance

- Maintain the integrity of financial information, including the storage of regular backup copies of electronic treasurer files in an off-site storage location accessible to CLC designee. Electronic treasurer files should be backed up automatically online as well and be accessible to the CLC. The accounting system, including past versions of entries into the system, should be backed up automatically.
- Attend CLC meetings as needed and provide area reports when needed
- Send pay statements to the employee documenting gross and net pay, and complete employee payrolls, including the payment of voluntarily withheld income taxes, or else contract for the same
- Track employee sick and vacation leave balances in accordance with covenants of understanding

Worship Planning Committee (WPC):

A. Purpose

The Worship Planning Committee (WPC) coordinates worship themes and equips worship leaders. The WPC is intentional about creating a worship space that is particularly welcoming and inclusive and seeks to be thoughtfully creative in all our planning.

B. Composition

The committee is composed of the pastor and volunteers from the congregation who participate as interested and able. While the pastor initiates meetings, the committee uses a collaborative leadership model, inviting all members to bring agenda items and offer wisdom and guidance for the group. Committee members generally serve one-year terms and can renew multiple times. A representative from WPC is chosen within the committee to attend All CLC meetings.

C. Responsibilities

- Discern overarching themes for weekly worship
- Make plans and arrangements for Sunday worship and organize groups to work on special services
- Coordinate worship leaders - preachers, song leaders, and Joys and Concerns leaders
- Equip MMC members to lead in worship through organized group training and

individual coaching

- Collaborate with the Care Team and others in planning special services, including baptisms, graduate recognition, muggings, child dedications, memorials, and more
- Supply the Sanctuary Tech Team with necessary information regarding weekly worship
- Promote a diverse approach to corporate worship by using various approaches to spiritual expression
- Ensure the weekly bulletin is created and distributed, in partnership with the Administrative Assistant
- Provide quarterly area reports to the CLC and attend two to four All CLC meetings per year
- Administer the budget line for Worship

EMPLOYEES

Pastor:

The Pastor is a coordinating, equipping, and leading presence for MMC. The Pastor tends to the spiritual care of the community, which includes administrative and ministry responsibilities while working collaboratively with lay leaders in the church's ongoing work. They also serve as a representative of MMC to the wider church and community, in both formal and informal capacities. A full job description is in [Appendix A](#).

Administrative Assistant:

The Administrative Assistant collaborates with the Pastor and lay leaders to equip the MMC community in its mission and vision. The Administrative Assistant provides organizational support to the congregation through financial bookkeeping, communication and information sharing, and record keeping. A full job description is in [Appendix B](#).

OTHER CHURCH LEADERS AND COORDINATORS

We rely on the gifts of many to help coordinate and maintain church life. The leaders below are discerned by the Gifts Discernment Committee (or CLC as needed) and serve for one-year, renewable terms.

Children's Christian Education (CE) Coordinator:

The Children's CE Coordinator oversees the Sunday evening Children's CE programming. They decide what curriculum to use and how to use it throughout the CE year (Sept-May). The Children's CE Coordinator recruits teachers and assistants and finalizes the scheduling of these volunteers.

Church Liaisons with Outside Organizations:

Volunteers who serve as "Liaisons" act as a bridge of communication between groups and organizations that MMC supports financially, through volunteerism, and/or with whom there is a broad affinity within the church. Liaisons serve for one-year terms, renewable indefinitely, and are appointed in the Gifts Discernment process. Liaison positions may be created or eliminated as MMC's connection with organizations shifts and evolves. In 2024, for example, MMC had liaisons for Bethel Horizons, Dane Sanctuary, Everence, Interfaith Peace Network, Immigration Justice Committee with ORUCC, Mary House, Mennonite Action, Mennonite Central Committee (MCC), Mennonite Disaster Service (MDS), Meadowood Health Partnership, and ORUCC Veggie Village.

Conference Delegates:

Conference delegates represent MMC at conference and denominational business meetings and gatherings. Delegates study proposals under consideration for discernment and draw MMC into conversation about the proposals prior to and following the meetings. Delegates are appointed annually through the annual Gifts Discernment process; the pastor may serve as a delegate when they are able. The number of delegates MMC sends is based, in part, on how many delegates are allowed. MMC supports full delegate representation, including youth delegates, when it is financially and logistically feasible.

Google Workspace Administrator(s):

The Google Workspace Administrators manage MMC's digital storage, MMC email accounts and settings, and overall structure of the Google Workspace. One of the administrators ensures adequate backup of the data stored, at least once a year. For redundancy and accountability, the Pastor and one lay member act as "Super Administrators" within the WorkSpace account.

Meal Train Coordinator:

The pastor and/or Care Team will contact the Meal Train Coordinator when a person at MMC has a major life event (for example, birth, death, major surgery, etc.) during which assistance with meals may be helpful. The meal train coordinator contacts that person and, if they desire meal assistance, sets up a meal train sign-up and sends it to the congregation.

Moderators:

Moderators guide congregational meetings in a manner consistent with our commitment to making decisions by consensus. (See [Section I, "Church Decisions and Meetings"](#)). Moderators work with church leadership to understand the goals of our congregational meetings, then help the community have structured dialogue for the purpose of discerning the Spirit and the best path forward for the church.

Nursery Coordinator:

The Nursery Coordinator maintains a sign-up for nursery volunteers on Sundays during worship. The Coordinator ensures that a record of nursery attendance and staffing is maintained and that all volunteers, who must have completed Safe Sanctuary training, are aware that two adults older than 18 must be present each time the nursery is offered. The Nursery Coordinator works with the pastor and building administrators to address any space issues and to ensure that a working computer in the nursery can run the Zoom link to the service.

Photographer:

The MMC Photographer documents the life of MMC, including at special church events, Sunday evening gatherings, and more. The photos are used both in-house, such as in the directory or picture board, and for social media, including our website. The Photographer encourages other members to share photos of church life, as appropriate. Photographs of children and other vulnerable people are shared only in-house.

Sanctuary Technology (Tech) Team:

The Sanctuary Tech Team supports the Core Value of Expansive Inclusion. Specifically, members of this team operate the audio, visual, and live-streaming technology so those attending in the sanctuary and those attending via Zoom all have a meaningful worship experience. The team is composed primarily of volunteers from the congregation. A member of the team is designated to do quarterly scheduling, and one or two people are scheduled to support sanctuary tech each Sunday according to their availability. The Sanctuary Tech Team collaborates with the ORUCC Tech Coordinator as needed to address issues or make adjustments. There is a MMC Hybrid Worship Tech Guide that provides some detailed information and tips.

Set Up and Greeter Coordinator:

The Set Up and Greeter Coordinator organizes and trains volunteers for the set up at the church building on Sunday evenings and, as needed, for special events. They also schedule greeters to welcome at the entry to the church building and sanctuary on Sunday evenings. The Set Up and Greeter Coordinator maintains a job description for both types of volunteers and updates them as needs change.

Small Groups Coordinator:

The Small Groups Coordinator fosters the vitality of small groups within the congregation. The coordinator encourages MMC members to start or join small groups and ensures that groups are discoverable by those who may be interested. Small groups are reviewed and, if necessary, reorganized annually. Many small groups continue from year to year. The structure and focus of small groups depend on the stated interest of those who lead and participate.

Social Media Coordinator(s):

The Social Media Coordinator is responsible for maintaining an active online presence via the church's Facebook page. Weekly posts include worship details, MMC calendar, and a focus scripture. The coordinator builds online relationships with other congregations, organizations, and groups through the resharing and tagging of posts that may be of interest to the MMC community.

Website Administrator(s):

The website administrator maintains the church's website (including hosting service and DNS), updating technical components (content management system and plugins) as needed. The administrator also ensures that website content can be published efficiently, and coordinates changes or additions to the site's functionality to achieve publishing goals.

Winter Retreat Committee:

The Winter Retreat Committee coordinates plans for the weekend-long annual church retreat, which is open to all members. The committee works with the Pastor, the MMC Liaison to Bethel Horizons, and others to ensure a welcoming and rejuvenating time for the MMC community.

Women's Retreat Committee:

The Women's Retreat Committee plans for the late-autumn gathering for members who identify as women. The purpose of this retreat is to nurture community and connection amongst a sub-group of members based on gender identity, expression, and experience.

Youth Sponsors

Youth Sponsors support MMC youth attendance and participation at the biennial Mennonite Church USA Convention. Sponsors help youth in fundraising, as needed, and ensure a safe and enjoyable time at the convention. Youth Sponsors must complete a Safe Sanctuary training prior to Convention.

SECTION IV. BUDGET AND FINANCIAL PRACTICES

Faithful stewardship of financial resources is important to MMC. Honesty and transparency regarding financial structures, fiscal processes, and budgeting are key to maintaining trust and accountability in MMC's financial health. What follows are policies and procedures that guide how MMC stewards our finances.

CONSIDERATIONS ASSOCIATED WITH BUDGET PLANNING

The following policies and principles guide the work of the BPC:

- The MMC budget planning process is intended to result in a proposal that reflects MMC's mission and core values. As issues arise, the mission, core values, the teachings of Jesus, and community discernment are sources of wisdom for moving forward.
- MMC is a church, not a business. Thus, the budget is a plan for spending to meet MMC's mission and core values. It is not focused on the accumulation of wealth or material goods.
- The BPC prepares, in consultation with the pastor, CLC, and others, a budget spreadsheet proposal and a budget narrative proposal each fall that is the basis for congregational decision-making and budget approval annually. The budget proposal may be straightforward or may include recommendations to address more complex issues.
- In keeping with best accounting practices MMC aims to hold at least six months of operating expenses in reserve.
- MMC aims to provide fair compensation packages to employees. We follow MC USA pastor compensation guidelines and use the compensation recommendation developed by the PCRC.
- We aim to give approximately 10% of our budget to organizations outside MMC through a combination of Anabaptist-Mennonite denominational organizations and local community-based organizations. The BPC discusses the extra congregational giving plan at least once annually with the congregation, usually during an Adult CE time in September.
- The Core CLC has the authority to make spending decisions throughout the year that are up to 2% of the operating budget with documented CLC approval but without congregational approval. Changes greater than 2% require congregational approval.
- MMC's fiscal year is aligned with the calendar year and runs from January 1 to December 31. The budget planning timeline, outlined in the Church Year Calendar,

ensures that the budget is approved sufficiently far in advance of the fiscal year-end to allow for implementation.

THE CHURCH OPERATING BUDGET, FUNDS, AND PLANNED FUND TRANSFERS

The church budget (for its operating fund, see below) is approved annually by the whole congregation. The Core CLC has the authority to make exceptions to the budget (i.e. approve budget overages or decreases), add new budget lines and spending amounts, or otherwise change the “plan” outlined in the budget, without congregational approval, provided that the modifications do not exceed a total of 2% of the given year's budgeted expenditures. This includes fund transfers. Any request for budget changes or unscheduled fund transfers must be approved by the Core CLC in writing.

FUNDS

MMC has an operating fund for general budget purposes, and some separate funds for designated purposes. Any undesignated monies (donations or other income) are deposited into the operating fund. The Core CLC may create a new fund or close an existing fund at any time with documented approval by the Core CLC, which is then reported to the congregation. The Core CLC must maintain an updated list of funds, along with a description of their purpose, that is accessible to the congregation. A general principle has been to keep the number of funds as low as possible and instead use line items in the operating budget to fund programs.

All funds are administered by the Treasurer. The Treasurer consults with the CLC on the Operating Fund, Youth Fund, and Sabbatical Fund; with the Adult Christian Education Committee on the College Scholarship Fund; and with Care Team on the Benevolence Fund.

- Operating Fund. The operating fund is devoted to the day-to-day operation of the church. Donations not otherwise designated are deposited in the operating fund to be used for pastor salary, rent, Christian Education, and other approved operating fund expenses via the church's budget process.
- Benevolence Fund. The benevolence fund is used to assist persons in need in our congregation and our community. The Care Team determines its disbursements and the Treasurer ensures delivery of the funds to recipients. Any member of the congregation may make a request for money from the fund for their own emergency needs or for someone they know with emergency needs. Requests from within the congregation are made to the Pastor or a Care Team member, and privacy is maintained carefully. Requests for assistance from those outside

the congregation typically come to the Pastor or Care Team contact from local community service agencies. Individuals who contact us directly are encouraged to work through a local agency.

- Youth Fund. The youth fund is used for youth trips (like the Mennonite Youth Convention) and other youth activities. While the youth take the lead for the fundraising, sometimes money is “seeded” into the fund from the general operating budget to help with travel costs.
- College Scholarship Fund. The college scholarship fund supports students who attend Anabaptist colleges, universities, and seminaries (\$500 per student per semester, often matched by the college or university). Scholarship recipients are determined according to the Church’s own policies and the Church expressly rejects any effort to honor a giver’s recommendation(s) for a particular recipient or school. Scholarships are awarded without regard to sex, race, nationality, or national origin. The scholarship fund decisions are made by the Adult CE committee (see [Appendix D](#)).
- Sabbatical Fund. The Sabbatical Fund supports the congregation in years when the pastor is on sabbatical and is intended to cover salary and expenses for interim pastoral staff. The fund is “seeded” on a yearly basis to reduce the budget impact on sabbatical years, which can occur every four years.

ACCOUNTABLE SPENDING PLAN

All requests for reimbursements from the Church (including congregants and any employees like the pastor) will adhere to the church’s Accountable Spending Plan, outlined below:

- The reimbursement must have a connection to the church mission, incurred solely for the benefit of the church. Thus, a justification for the expense must be provided in writing with the request for reimbursement and any designated funds that should be used to account for the expense. Any requests for reimbursement from the pastor will specify whether the expense is part of the pastor’s reimbursed expenses outlined in the COU or another budgeted expense incurred in the service of the church.
- Proper substantiation of the expense must be provided, including a written record made at or near the time of the expenditure, plus documentary evidence, such as receipts.
- Substantiation must be submitted within a reasonable time period, no more than 30

days after the expense is incurred.

- The individual(s) with “paying authority” for the church will approve and document all expense requests and provide reimbursements within 30 days of the request being received.

FINANCIAL CONTROLS AND RISK MITIGATION

Proper financial controls and financial risk mitigation depend on the separation of financial duties, including the separation of income and expenditure functions. Oversight with at least two parties with eyes on financial activities is standard practice. Currently, most of MMC’s financial functions on both the income and expenditure side are concentrated in the Treasurer position. The CLC has put in place oversight activities to reduce risk.

In addition to the Treasurer, a member of the Core CLC is designated to have bank signature authority on all church financial accounts (checking/savings at UW Credit Union and any others that may be opened). The Treasurer and the Core CLC designee have access to the passwords for all online accounts used in regular financial business of the church and both can see all transactions. The Treasurer is required to provide monthly reports of the bank statements and bank statement reconciliation reports to the Core CLC member who holds banking signature authority and answer any questions about transactions that come up in their review of the report. The Treasurer also provides a monthly summary report of the financial position to the congregation and responds to questions.

The Treasurer has spending authority for the church and will approve expenses in accordance with the budget, accountable spending plan, and fund guidelines for unbudgeted expenses to be disbursed from those funds.

The authority to decide to open a new bank account, credit card account, or other financial accounts, and to assign officers to said accounts rests with the Core CLC (see [Leadership](#) section).

SECTION V. CHURCH YEAR CALENDAR

The purpose of this calendar is to provide an outline of the yearly routine of the church as a tool to facilitate planning. It is not intended to enforce a rigid format.

January

CLC – Hold quarterly meeting of the All CLC.

CLC – Make announcement in worship/bulletin/email about donating to the church.

CLC – Review the MMC Handbook and initiate revision processes (on years divisible by 3).

CLC / Admin. Assistant – Invite All CLC to submit reports for the Annual Report.

CLC / Treasurer – New fiscal year begins.

Care Team – Provide high-level report to congregation on Benevolence Fund giving from previous year

CYCE – Check and order spring materials. Plan through the end of June.

Retreat Committee – Plan annual Winter Retreat.

Treasurer – Prepare & submit IRS statements and donation receipts for members, including donation receipts for the Benevolence Fund.

February

CLC – Schedule the following year's Winter Retreat date and reserve facility for February or other appropriate date.

Retreat Committee – Coordinate annual Winter Retreat

WPC – Plan Ash Wednesday, Lent, and Easter Services.

March

CLC – Ask committees to identify their CLC contact for the coming year.

CLC / Admin. Assistant – Publish the Annual Report.

CLC / WPC – Plan commissioning service for CLC members; celebrate outgoing leaders.

GDC – Present list of names for new leadership positions to the congregation for review and discernment.

GDC – Make committee appointments for the new church year.

April

CLC – Hold orientation retreat for new all CLC representatives.

CLC – Hold quarterly meeting of the All CLC.

CLC – Make announcement in worship/bulletin/email about donating to the church.

All CLC – Organize new committee members for individual committees/teams and begin planning for the year.

Admin. Assistant – Update Committee & Leadership Contact document and share with MMC, along with the current directory.

CYCE – Plan summer program, if relevant.

GDC – Approximately April 1—new CLC, leadership, & coordinators positions start. GDC disbands.

May

CLC – Work with the Budget Planning Committee starting in May or June; schedule Congregational Business meetings for November, with the following year's budget as a main agenda item.

Adult CE – Determine when Adult CE will begin summer break.

BPC – Convene in May or June to begin planning, including sending requests to the CLC to set congregational meeting dates.

June

CLC / Delegates – Central District Conference annual gathering.

Adult CE – In planning for Adult CE in the fall, coordinate with Care Team on a date for a harvest potluck and with Budget Planning Committee on a date for discussion of local giving and other budget issues.

Care Team – Koinonia Groups wrap up.

Care Team / WPC – Celebrate high school and higher ed graduates in a worship service.

M&M Coordinator – Plan youth mentor program.

July

CLC – Hold quarterly meeting of the All CLC.

CLC – Make announcement in worship/bulletin/email about donating to the church.

Adult CE – Summer break.

Adult CE – Determine and distribute scholarship grants for the upcoming school year.

August

Adult CE – Summer break.

BPC – Seek input from the CLC, leaders for program areas, and the congregation.

Care Team – Coordinate scheduling with the Adult CE Committee and plan a harvest potluck.

Care Team – Organize new Koinonia Groups.

CYCE / WPC – Schedule with parents for Bible presentations in September/October.

WPC – Plan blessing for a new school year.

September

CLC – Appoint new Gifts Discernment Committee.

Adult CE – Adult CE hour resumes.

Adult CE / BPC – Hold a congregational discussion during Adult CE time, or at some other scheduled time, in September to discuss local giving and any emerging budget issues.

Care Team – Host a harvest potluck.

Care Team – New Koinonia Groups begin.

CYCE – Order winter materials, schedule Bible presentations.

M&M – New programming year begins.

PCRC – Begin pastoral review process, as needed.

WPC – Consider plans for All Souls'/All Saints', Advent, and Christmas.

October

CLC – Hold quarterly All CLC meeting, including discernment regarding the budget proposal.

CLC – Form a Retreat Planning committee (now or by November) for the coming

Retreat in February.

CLC – Make announcement in worship/bulletin/email about donating to the church.

CLC / BPC – BPC to develop a draft budget proposal based on information collected from program areas and analysis of budget trends. This proposal is delivered to the Core *CLC* and All *CLC* for review and approval by late October.

Admin. Assistant – Share copy of current directory with MMC.

November

CLC – Convene Gifts Discernment Committee.

BPC – Provide budget proposal to the congregation at least two weeks in advance of November business meeting(s).

BPC / CLC – Following the business meeting(s), provide a final report and budget to the congregation.

GDC – Contact current and upcoming committee chairs to confirm that they want to continue. Send out gifts discernment survey.

PCRC – Prepare Memo of Understanding for Pastor after budget approved.

Women's Retreat – Retreat attendees form new committee for next year's women's retreat.

Ad Hoc – Consider hosting a Thanksgiving Day meal.

December

CLC – Approve Housing Allowance portion of Pastor Salary and sign Memo of Understanding.

Adult CE – Determine CE scheduling over holidays, as needed.

GDC – Review survey results and start contacting candidates for open positions.

PCRC – Present summary of pastoral review process to the congregation, as needed.

SECTION VI. APPENDICES

Appendix A. Pastor Job Description

Madison Mennonite Church

Position Title: Pastor

Position: Madison Mennonite Church Pastor

Classification: Full-time equivalent

Description: The pastor will:

- Equip lay members through support and empowerment
- Coordinate and participate in committees
- Lead Madison Mennonite church in living its values through inspiration, challenge, and encouragement
- Promote racial and social justice in all aspects of congregational life

Responsibilities:

Upward: Worship and Christian Formation

- Participate in and provide resources for the Worship Planning Committee
- Preach 2-3 times a month, with some involvement in the service every Sunday except when the pastor has a planned absence
- Lead special observances (baptisms, parent/child dedication, etc.)
- Support congregational and individual spiritual growth

Inward: Support of the church community

- Provide administrative leadership to the congregation (Church Life Committee), including supervision of paid staff
- Participate in care and nurture of congregational members (Care Team, hospital visits, life event support, etc.)
- Participate in adult, youth, and children's education planning (Christian education, mentor/mentee program, youth convention, etc.)
- Attend annual/biennial meetings of Central District Conference, MC USA, and Wisconsin Council of Churches

Outward: Service and presence in the broader community

- Participate in Racial Justice Team
- Support peace and justice work in the Madison community
- Empower congregants in their own service and occupations

- Act as a bridge between MMC and the broader community in areas of racial and social justice

It is anticipated the pastor would spend about 80% of their time evenly distributed between the Upward, Inward, and Outward areas. This includes some administration in each aspect. The remaining 20% would be used for personal spiritual reflection/development or other areas at their discretion.

Appendix B. Administrative Assistant Job Description

Madison Mennonite Church

Position Title: Administrative Assistant

Classification:

6 hours per week (15% FTE), including occasional evening and weekend hours.

Description:

Madison Mennonite Church's Administrative Assistant collaborates with the Pastor and lay leaders to equip the MMC community in its mission and vision. The Administrative Assistant provides organizational support to the congregation through communication and information sharing, financial bookkeeping, and record keeping. This is a primarily remote position with occasional Madison, WI-based tasks and meetings.

The Administrative Assistant will:

- Demonstrate competence in interacting and communicating with diverse people and groups
- Be proficient (or willing to become proficient) in Google Workspace, QuickBooks, and Microsoft Office
- Maintain a strong practice of confidentiality
- Exude a warm, professional demeanor
- Be able to work independently and manage own time
- Have a keen attention to detail

Responsibilities:

Communication and Information Sharing (45%)

- Support communication systems essential to congregational life
- Maintain and distribute the weekly newsletter and church calendar
- Manage the church directory and its distribution.

Financial Bookkeeping (45%)

- Support financial systems essential to congregational life
- Manage offering deposits and track donations
- Enter bills and expense reports submitted by the Pastor and members into financial records
- Assist the Pastor, Treasurer, Budget Committee, and others regarding budgets

Record Keeping (10%)

- Data collection and entry, as needed
- Maintain MMC's archives

Other tasks may be assigned as needed, within the Administrative Assistant's scope of practice.

Qualifications:

- Demonstrate ability to perform the work outlined
- No specific education background or work experience required

Supervisory Relationship: Responsible to the Pastor with bi-monthly check-ins and annual reviews.

Benefits: In addition to a competitive salary, the Administrative Assistant receives paid vacation, sick leave, and is eligible for employer-matching continuing education funds.

Appendix C. College/Seminary Scholarship Program

Higher education can play an important role in preparing people for life within the church. The MMC scholarship offers financial assistance to individuals who attend religiously affiliated colleges or seminaries that fit the Church's core values.

Scholarship recipients are determined according to the Church's own policies, not by individual donors' preferences or recommendations. Scholarships are awarded without regard to sex, race, nationality, or national origin.

- *Structure:* The College Scholarship Fund is a separate fund to which gifts may be designated. A portion of the general budget may be transferred to this fund. It is understood this fund will be managed according to IRS guidelines.
- *Disbursements:* The amounts are up to \$1000 per student per year, renewable for a total of four years. Some colleges will match these gifts. The amount given will be subject to the overall fund balance. Both undergraduate and graduate students are eligible for the scholarship. Part-time students may receive prorated amounts. Scholarship amounts will not exceed the amount of tuition paid.
- *Eligible institutions:* Students are eligible for the scholarship if the mission of their schools aligns with that of Madison Mennonite Church. Applicants must identify ways in which their schools or seminaries of choice demonstrate this alignment. In many cases, qualifying institutions will be explicitly Mennonite, but sometimes a school with a different religious affiliation is appropriate if its vision agrees with MMC core values.
- *Selection Process:* The Adult CE Committee administers the scholarship. The Adult CE chair consults with potential recipients and, for graduating high school seniors, invites scholarship applications in the early spring of their senior year. Applicants complete the form in Appendix E and submit it to the Adult CE chair. Students are encouraged to apply as soon as possible but generally no later than May 1. The Adult CE Committee reviews the applications, records its decisions in the Adult CE Committee records, and reports its decisions to the Treasurer such that funds can be distributed to institutions in a timely fashion. (These dates can be adjusted for applicants who are outside the typical fall enrollment cycle.)

Appendix D. College/Seminary Scholarship Application

Name _____

School _____

Matching Fund at School

YES

NO

How do you see your school aligning with Madison Mennonite Church's core values?

Signature _____

Date _____

Submit this form to the Adult Christian Education Committee Chair, along with instructions from your school for how the scholarship should be paid.