

JOB DESCRIPTIONS

NURTURE AND FELLOWSHIP COMMISSION

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Revised 2015

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NURTURE AND FELLOWSHIP COMMISSION AND DIRECTOR

I. Function

The function of the Nurture and Fellowship Commission is to monitor and oversee the nurturance, family life and fellowship of the church.

II. Organizational Relationships

A. Commission Director

1. Appointed by the Gifts Discernment Committee for a term of two years
2. Chair the Nurture and Care Committee
3. Member of the Church Council and Stewardship Committee
4. Member of Oak Grove and responsible to the Church Council

B. Members of the Nurture and Fellowship Commission are the following:

1. Nurture and Care Committee
2. Food Committee
3. Family Life Committee
4. Oak Leaves Newsletter Committee

C. Members serve the length of their position's term

III. Responsibilities

Director

- A. Represent the Commission on the Church Council and the Stewardship Committee
- B. Attend Church Council and Stewardship Committee meetings
- C. Present a monthly report to the Church Council
- D. Arrange for meals and lodging for visitors as needed
- E. Review job descriptions with all commission members, and present any revision requests to the Church Council
- F. Present the commission budget to the Stewardship Committee
- G. Approve payment vouchers presented from any commission member and give to church treasurer for payment
- H. Prepare a report for the annual business meeting
- I. Serve as a liaison to the local Ohio Mennonite Women organization and promote activities and functions of the local Ohio Mennonite Women.

IV. Authority

- A. Carry out the above responsibilities.
- B. Give suggestions and or direction to all commission areas.

V. Qualifications

- A. A commitment to Christ, Mennonite Church USA and Oak Grove Mennonite Church with an awareness of Anabaptist heritage
- B. Commitment to the importance of fellowship and nurture in the life of the congregation, and with others around us.

NURTURE AND CARE COMMITTEE

I. Job Function

The function of the Nurture and Care Committee is to be aware of, discern and act upon the needs of individuals and/or families of the congregation.

II Organizational Relationships

A. The committee consists of the following persons:

1. Commission Director
2. An Elder
3. One person is appointed by each adult Sunday school class to serve on the Nurture and Care Committee for a term of one year. The Senior Adult Class may choose to reduce the number of helpers and modify responsibilities.

B. The committee is responsible to and coordinated by the Director of the Nurture and Fellowship Commission.

C. When special circumstances arise in a class, the committee may need to extend their help, especially with senior citizens.

III. Responsibilities

A. Director

1. Contact Sunday school classes for the committee representative and helpers
2. Oversee and coordinate the work of the Nurture and Care Committee
3. Keep encouragement card racks filled
4. Arrange for meals and lodging for guests of the congregation

B. Committee

1. Coordinate the following needs with class assistants:
 - a. Visitation
 - 1) Visit regularly with elderly, shut-ins and those who are in nursing homes
 - 2) Visit people in the hospital and keep in touch with their families
 - 3) Plan and coordinate resources as needed
2. Support those in bereavement
During the first year, respond with telephone calls, cards, food, visits, flowers, etc
3. Care for new members
 - a. Welcome persons who are new to the class and be available to answer questions or help with needs
 - b. During the first few months encourage new Christians coming to the class, and help them to become assimilated into the life of the congregation
4. Build up those who are struggling in their faith
5. Care for the emotional well-being of others
Be aware of and sensitive to persons/families experiencing stressful situations (Such situations may be marriage, parenthood, children leaving home, retirement, loss of job, financial difficulties or broken relationships.)

6. Keep contact with irregular attenders
7. Attend church-sponsored seminars on nurture and care
8. Be knowledgeable of available resources
9. Submit payment vouchers to Commission Director
10. Visit, coordinate plans and resources and make referrals for pastoral or professional counseling

IV. Authority

Carry out the above responsibilities

V. Qualifications

- A. Ability to be tactful, objective, confidential, caring and sensitive to others
- B. Willingness to be available as needs arise
- C. Ability to recognize the need to make referrals
- D. Willingness to take initiative and be creative

1986 - First written description

Revised - 1994, 2000, 2007, 2008, 2012

FOOD COMMITTEE

I. Job Function

The function of the Food Committee is to coordinate preparation and serving of meals for various church events.

II. Organizational Relationships

A. At least four members are appointed by the Gifts Discernment Committee for a term of two years, two appointed each year.

B. Responsible to the Nurture and Fellowship Commission Director

III. Responsibilities

A. Plan, prepare and serve meals for church functions and to clean-up afterward

1. Fellowship meals

2. Funeral dinners

3. Conferences

4. Choruses

5. Special groups

6. Church picnics

7. Bible school program refreshments

B. Maintain a record of persons who borrow kitchen items and the items borrowed

C. Purchase equipment in consultation with the Commission Director

D. Submit payment vouchers to Commission Director

IV. Authority

Carry out the above responsibilities

V. Qualifications

A. Ability to plan, prepare and serve meals

B. Willingness to ask for help

1986 - First printed description
Revised - 1994, 2000, 2007, 2008

FAMILY LIFE COMMITTEE

I. Job Function

The function of the Family Life Committee is to assist families in building relationships in the home and in the church.

II. Organizational Relationships

A. At least four persons are appointed by the Gifts Discernment Committee for a term of two years with two persons appointed each year.

B. The Family Life Committee is responsible to the Nurture and Fellowship Commission Director.

III. Responsibilities

A. Provide opportunities for spiritual growth, fellowship, nurture and increased relationship skills. These may include marriage enrichment, parenting, divorce and grief recovery, aging and extended family issues. This may be accomplished through social events, seminars, special meetings, sermons, etc.

B. Clear events and dates with the Nurture and Fellowship Commission Director and the Church Council

C. Secure approval for payment of fees to resource persons from the Commission Director
Submit payment vouchers to Commission Director

D. Keep a notebook of ideas and events for reference to incoming committee members

IV Authority

Carry out the above responsibilities

IV. Qualifications

A. Awareness of congregational needs

B. Ability to organize

C. Willingness to take initiative and to be creative

D. Ability to work well with others

1986 - First printed description

Revised - 1994, 2000, 2002, 2007, 2008

OAK LEAVES NEWSLETTER COMMITTEE

I. Job Function

The function of the Oak Leaves Newsletter Committee is to provide information from various congregational committees and churchwide agencies as well as personal items to keep the congregation informed of happenings of the church family.

II. Organizational Relationships

- A. Three members are appointed by the Gifts Discernment Committee for a term of three years, one appointed each year.
- B. The committee chooses its own chairman.
- C. Responsible to the Nurture and Fellowship Commission Director.

III. Responsibilities

- A. Record current information of birthdays and anniversaries of all attenders.
- B. Meet monthly to select and compile materials for the newsletters.
- C. Give the final draft of newsletters to the church secretary for production and distribution.
- D. Submit payment vouchers to Commission Director.

IV. Authority

- A. Carry out the above responsibilities.
- B. Edit and compile information given to the committee.

V. Qualifications

- A. Ability to edit and use good grammar.
- B. Ability to relate to persons in the church
- C. Interest in the work of the church.

1986 - First printed job description
Revised - 1994, 2000, 2007, 2008, 2010