

Advisory Board, Officers and Committees of JCC from Constitution & By-Laws

The following document is excerpted from the JCC Constitution and By-Laws, and is a reference intended to explain the organization, function and membership of the Advisory Board, Officers and each of the Committees of the church.

The **Advisory Board** shall consist of the Senior Pastor; Youth Pastor; Officers of the Church; two representatives of the Board of Deacons, Prudential, and Christian Education, and one representative of each of the remaining committees and organizations of the Church. The Moderator shall preside at all Advisory Board meetings, or in his absence, one of the other officers. The representatives to the Advisory Board shall be active members of the Jericho Congregational Church

The responsibilities of the eight (8) officers are as follows:

- A. Moderator: To preside over the annual meeting and any business meeting of the Church or Advisory board. Any officer may preside in his absence.
- B. Clerk: To keep a true and faithful record of all meetings of the Church and Advisory Board; keep a list of the Church membership, with dates of reception and removal; issue certificates of transfer of membership when granted by the church, noting to which Church addressed; and perform all of those duties which usually are given such office.
- C. Financial Secretary: To receive all offerings and all other income of the Church; keep records of same; and issue statements to members as requested; and deposit all monies. No individual financial information shall be released in any form without the expressed permission of the individual.
- D. Assistant Financial Secretary: To actively assist the Financial Secretary of the Church and be authorized to perform the Financial Secretary's duties during the Financial Secretary's absence.
- E. Treasurer: To record all monies and special gifts from the Financial Secretary and pay all bills, wages and salaries as ordered and directed by the Prudential committee, and keep records of same.
- F. Assistant Treasurer: To assist the Treasurer of the Church and be authorized to perform the treasurer's duties during the treasurer's absence.
- G. Historian: To be responsible for keeping the Church archives and maintain a record of all valuables such as memorial plates, service plates, hymnals, and other personal property of the Church.

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H. Superintendent of Church School: To be responsible for the administration and supervision of all church school programs of the Church under the direction of the Christian Education Committee. The term of office shall be from January to January.

The current church officers are as follows:

Moderator	Carl Ashley
Treasurer	Marie Chamberlin
Assistant Treasurer	Brian Cuseo
Financial Secretary	Jeff Johnson
Assistant Financial Secretary	Terry Moultroup
Clerk	Jess Courtemanche
Sunday School Superintendent	Dawna Moultroup
Historian	Isabella Martin

Board of Deacons

The Board shall cooperate with the Senior Pastor and the Youth Pastor in tending to the spiritual and charitable interests of the Church and community, calling on members of the Church who are temporarily or permanently confined with illness and seeing to their comforting; shall be responsible for assisting the Senior Pastor and the Youth Pastor in instructing and receiving all applicants for membership in the Church; shall prepare and assist in the administering of the Sacraments; and shall vote to place members on the inactive rolls, acting in accordance with the procedure described elsewhere in these bylaws.

The current Board of Deacons is as follows:

Board of Deacons/Deaconesses (3 year term, can succeed oneself, must be a member)

Deacons

<u>2020</u>	<u>2019</u>	<u>2018</u>
Ed Guilfooy	Gary Davis	Neal VanWyck
Reed Sims	Arnold Baizley	Chuck Griffin

Deaconesses

<u>2020</u>	<u>2019</u>	<u>2018</u>
Tara Vanderploeg	Debbie Hamm	Maureen Ashley
Faith Lick	Alice VanWyck	Julie Gutsell

Prudential Committee

The Prudential Committee shall have the care of the Church property and the interests of the Church; prepare a proposed budget for the ensuing year to be presented to the Advisory Board in December for approval; draw orders on the Treasurer for payment of all financial obligations of

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the Church as approved by the members in the annual budget or at a business meeting, setting priorities within available funds; and do such other duties as may be required of them.

The Prudential Committee shall have charge of all insurance on the Church property; recommend policy coverage where required; and see that all insurance policies are in proper order and safekeeping.

The Prudential Committee shall have no authority to contract for unusual expense without a consenting vote of the membership.

The current Prudential Committee membership is as follows:

Prudential (3 year term, cannot succeed oneself, must be a member)

<u>2020</u>	<u>2019</u>	<u>2018</u>
Rick Vanderploeg	Marvin Chamberlin	Chris Sims
Peter Gutgsell	Luke Moultroupe	Ed Courtemanche
Ken Lick	Joe Casilli	Isabella Martin

Investment Administrator

The Investment Administrator shall have charge of all trust funds and have charge of all funds bequeathed to the Church for specified purposes. The investment administrator is an ex-officio member of the Prudential committee

The current Investment Administrators are (1 year term, can succeed oneself):

Larry & Jane Haugh

Christian Education Committee

The Christian Education Committee shall have the supervision and direction of the educational program of the Church; shall provide for Church School curriculum and instruction; and shall recommend instructional activities for the Church as a whole. The Committee shall, in cooperation with the Superintendent of Church School, present to the Prudential Committee at least three (3) months prior to the Annual Meeting a budget proposal for the following Church year.

The current Christian Education Committee membership is as follows:

Christian Ed (1 year term, can succeed oneself)

Shawn Johnson	Pete Anderson	Katie Coons	Dom Corriveau
Johanna Dunbar	Cam Eells	Ruth McGowan	Dawna Moultroupe (ex-officio)

Youth Board

The Youth Board shall meet regularly to support and assist the Youth Pastor and the Senior Pastor with significant decisions or issues in the youth ministry. The Youth Board shall be knowledgeable of all programs involving youth and have periodic joint meetings with the Christian Education Committee, up to three (3) times a year to share information relevant to both

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groups.

The Youth Board shall present to the Prudential Committee, at least three (3) months prior to the Annual Meeting, a budget proposal for the following year.

The current Youth Board membership is as follows:

Youth Board (1 year term, can succeed oneself)

Kristen Taylor Marcel Berard Michele Love John Quinn
Glenn Carter (ex-officio)

Missions Committee

The Missions Committee is responsible for: **(1)** Promoting the interests and knowledge of missionary activities, both home and abroad, to the Jericho Congregational Church. **(2)** Assuring that each ministry we support has as its goal to make Jesus Christ known as Lord and Savior which includes evangelism and discipleship, as well as attention to human need. **(3)** Providing support for members who are called to prepare for a Ministry which will spread the gospel.

The current Missions Committee membership is as follows:

Missions 1 year term, can succeed oneself)

Kristin Quimby Dan McGowan Marcus Szczecinski Lynn Caulfield
Bob Terranova Becky Terranova Danny Peet Marie Chamberlin

Stewardship Committee

The Stewardship Committee shall be responsible to educate the congregation and encourage each person in the wise use of his/her treasure, time and talents.

The current Stewardship Committee membership is as follows:

Stewardship (1 year term, can succeed oneself)

Joan Vanderploeg Peter Gutsell Dave Meyer Meg Guilfooy

Music Committee

The Music Committee shall appoint choir directors as needed to organize and direct the activities of the choirs; schedule the organists, pianists and the special music; and coordinate a time of praise and worship music. The committee will also plan music for special services in the Church year, and coordinate with the pastor for specific worship themes. The committee will be responsible for extra musical events as the opportunities present themselves.

The Music committee shall also see to the maintenance of hymnals, music, and instruments, and advise the choir directors in matters of budget. The committee shall present to the Prudential Committee at least three (3) months prior to the Annual meeting a budget proposal for the following Church year.

The current Music Committee membership is as follows:

Music (1 year term, can succeed oneself)

Karen Reed	Sharon Anderson	Brian Hamm	
Carol Hassler	Sheri Wolcott	Michelle Jaquith	Steve Klimowski

Usher Administrator

The Usher Administrators shall be responsible for obtaining at least two (2) ushers for each worship service and on other occasions when needed to greet and register visitors at the Church entrance; to aid the congregation as to seating; to receive the offering; to record the attendance; and to perform all other usual duties.

The current Usher Administrators are as follows:

Ushers (1 year term, can succeed oneself)

Ken Lick Peter Jaquith Jr.

Flower Committee

The Flower Committee shall be responsible for obtaining flowers and arranging them for the worship services of the Church, utilizing the memorial funds necessary; and for decorating the Church for special holidays.

The current Flower Committee is as follows:

Flower (1 year term, can succeed oneself)

Phyllis VanHorn	Gert Canepa	Nancy Bromley
Pat Bartlett	Alice Van Wyck	Lori Casilli

Fellowship Committee

The Fellowship Committee shall be in charge of the planning, preparation, and direction of church social events; arrange for refreshments for the annual meeting and as requested for special meetings.

The current Fellowship Committee membership is as follows:

Fellowship (1 year term, can succeed oneself)

Paula Baizley	Andrea Greeley	Debbie Moultroup	Angela Moultroup	
Kristine Fradenburg	Chris Fradenburg	Alice VanWyck	Vicki Johnson	
Elizabeth King	Betty Rainford	Tara Vanderploeg	Bridget Corriveau	
Substitutes: Karin DiPietro	Mary Peet	Millie Therrien	David Baizley	Connie Anderson

Nominating Committee

The Nominating Committee shall nominate at least one (1) person for each office and committee position plus three (3) auditors for the ensuing year, obtaining the consent of each person before placing the name in nomination at the annual meeting. This list must be published two weeks prior to the Annual Meeting.

The current Nominating Committee membership is as follows:

Nominating (2 year term, can succeed oneself)

<u>2018</u>	<u>2017</u>
Marcel Berard	Leslie Meyer
Tammy Davis	Cari Causey
	Ken Lick

Compensation Committee

The Compensation Committee is responsible for reviewing the compensation of the church employees annually and recommending adjustments needed to the Prudential Committee to incorporate in the annual budget.

The current Compensation Committee membership is as follows:

Compensation Committee - (1 year term can succeed oneself)

Moderator-Carl Ashley	Deacons-chair	congregant- Ken Lick
Prudential-chair	Youth Board –chair	congregant- Dave Meyer

Information Technology Committee

The Information Technology Committee has four main areas of responsibility including church office IT support, church website/social media oversight, church AV ministry support and scheduling AV operators at both services and special events such as weddings, funerals, or guest speakers/performers. The committee shall present to the Prudential Committee at least three (3) months prior to the Annual meeting a budget proposal for the following Church year.

The current Information Technology Committee membership is as follows:

IT Committee - (1 year term can succeed oneself)

Chris Fradenburg	Andy Causey	Peter Jaquith Jr
Sam Moultroupe	Eric Silman	Jean-Luc Berard

Auditors

They shall audit the books of the Church for the year they are elected and report on same at the following March Advisory Board Meeting.

The current Board of Auditors is as follows:

Auditors (1 year term can succeed oneself)

Gordon Hamm	Brian Greeley
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Special Committees

Special committees may be established for a specified function not to supersede the function of any existing committee. The committee shall cease to exist at the completion of its business. Members shall be appointed by the Advisory Board.

Nursery Committee - AdHoc (sub-committee of Christian Ed)

Susan Post Katie Hamm