**Little Church in the Pines Steering Committee Chair Duties**

**LCP Steering Committee Chairperson (Connie Funkhouser)**

* Direct the LCP Steering Committee and work with RCCM Board to continue the ministry at the Little Church in the Pines.
* Hold regular/quarterly LCP Steering Committee meetings.
* Require decisions made for Little Church in the Pines to be by written motions and Steering Committee vote.
* With the LCP Steering Committee, schedule an ordained Minister/Pastor to serve as year-round, or during the summer months (Sunday before Memorial Day through Labor Day), or another designated period. (The ordained Minister/Pastor may be from any Christian denomination that will serve open communion, conduct inter-denominational worship services, and agrees to perform weddings, baptisms, and conduct funerals for a transient, interdenominational worshipers, as may be requested).
* Work with all Ministers/Pastors in the form of pastoral relations functions concerning issues, problems, or suggestions.
* Coordinate Minister/Pastor/lay speaker to cover Pastor vacation and/or leave of absence.
* Schedule exit interview with outgoing minister and the Steering Committee. Ensure the Steering Committee takes action to disposition each recommendation from the outgoing summer minister.
* Publish agendas on website with recommendations of Chairpersons for Steering Committee meetings.

**LCP Steering Committee Secretary (Louise Neal)**

* Keep accurate minutes of Steering Committee meetings, email for corrections, approval to Steering Committee and publish results in LCP Master Notebook
* Other duties as assigned.
* Attend Quarterly and/or special Steering Committee Meetings.

**LCP Finance Committee Chairperson (Greg Neal and Kari Williams)**

* Prepare the annual budget.
* Ensure Sunday offering is counted and recorded on proper form by two people.
* Ensure Sunday offering is deposited in the RCCM account at the bank.
* Ensure building fund donations are deposited in the RCCM account at the bank.
* Keep copy of receipts of LCP expenditures and submit original to RCCM for reimbursement.
* Monitor purchases to maintain a balanced budget.
* Prepare financial report for Quarterly meetings
* Attend Quarterly and/or special Steering Committee Meetings.

**LCP Worship Committee Chairperson** (**Pam White)**

* Consult with the Minister/Pastor to provide year-round Sunday services.
* Consult with the Minister/Pastor to provide special services (Thanksgiving, Christmas, Holy Week).
* Coordinate a schedule for musicians (pianist, organist, special music) for worship service.
* Initiate process for scheduling summer host churches with RCCM Executive Director and Pastor. (Pastor will contact churches.) Follow up on process to ensure coverage each Sunday during the summer months.
* Coordinate Minister/Pastor/lay speaker to cover Pastor vacation and/or leave of absence.
* Attend Quarterly and/or special Steering Committee Meetings.

**LCP Year-Round Programs Committee Chairperson (Nancy Leonard)**

* Arrange the monthly Friday evening potluck at the LCP during the summer months. Coordinate supplies for the monthly potluck. [LCP will provide the hamburgers, hot dogs, condiments, pop, and water for the barbecue from funds within budget.]
* Annual Pancake Breakfast
* Maintain Sign-Up Sheets for Volunteer’s communion set-up/coffee/treats/clean-up after Sunday Service. (Not sure where to place this responsibility)
* Arrange an end of summer season potluck for all the summer folks that will be leaving.
* Explore other possible projects to include the public.
* Assist with advertising and promotion of special events/activities.
* Help set up Thanksgiving Eve and Christmas Eve services with other committees.
* Attend Quarterly and/or special Steering Committee Meetings.

**LCP Membership Committee Chairperson (Drew Menkhaus)**

* Prepares and distributes the annual membership directories,

processes new membership applications, renewals, and communicates all

necessary information……which would include inviting those who are interested

in becoming members of LCIP and placing membership applications in pew

pockets.

* A member is defined as filling out the attendance card and indicating they desire to join.
* The point of contact for guests and prospective members upon joining Little Church in the Pines. Assists in maintaining accurate membership and Keep in Touch records.
* Take pictures of members when they join and place pictures on a bulletin board

in the fellowship hall.

* Works with Pastor to distribute notes/cards to members and those in need within our community and beyond.
* Maintain the LCIP history book.
* Formatting a Quarterly Little Church in the Pines’ Newsletter.
* Providing a monthly calendar of Church activities, events, and usage.
* Attend Quarterly and/or special Steering Committee Meetings.

**LCP Building/Maintenance Committee Chairperson (Jeff Crabtree/Larry Johnson consultant)**

* Maintain the Little Church in the Pines building.
* Arrange for a workday to clean the LCP inside and out the weekend after Memorial Day, or as soon as conditions permit thereafter. Provide timely notice about the cleanup date to member churches and LCP members.
* Conduct a thorough annual inspection of the church to identify action needed to properly maintain and protect the building.
* Winter Snowplow and Snow removal Arrangements.
* Arrange for maintenance of propane tank delivery. Propane Tank should be on an auto-fill schedule. Access to the top of the tank must be cleared of snow.
* Attend Quarterly and/or special Steering Committee Meetings.

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