

COMMITTEE RESPONSIBILITIES

Welcome to your Committee! We want to thank you for agreeing to participate in this important function of the Church. The by-laws of your committee's responsibilities are available on our web-site under www.federatedchurch.org/notebook. These may be helpful to you, whether you are a new or a returning committee member. If you wish a hard copy of the By-laws, please see Pat LaPorte and he will get you a copy.

Meeting guidelines:

1. The Church Committee, Finance and House Committee meet on a monthly basis with the exception of July and August, unless it is necessary for a special meeting to be scheduled.
2. All other committees will be held at the discretion of the Chairperson.
3. All committees will meet quarterly on the following dates (the change to Sunday meetings only was voted on during the Church Committee meeting of February 3rd):

February 3, 2013 11:30

June 2, 2013 11:30

September 8, 2013 11:30

January 5, 2014 11:30

Each committee should hold their regular meeting after the scheduled All Committee meetings (so a liaison can attend and report back to the Church Committee).

4. All committees will meet at the church.
5. All committees with a budget should have a treasurer appointed to monitor the spending of their allocated funds.
6. The Pastor, Church Committee chair, the Church President and the committee liaison will be notified of the meeting date so that they may have the opportunity to attend. (The liaison is only required to attend during All Committee night but should be notified so he/she could attend if available.)
7. Three copies of the meetings minutes will be made. One will be put in their designated black loose leaf booklet in the Church office. One will be given to the Minister, and one kept as part of the committees records.
8. Each committee will continue to be responsible for their monthly coffee hour on a rotating basis.