

**St. Paul's  
United Church of Christ  
Robesonia, Pennsylvania**

**Standing Committees,  
Sub-Committees,**

**&**

**Elders, Deacons, & Trustees**

**Reference Booklet**



## Consistory

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The term “Consistory” literally means “to stand with.” The Consistory stands with one another in providing leadership for St. Paul’s United Church of Christ, seeking to discern the will of God through the Holy Spirit in guiding their leadership of the church.

For a complete description of the Consistory, please refer to the Constitution and By-Laws of Christ Church.

The voting members of Consistory includes 5 Elders, 5 Deacons, 2 Trustees, 2 Youth Representatives, and the Pastor. Terms for lay members are two years, renewable once before needing to take a year break.

The Consistory is chaired by the President, who also moderates the congregational meetings. Other officers on the Consistory include: the Vice President, who serves in the President’s role in the absence of the President; and the Consistory Secretary, who serves as the clerk for the church and has the responsibility to record and maintain the minutes and correspondence of the Consistory and congregation.

Legally, the Consistory is the Board of Directors of the Church. All of the other organizations of the church are subordinate to the Consistory.

## **Evangelism - SC**

The Consistory is the governing board of the church, under which are all the other committees. Standing Committees (SC) are the five major committees of the church directly under the Consistory.

### **Standing Committees**

St. Paul's United Church of Christ has five major committees. The five Standing Committees (SC) are covenanted with one another and with the Consistory to work together in supporting each other in their particular areas of ministry. Each of the five is viewed as being equally important.

The vice chairperson and one other member (the co-liason) of each Standing Committee is also member of Consistory. The chairperson is not a member of Consistory. In the following pages of this booklet is a more complete description of SC officers.

### **Other Committees**

In addition to the 5 SCs, there are sub-committees, fellowship groups, specialized committees, and occasionally the Consistory appoints temporary task groups. When a committee or task group is created, it should at least include: a name, a description of purpose and/or mission statement, a chair and vice-chair, and a method by which information will be communicated to and from the Consistory.

### **Biblical Mandate:**

[Jesus said], "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age."

*~ Matthew 28:20-21*

### **Mission Statement:**

Promote, advocate, and provide structure, opportunities, and encouragement for all the members of St. Paul's UCC to share the love of God with others through both their words and actions, and to lead others to join in the discipleship and the Body of Jesus Christ.

### **Sub-committees:**

Web Page Ministry

### **Coordinators:**

Refreshment Table  
Greeter & Usher Schedule  
Visitor Follow-Up Cards  
Visitor Follow-Up Lay Visits

### **Areas of Responsibility:**

Evangelism  
Communication of the Gospel of Jesus Christ and the mission and ministries of St. Paul's UCC  
Visitor Outreach  
(Enlist, Train, & Organize Persons to Visit Prospective Members)  
Engaging Members in Individual Visitor Outreach  
Marketing & Advertising  
Greeters & Ushers  
Enlist, Train, and Organize Greeters & Ushers  
Marque  
Website, Facebook, & Other Social Media  
Support for office staff in publishing & distributing the newsletter  
Social Advocacy & Social Justice Issues  
Proposal of church policies that relate to their SC to Consistory  
Visitor Brochures & Table

### **Examples of Possible Activities:**

Community Parades  
Door to Door Evangelism  
Direct Mailing / Community Mailing  
God is Still Speaking Campaign  
Support of Peace efforts  
Visitor Brochures  
Ad in the Yellow pages  
Promotions in Sports, Music, and/or School Programs  
Maintain, review, and update *Greeters' and Ushers' Folder*  
Community Outreach Workshops for Families

## **Worship - SC**

### **Biblical Mandate:**

“All the ends of the earth shall remember and turn to the LORD; and all the families of the nations shall worship before him.”

~ *Psalm 22:27*

### **Mission Statement:**

Promote, advocate, and provide structure, opportunities, and encouragement for all the members of St. Paul's UCC and the residents of our community to be engaged in the regular communal worship of God; to assist the Pastor in the planning and implementation of regular and special worship services; and provide for the needs of the Music Minister.

### **Sub-committees:**

Decorating Committee  
Prayer Chain  
Choirs

### **Coordinators:**

Acolyte Coordinator  
Lector Coordinator  
Camera Crew Coordinator  
Children's Sermon / Jr. Sermon Coordinator  
Prayer Chain Coordinator

### **Areas of Responsibility:**

Regular and Special Worship Services  
Enlist, Train, and Organize Lay Worship Leaders, including:  
acolytes, crucifers, lectors, liturgists, camera crew, etc.  
Paraments  
Choirs  
Church Instruments  
Music Foundation  
Bulletin & Altar Flower Sponsorships  
Children's Bulletins  
Regular & Special Bulletin Covers  
Maintain the supply of materials for the pews: hymnals, Bibles,  
pencils, pew pads, envelopes, & welcome cards  
Ordering and refilling of altar, special candles, and acolyte stick  
Proposal of church policies that relate to their SC to Consistory

## **Christian Education - SC**

### **Examples of Activities:**

- Work with the pastor to plan and schedule regular and special worship services
- Work with the Minister of Music to oversee the choirs and other music ministries
- Plan Special music programs
- Order children's bulletins
- Maintain subscription for music copyright licensing
- Christmas Caroling
- Acolyte training party
- Maintain the care of costumes and props used in plays, musicals, skits, etc.
- In coordination with the Decorating Committee:
  - Decoration of the Sanctuary for special seasonal services, such as Easter, Harvest Home, & Christmas, including the ordering of Palm Sunday Palms, Easter Lilies, Christmas Poinsettias, and Christmas Trees & Greens

### **Biblical Mandate:**

"For this reason, since the day we heard [of your faith in Jesus Christ], we have not ceased praying for you and asking that you may be filled with the knowledge of God's will in all spiritual wisdom and understanding, so that you may lead lives worthy of the Lord, fully pleasing to him, as you bear fruit in every good work and as you grow in the knowledge of God.... I became its servant according to God's commission that was given to me for you, to make the word of God fully known, the mystery that has been hidden throughout the ages and generations but has now been revealed to his saints.... It is [Christ] whom we proclaim, warning everyone and teaching everyone in all wisdom, so that we may present everyone mature in Christ."

*~ Paul's Epistle to the Colossians 1:9,10,25,26,28*

"You shall put these words of [the LORD] in your heart and soul, and you shall bind them as a sign on your hand, and fix them as an emblem on your forehead. Teach them to your children, talking about them when you are at home and when you are away, when you lie down and when you rise."

*~ Deuteronomy 11:18-19*

### **Mission Statement:**

Promote, advocate, and provide structure, opportunities, and encouragement for the study and understanding of scripture and the Christian faith by all of the members of St. Paul's UCC and by all persons within our local community; to develop our members as disciples, as learners and sharers of the Good News of Jesus Christ in word and deed.

### **Sub-committees:**

- Mind, Body, & Spirit Club (MB&S)
- Vacation Bible School (VBS)

### **Coordinators:**

- Sunday School Coordinator
- Nursery Coordinator
- SafeConduct Coordinator
- VBS Coordinator
- Cradle Role Coordinator

### **Areas of Responsibility:**

Biblical education of all members  
Sunday School  
Bible Studies  
New Member Classes  
Confirmation classes  
Junior Worship  
Vacation Bible School (VBS)  
Nursery  
Enlist, Train, and Organize Sunday School Teachers, Assistants, Bible Study Leaders, etc.  
Maintenance, organization, and updating of church library  
SafeConduct Policies  
Youth Group  
Children's Ministry  
Enlist, Train, and Organize Youth Group Advisors  
Proposal of church policies that relate to their SC to Consistory  
Christmas, Easter, and other Youth Worship Programs (in coordination with the Worship Committee and Pastor)

### **Examples of Activities:**

Lay leadership and teacher continuing educational programs  
Enlist Sunday School Staff  
Advent Workshop  
Mid-week Bible Studies  
Summer VBS  
In-service Bible School days  
Providing Bibles for Baptized Members, Confirmands, and New Members

## **Mission, Fellowship, & Fund-Raisers - SC**

### **Biblical Mandate:**

“So those who welcomed [Peter’s] message [about Jesus Christ] were baptized.... They devoted themselves to the apostles’ teaching and fellowship, to the breaking of bread and the prayers.... All who believed were together and had all things in common.”

~ Acts 2:41a,42,44

“But speaking the truth in love, we must grow up in every way into him who is the head, into Christ, from whom the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, promotes the body's growth in building itself up in love.”

~ Ephesians 4:15-16

### **Mission Statement:**

Promote, advocate, and provide structure, opportunities, and encouragement for the members of St. Paul’s UCC to provide love, support, and care for one another; to strengthen the ties that bind the members as the Body of Christ.

### **Sub-committees:**

21<sup>st</sup> Century Christian Women’s Group  
Men’s Fellowship Group  
Soup & Such  
Clothing Closet

### **Coordinators:**

### **Areas of Responsibility:**

Adult Fellowship Groups  
Adult & Family Fellowship Activities  
(i.e. game nights, sporting events, concerts, day trips, fellowship retreats)  
Enlist, Train, and Organize Fellowship Friends  
Integration of new members into active members  
Fellowship Meals  
Funeral Meals  
Coffee Clatch  
Eating/Drinking/Serving supplies, plates, cups, and utensils  
Proposal of church policies that relate to their SC to Consistory

## **Property - SC**

### **Examples of Activities:**

Encouragement and Organization of activities that help members show and receive Love, Support, and Care from one another  
Fellowship Activities  
Periodic membership pictorial directory  
Church picnics  
Organize transportation to and from worship services for those who need assistance  
Church Parties including: Christmas Party, Anniversaries, Installations, Farewells, etc.  
Relay for Life  
Crop Walk  
Encouragement and organization of contributions to local agencies i.e.:  
Phoebe, Bethany Children's Home, Emergency Shelter, Women in Crisis, Food Pantry, Soup Kitchen, Opportunity House, Crop Walk, Harvest Home contributions (coordinating with Worship SC), etc.

### **Biblical Mandate:**

“Now Moses used to take the tent and pitch it outside the camp, far off from the camp; he called it the tent of meeting. And everyone who sought the LORD would go out to the tent of meeting....”

*~ Exodus 33:7a-c*

“Thus they shall keep charge of the tent of meeting and the sanctuary... for the service of the house of the LORD.”

*~ 1 Chronicles 23:32*

[Jesus] was teaching and saying, “Is it not written, ‘My house shall be called a house of prayer for all the nations’?”

*~ Mark 11:17a*

### **Mission Statement:**

To provide leadership, structure, opportunities, and encouragement for the membership's care and maintenance of the buildings and grounds of St. Paul's UCC; and provide oversight and support of the sexton.

### **Sub-committees:**

### **Contact Committees:**

### **Coordinators:**

Safety Equipment Coordinator

**Areas of Responsibility:**

Buildings and Grounds care and maintenance  
Safety Equipment care, maintenance, and training  
(AED, First Aid Kit(s), Fire Extinguishers, Fire Blankets)  
Elevator  
Kitchen Appliances  
Administrating the maintenance of property  
Leaf Removal  
Snow Removal  
Proposal of fees and policies regarding building use  
Proposal of church policies that relate to their SC to Consistory

**Examples of Activities:**

Enlist, organize, and encourage maintenance and work details to care  
for the building and grounds  
Snow removal  
Lawn care  
Maintain utilities  
Maintain maintenance supplies and equipment  
Periodic review of building rental costs and forms  
Suggest to Consistory capital repairs and projects

**Standing Committee Officers**

**Basic Job Description**

**Chairperson**

The chairperson of each SC is to call meetings; make sure that all of the SC members, Pastor, Consistory President and Vice President, and Office Secretary are informed of meeting dates and times; and set the agenda for the meetings. Meetings are often once a month, but the chairperson may call for more or less meetings as needed to lead the ministries of their SC. The chairperson's role is to lead their SC in getting the rest of the congregation engaged, excited, supportive, and involved in the ministries of their SC, to delegate tasks, to ensure the congregation is receiving appropriate updates of the ministries about to be carried out by the SC and the results of those ministries, and to keep their SC on task of accomplishing the work of their particular SC.

The chairperson does not serve on Consistory for three primary reasons: (1) so that the chairperson has more time to focus on the ministries of their particular SC by not needing to spend time on the concerns of the other SCs; (2) to give the SCs more freedom to be creative and less micro-managed by Consistory, while staying within the policy parameters set up by Consistory, while working towards our common vision, and not carrying out the ministries of other SCs; and (3) necessitates that the chairperson and vice chairperson work as a team, communicating with each other on a regular basis.

The chairperson should lead their particular SC in goal setting and evaluation of ongoing programs, ministries, and activities at least twice a year; and ensure goal setting and evaluation of special programs, ministries, and activities as they happen.

The chairperson should ensure that the congregation is appropriately updated about their SC's activities (which may be done through delegation), including promoting of upcoming events, and sharing results and thank you's of completed activities.



### **Vice Chairperson**

The vice chair serves the role of the chairperson when the chairperson is absent.

The vice chair serves as the primary liaison between Consistory and their SC. Their job is to work with the other vice chairpersons and Consistory to have all of the leadership working as a team toward a common vision. In this capacity, the vice chair seeks to make sure that the programs and activities of their SC and its sub-committees supports the church's vision and the other SCs. They are to submit a monthly written report to Consistory, which may be delegated to a SC secretary.

### **Co-Liaison Consistory Member**

The co-liaison Consistory member serves the role of the vice chair when the vice chair is absent.

The primary role of the co-liaison is: to help ensure good communication between the individual SC and Consistory, and between the various SCs; and to be a part of a leadership team with the chairperson and vice chair.

The co-liaison is a member of Consistory. As such each of the five Standing Committees have two representatives on Consistory.

### **Secretary**

The chairperson and vice chairperson of each SC may appoint a member of their SC to serve as SC secretary for a one year term. The role of the secretary is to keep the minutes of their SCCM. These minutes are to be passed on to the next secretary when their term expires. The secretary is to ensure that the Consistory President, Consistory Vice President, and Pastor all receive copies of the SCs minutes prior to the next Consistory meeting. The secretary may also be delegated the role of typing up a monthly Consistory report.

### **Treasurer**

The chairperson and vice chairperson of each SC may appoint a member of their SC to serve as SC treasurer for a one year term. The role of the SC treasurer is to keep a record of all of the expenses and income of their SC.

### **Designated Coordinator**

There are tasks that are often times better served by a coordinator (and perhaps co-coordinator) than by an entire committee or subcommittee. Using a designated coordinator is one means by which the chair and vice-chair of a particular SC can delegate their SC's duties and responsibilities.

Coordinators for committee tasks should be appointed for a one year term, without limit of renewal, by the particular SC. The SC chair and/or vice-chairperson should keep the President, Vice-President, Pastor, Consistory Secretary, and Office Secretary apprised of any changes in designated coordinators. The SC chairperson provides support and oversight for the coordinator.

## **Consistory Groupings**

The following is only a brief description of the following committees. For a more complete description, please refer to the Bylaws.

### **Spiritual Council**

The Spiritual Council is chaired by the Pastor and is composed of the Elders on Consistory.

The Spiritual Council holds regular meetings for discussing and devising ways and means to improve the spiritual life of the Congregation.

The Spiritual Council prepares, distributes, and disposes of the sacramental elements under the pastoral leadership; maintains the altar ware and supplies for the sacraments; and oversees the lay visitation ministry.

The Spiritual Council provides leadership, oversight, organization, and encouragement of the members' support of the visitation ministries.

#### **Coordinators:**

Homebound/Shut-in Visitation Coordinator  
Weekly Lay Visitation Coordinator  
Communion Schedule Coordinator  
Nominating Committee Chair and Co-Chair

## **Deacon Council**

The Deacon Council is composed of the current Consistory Deacons. It is chaired by the Head Deacon, who is appointed for a one year term by their fellow Consistory Deacons.

The Deacon Council provides support and oversight for the Treasurer and Financial Secretary

#### **Coordinators:**

Head Deacon  
Annual Stewardship Campaign Chairperson  
(The chair or vice chairperson of the annual stewardship campaign should be a Consistory Deacon)  
Counting Team Coordinator  
UCC and UCC-Related Special Offering(s) Coordinator(s)  
Spiritual Gifts/Volunteer Coordinator

#### **Areas of Responsibility:**

Annual Stewardship Campaign  
Promoting, encouraging, and teaching Biblical stewardship to the membership  
Promoting and encouraging the members to regularly contribute their time, talent, and treasures to God through St. Paul's (including through the use of Time and Talent sheets, ordering of Annual Offering Envelope Packets, and Electronic Contributions)  
Promoting, encouraging, and providing opportunities for the membership to support the national UCC offerings, PSEC offerings, and UCC-related ministries and institutions offerings  
Organizing and communicating world and national mission efforts through the UCC and its ministry partners  
Organizing Counting Teams  
Periodic Review and Revision Proposals to Consistory for Church-Safe Financial Policies and Guidelines  
Annual Audit of the church's finances  
Oversight of all accounts and investments held in St. Paul's name (some of which may be handled through the Financial Advisory Committee)  
Reporting the results of stewardship and special offering efforts to the congregation

## Elders

Elders are appointed to assist and support the Ministers of the word in the general government of the Church. They form, with the Minister, in each particular ecclesiastical charge, a council in common for the spiritual supervision of the flock which is committed to their care. They are bound to take part, accordingly, in the work of the Ministry, so far as it has to do with this pastoral oversight and rule. They are to be the advisers and counselors of the Minister in the Minister's episcopal trust; they are to be to the Minister as hands and eyes, acting with the Minister and for the Minister, and representing the Minister's presence throughout the congregation. It is their province to go before the flock in the way of Christian example, to watch over it in the Lord, to take an active interest in its spiritual welfare, to feel a responsibility for its condition, to be at hand in all circumstances with spiritual aid for its necessities and wants. It belongs to them in virtue of their office, to visit the sick and the afflicted, to instruct the ignorant, to admonish such as are out of the way, to warn the unruly, to command and rebuke with authority in Christ's name. To them, moreover, in conjunction with the Pastor, belongs the whole discipline of the Church, its power of the keys, as exercised both in the form of censure and in the form of absolution.

An Elder is an ordained position within St. Paul's UCC. There are term limits for particular offices within the church. However, once ordained, one retains the status, honor, responsibility, and title of Elder as long as they retain their membership and their Elder standing.

The bylaws require that a member be in good standing for at least the previous four consecutive years in order to be ordained as an Elder.

## Deacons

The office of Deacons has regard especially to the wants of the poor. To them it belongs, accordingly, to help the Pastor, and to supply the Pastor's place, in those church ministrations which are directed immediately towards the more outward needs of the general household of faith. On them falls the honorable charge of looking after the desolate and poor, and of seeing that the charities of the Church are applied with proper effect to their weekly and daily wants. In this service, at the same time, they must not lose sight of the true spiritual character of their office; which, however it may be thus occupied with outward and temporal things, remains always a proper branch of the Christian Ministry, the last scope and purpose of which in all things can only be the eternal salvation of persons in the world to come. Hence it is that so much stress is laid, in the New Testament, on the character and life of those who are called to take part in this work. They must be persons of honest report, full of the Holy Ghost and wisdom, who may be able, both by word and example, to help forward the great purpose of the Gospel, making their ministrations to the bodily necessities of the poor the occasion and means of a still better benefit to their souls. St. Paul also, writing on this subject, in his first Epistle to Timothy, requires of them expressly virtues and merits of like sort with those which are needful for the office of the Ministry in its most exalted character.

A Deacon is an ordained position within St. Paul's UCC. There are term limits for particular offices within the church. However, once ordained, one retains the status, honor, responsibility, and title of Deacon as long as they retain their membership and their Deacon standing.

The bylaws require that a member be in good standing for at least a year or have just completed the confirmation program in order to be ordained as a Deacon.

## **Trustees**

The office of Trustees has regard to the care of the church building, the House of the Lord, and its property, enabling the worship, study, prayer, mission, and other ministries to occur within the church's facility, and to symbolize well the presence of this house of faith and sanctuary of Christ within and for our local community.

A Trustee is not an ordained position within St. Paul's UCC. A person only retains that title while serving as a Trustee on Consistory, or while serving as the chairperson of the Property Standing Committee.

The Head Trustee is the vice chairperson of the Property Standing Committee.

The bylaws require that a member be in good standing for at least six months or have just completed the confirmation program in order to become a Trustee.

## **Youth Representative**

The Consistory Youth Representatives may be any confirmed youth who is at least 12 years old.

The Consistory Youth Representative is not an ordained position within St. Paul's UCC.

## **Special Committees**

### **Pastor-Parish Relations Committee**

The Pastor-Parish Relations Committee (PPRC) is to be an advisory group to the pastor and as support for the pastor's leadership, to support and maintain an open and healthy relationship between the pastor and members of the congregation. There are five members, each serving a two year term. The chairperson is elected from among the PPRC by the PPRC. The PPRC generally meets quarterly. The President and Vice-President of Consistory, Committee chairs, and staff may not serve on the PPRC.

### **Financial Advisory Committee**

The Financial Advisory Committee (FAC) oversees the Endowment Fund investments of St. Paul's UCC. The FAC is composed of five members who serve three year terms. Those five elect their own chair and vice-chair. The FAC generally meets quarterly. The FAC is to liaison information with Consistory Deacons.

### **Budget Committee**

The Budget Committee shall be composed of one member from each Standing Committee and the Vice President of Consistory, who shall chair the committee. The Pastor, President of Consistory, Treasurer, and Financial Secretary shall be ex-officio members of the committee, with voice and not vote. The Budget Committee shall propose an annual budget for the Fall Congregational Meeting, which shall first be approved by Consistory.

### **Nominating Committee**

The Nominating Committee shall be composed of the Pastor and the Consistory Elders. One of the Consistory Elders, other than the President, shall serve as chair and another as co-chair.

## Youth Group

To Be Developed in 2017

The development of a youth group is a part of Year 3 in the Long-Range Five Year Growth Plan.

## All Members *Priesthood of All Believers*

### Biblical Reference:

“Now concerning spiritual gifts, brothers and sisters, I do not want you to be uninformed.... Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good.... For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. For in the one Spirit we were all baptized into one body-- Jews or Greeks, slaves or free-- and we were all made to drink of one Spirit. Indeed, the body does not consist of one member but of many.... If one member suffers, all suffer together with it; if one member is honored, all rejoice together with it. Now you are the body of Christ and individually members of it.... So with yourselves; since you are eager for spiritual gifts, strive to excel in them for building up the church.”

~ *Paul's 1<sup>st</sup> Epistle to the Corinthians 12:1, 4-7, 12-14, 26-27; 14:12*

“The gifts [Jesus Christ] gave were... to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.”

~ *Paul's Epistle to the Ephesians 4:11a, 12-13*

### **Baptismal/Confirmation/Membership Vows**

- (1) to be Christ's disciple
- (2) to follow in the way of our Saviour, Jesus the Christ
- (3) resist oppression and evil
- (4) show love and justice,
- (5) witness to the work and word of Jesus Christ
- (6) grow in the Christian faith
- (7) be a faithful member of the church of Jesus Christ,
- (8) celebrate Christ's presence
- (9) further Christ's mission in all the world.
- (10) within the local church, participate in the life and mission of this family of God's people,
- (11) share regularly in the worship of God
- (12) enlist in the work of your local church as it serves its community and the world
- (13) towards one another, as baptized members of the Body of Christ, offer your love, support, and care.

### **Membership Duties & Responsibilities:** *(From St. Paul's Bylaws)*

It is expected that the members will conduct themselves according to the example of Christ, and the teachings of the Church.

It is the duty of all members to take an active part in all the functions of the Church for the glory of God possible and the uplift of mankind. This includes:

- (1) regular attendance at divine worship and study services;
- (2) fervent Prayer for the welfare of the Church;
- (3) a Family Altar and Daily devotions in the home;
- (4) careful attention to the religious training of the Youth;
- (5) Liberal financial and moral support toward local maintenance [of the church] and our Christian World Mission;
- (6) obedience to her [the church] established law and authorities,
- (7) Untiring zeal in bringing the unchurched under her influence;
- (8) a spirit of Christian Love toward all her members;
- (9) and membership and active participation in the organizations of the Church wherever possible.