

## **NCC Steering Committee Responsibilities**

### **1. Fiduciary**

- Recommend annual budget for approval by the community
- Approve expenditures beyond the scope of the budget as needed
- Arrange for and accept the audit
- Oversee the revenue and expenses of the annual budget through review and approval of treasurer reports
- Act as the agent for the congregation in including borrowing and property transactions as authorized by the community

### **2. Planning**

- Establish and maintain a short term and long term planning process for the community
- Establish and maintain an annual goal setting process with the community prior to budget development each year

### **3. Personnel**

- Ensure pastor job descriptions are up to date
- Evaluate the pastor(s) performance annually
- Set annual goals with the pastor(s)
- Handle personnel concerns and issues as needed in collaboration with the Pastor Parish Relations Committee
- Appoint people to fill interim vacancies on Steering Committee, CRC Board and other community committees
- In the event of a pastoral vacancy, form a search committee with the community approval to conduct a search for a new pastor.

### **4. Facilities and Equipment**

- Build awareness of CRC issues and community facilities and equipment needs
- Work with the CRC through representatives appointed to the CRC board in planning for and responding to building needs
- Budget for acquisition and maintenance of NCC equipment as needed

### **5. Communication & Scheduling**

- Schedule, announce, and moderate community meetings
- Receive committee reports and recommend action by community
- Make announcements
- Answer questions raised by community members
- Schedule community events
- Listen to feedback from members of the community

### **6. Denominational**

- Review and oversee maintenance of denominational standing and relationships as needed

7. Education and Spiritual Development

- Encourage and support educational programming for both children and adults

8. Committee Development and Support

- Establish and oversee committees to conduct community work as needed

9. Caring Community and Social Life

- Establish and support opportunities to become a community of caring with each other.
- Establish and support opportunities for social involvement and events in the community (e.g. tables of six, potlucks, member directory)

September 10, 2015