

Central Square Congregational Church, United Church of Christ Bridgewater, MA

Congregational Engagement Team Handbook

Purpose: To identify and execute programs that support the church's ministry of communication and connection within the congregation.

Mission: To minister to and engage the congregation in creating meaningful opportunities for fellowship, relationships, and parish care; to provide opportunities to develop talent; and to support the mission of the church.

Members: 3 elected leaders, plus project working groups, and individual volunteers. Members may participate in person or virtually.

Responsibilities:

- Organize and coordinate opportunities for Fellowship
- Coordinate Parish care
- Recruit and organize ushers and greeters
- Communicate activities to the congregation through the communications coordinator and office staff using various church media including worship announcements, website, bulletins, email, postal mail, newsletters, and social and public media.
- Communicate with the church office, staff, and other teams about team events, needs, and publicity
- Cultivate a talent bank
- Nominate church members to serve on teams and as officers, taking care to ensure continuity and stability.
- Nominate delegates to the Wider Church
- Maintain a handbook that provides a description and guidance for every initiative to ensure consistency and stability as members move on and off the Team.
- Maintain records of projects, including the purpose and contacts for each initiative.
- Provide a written annual report for the Annual meeting.
- Meet and/or communicate regularly with elected team leaders
 - During the first month of the program year, assign roles and responsibilities of members
 - Provide informal written updates for the Cabinet on the activities of the Team
 - Designate a representative for each Cabinet meeting

Examples of Current Programs and Projects:

- Care Team
- Care Circles
- Extravagant Welcome
- Steeple Sounds