

## PILGRIM CHURCH 2024

### STAFF

#### Senior Pastor

Rev. John F. Hudson

[pastorjohn@pilgrimsherborn.org](mailto:pastorjohn@pilgrimsherborn.org)

Primary teacher, preacher and pastor to Pilgrim Church members and friends; head of staff; representative of the church in the wider community and the wider United Church of Christ; lead teacher, confirmation class; ex-officio member of every church committee and task force.

#### Office Administrator

Cindy Sullivan

[admin@pilgrimsherborn.org](mailto:admin@pilgrimsherborn.org)

Manages the church calendar; assists staff and committees with administrative/clerical support; maintains records of baptisms, weddings, funerals, mailing lists, directory listings, and the membership database; creates, prints, posts Sunday bulletin, quarterly newsletter, Annual Report, Church Directory, and programs for funerals and weddings; prints checks for signing, and prepares rooms for meetings or functions.

#### Dir. of Congregational Ministry

Janet Walsh

[ministries@pilgrimsherborn.org](mailto:ministries@pilgrimsherborn.org)

Oversees New Member Ministry; provides Sunday Worship support for visitors and members; works closely with Pastor and volunteers to facilitate direct Care and Outreach; coordinates Caring Communications with church members and friends and maintains church website with Social Media Coordinator.

#### Director of Music

David Tiedman

[music@pilgrimsherborn.org](mailto:music@pilgrimsherborn.org)

Prepares/leads music for Sunday worship and special occasions; prepares/conducts rehearsals for chancel choir, handbell choir, and for special occasions; manages music library; recruits musicians for summer services and special occasions; maintains the organ, pianos and handbells, and oversees Sacred Arts Ministry meetings and activities.

#### Director of Christian Education

Victoria Gaisford

[education@pilgrimsherborn.org](mailto:education@pilgrimsherborn.org)

Leads Sunday School education and curriculum; recruits volunteer teachers; delivers children's message on Sundays; oversees the 8<sup>th</sup> grade OWL program; oversees logistics for confirmation and meets with Christian Education Committee.

#### Middle School Youth Group

Rev. John F. Hudson

[pastorjohn@pilgrimsherborn.org](mailto:pastorjohn@pilgrimsherborn.org)

Develops and leads programs for Middle School students including engaging bi-weekly meetings and service opportunities. This is a combined program with our friends at the Dover Church.

#### Senior High Youth Group

Rev. Kayla McKinsey

[kayla@thedoverchurch.org](mailto:kayla@thedoverchurch.org)

Develops and leads programs for Senior High School students including weekly meetings, service opportunities and a summer mission trip. This is a combined program with our friends at the Dover Church.

#### Social Media Coordinator

Saul Mendoza

[digitalmedia@pilgrimsherborn.org](mailto:digitalmedia@pilgrimsherborn.org)

Develops, administers, and promotes content on social media platforms and assists with web site and IT updates.

#### Assistant Treasurer

Cindy Sullivan

[finance@pilgrimsherborn.org](mailto:finance@pilgrimsherborn.org)

Supplies/processes financial/contribution records for church/related ministries; prepares financial analyses of operations including interim and final financial statements; assists with communication of church financial plans/policies, accounting practices, maintenance of fiscal records, preparation of financial reports, and manages daily accounting tasks and budget controls.

#### Church Sextons

Robson & Ana DaSilva

Please contact the church office with questions about the building or grounds.

Officers and Committee Chairs serve on Parish Board.

See our annual *Volunteer and Elected Positions* list for contact information.

## OFFICERS

### **Moderator**

Plans agenda and presides at monthly Parish Board meetings, Annual Meeting and other special meetings as needed; serves on Personnel Committee, supports the Pastor and the Church with special projects such as appointing committees as needed.

### **Clerk**

Keeps minutes of Parish Board, Annual Meeting and any other special meetings; sends out notice of Annual or special meetings.

### **Chief Financial Officer**

Oversees the finances of the church in coordination with other Finance Committee members. Along with the Treasurer and Assistant Treasurer, invests excess funds. Reports to Parish Board monthly

### **Treasurer**

Oversees the work of the Assistant Treasurer and the Church Administrator's financial duties; reviews transactions, reconciles asset accounts, is the authorized signer for all contracts approved by various committees and all bank accounts, and oversees the preparation of the annual budget.

## COMMITTEES

### **Christian Education**

Works with the Pastor, Director of Christian Education, and youth leaders in the development and implementation of Christian Education programs for all ages; maintains and trains adequate staff of teachers; participates in the selection of the DCE and or youth leaders, with consultation of the Personnel Committee, a search committee and the Pastor.

### **Deacons**

Prepares the sanctuary for worship and the sacraments of Communion and Baptism, assists at special services, welcoming all who come to worship and providing spiritual outreach when needed.

### **Finance**

See above under Officers.

### **Hospitality & Outreach**

Recruitment, welcoming and orientation of new visitors and friends; nurturing and connecting present members and friend through outreach and community building; broadening the use of individual member talent both within the church and in the wider community.

### **Memorial & Endowment**

Receives, approves, invests, and superintends funds for church ministries; informs congregation about and encourages contributions to existing funds; disperses money from funds; selects and presents awards; reviews policy every four years; receives, records, and acknowledges non-monetary memorial gifts; keeps an inventory of historical documents; keeps a permanent record of committals in the Memorial Garden and annually submits a list of them to the Sherborn Cemetery Commission.

**Missions**

Coordinates and monitors the Mission Ministries of the church and serves as the liaison between the mission ministries and the Minister; researches and determines which organizations receive allocations of Ministry money.

**Pastoral Relations**

Seeks constructive and helpful communication with the Minister; promotes and maintains an open healthy relationship between the Minister and the Members; conducts an annual written, confidential performance review of the Minister.

**Personnel**

Establishes and coordinates sound employment practices and procedures and keeps confidential and secure personnel records; provides job descriptions for all employees, hires employees, establishes job performance standards and goals, and holds annual job reviews. Makes annual salary and benefit recommendations to Parish Board.

**Property Trustees**

Oversees and budgets for the maintenance of church buildings (Church and Parsonage), their grounds and associated equipment and oversees the duties of the Church Sexton.

**Sacred Arts**

Develops and presents arts-related programs with the input of the Pastor, Music Director, staff, other committees, and the congregation. With the Pastor, conducts an annual job review of the Music Director.

**Stewardship**

Provides stewardship education and leads the annual stewardship campaign to support the annual budget; assists with long-term and capital campaigns.