

PILGRIM CHURCH 2026

STAFF

Senior Pastor

Rev. John F. Hudson

pastorjohn@pilgrimsherborn.org

Preacher and Pastor to Pilgrim Church members and friends; head of staff; represents church in the wider community and the wider United Church of Christ; lead teacher, confirmation class; leads bible study, book groups and writing group, and serves as ex-officio member of every church committee and task force.

Office Administrator

Cindy Sullivan

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

Oversees New Member Ministry; provides Sunday Worship support for visitors and members; facilitates 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

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

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

Middle School Youth Group

Rev. John F. Hudson

pastorjohn@pilgrimsherborn.org

Victoria Gaisford

education@pilgrimsherborn.org

Develops and leads a bi-weekly hands-on program for middle school students In September of 2022, this program will merge with the program at the Dover Church (one year trial).

Senior High Youth Group

Rev. Kayla McKinsey

kayla@thedoverchurch.org

Develops and leads programs for Senior High Schools students including the spring missions trip and the fundraising to support it. In September of 2022, this program will merge with the program at the Dover Church (one year trial).

Social Media Coordinator

Saul Mendoza

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

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 workshop 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.