

2021-2022 COMMITTEE DESCRIPTIONS

Numbers in parentheses indicate size of committee

- CALLING** (6) Calls the members with reminders of meetings and cancellations.
- CARE** (5) Supports the healing mission of church by being alert and responsive to the needs of Christian Scientists.
- CHAIRMAN OF CHURCH MEETINGS** (2) Presides at all regular and special membership meetings. Must be familiar with *Robert's Rules of Order*.
- CHILDREN'S ROOM** (20) Cares for young children so parents may attend services and lectures.
- COLLEGE CONTACT** (1) Lends support to area Christian Science College Organizations.
- COUNTING** (12) Counts the Sunday collections under the chairmanship of the Treasurer.
- FINANCIAL ADVISORY (FAC)** (4) Serves as consultant for the Executive Board on financial matters and decisions, advises upon Board request and/or its own initiative, and is chaired by the Treasurer. It also supports the Treasurer to achieve continuity in church financial management through its advice.
- FINANCIAL REVIEW** (4) Reviews the financial records of the church annually.
- FLOWER** (6) Creates seasonal floral arrangements monthly for the church, Sunday School, and lectures and maintains the artificial floral inventory.
- HISTORY** (3) Maintains a history of Christian Science in Colorado Springs.
- HYMNAL** (5) Keeps hymnal racks filled and in good order; keeps all books in good repair; collects *Quarterlies* and the solos after Sunday services.
- INFORMATION TECHNOLOGY (IT)** (6) Maintains church, Sunday School and Reading Room sound systems, computer systems, and other information technology systems.
- LECTURE** (5) Plans for and handles arrangements for lectures sponsored by this church.
- MONITOR GIFTS** (1) Arranges for Monitor subscriptions in the community. Lit. Dist. & Prep.
- MAINTENANCE** (5) Ensures that the church building and grounds and Reading Room premises are kept in good order and supervises the custodian.
- MEMBERSHIP** (5) Interviews applicants for membership; makes recommendations to the Executive Board and tends to the hospitality table.
- METAPHYSICAL** (6) Prayerfully supports activities of church, Sunday School, and Reading Room and responds to specific prayer requests from the Executive Board.

MUSIC (6) Selects solos. Holds auditions for musicians; recommends terms of positions for soloists and organists and provides oversight of their work.

NEWSLETTER (1) Prepares the newsletter after each regular membership meeting.

READERS' COMMITTEE (1) Supports the readers metaphysically in their performance of platform duties; obtains substitute readers; acts as liaison between the congregation and readers and the Executive Board and readers. Requires having been a reader.

READER SUBSTITUTE (8) Must have served as a reader.

READING ROOM STAFF (23 regular and 12 substitutes) Greets and assists visitors to the Reading Room, answers questions, completes sales, and assists with borrowing and use of study resources. Physically and metaphysically supports the purpose of the Reading Room. Regular staff serves once each week or once each month for a period of one, two, three or four hours as arranged with the Librarian. Substitutes serve as needed but may specify morning, afternoon, weekend, or evening shifts.

SUNDAY SCHOOL SUPERINTENDENT (1) Supervises Sunday School activities as provided by the *Church Manual*. Must be a member of The Mother Church.

ASSISTANT SUNDAY SCHOOL SUPERINTENDENT (1) Assists the Superintendent; acts as Superintendent when the Superintendent is absent. Must be a member of The Mother Church.

SUNDAY SCHOOL TEACHER (7 teachers and 10 substitutes) Teaches children in the Sunday School in accordance with the *Manual*, Article XX sections 2 & 3. Must be a Mother Church member.

SUNDAY SCHOOL REGISTRAR/LIBRARIAN (1) Registers new and visiting students.

TELLER (8) Registers attendance at membership meetings; handles balloting at meetings.

USHER (22) Welcomes those who attend services and lectures; keeps services harmonious and free from disruptions, and metaphysically supports the service.

WEBMASTER (1) Maintains church's website and at the Executive Board's direction updates the website.