



Committee and Task Team Charters

Last Updated: May, 2026

NACCC Committee and Task Team Charters

Contents

Project Summary.....	4
Summary of Annual Appointments.....	5
Annual Meeting and Conference Committee	7
Building and Loans Committee	9
Bylaw Committee.....	10
Cabinet Committee.....	11
CFTS Committee.....	13
Congregational Investment Trust	15
Oversight Committee	15
The Congregationalist.....	17
Editorial Advisory Committee.....	17
Devotional Publication Team	18
Finance Committee.....	19
Host Committee.....	21
Lay Ministry Training Program Committee.....	23
Membership Committee.....	25
NAPF/HOPE Planning Committee	27
Personnel and Administration Committee	29
Strategic Advisory Committee.....	31
Youth Committee	32
Team and Committee Rosters.....	33

NACCC Committee and Task Team Charters

Project Summary

Purpose

With a wide array of teams and committees that operate in conjunction with NACCC councils, boards, leadership, and staff, it was difficult to maintain clarity as to the purpose, structure, membership and accountability of these many teams. With consistent rotation in the leadership of the Association, it became clear that the NACCC would benefit from a process of clarifying, codifying and delineating these things. The charters that follow in this packet are intended to serve that specific purpose of helping to pass this information from one set of leaders to the next.

Process

Originally tasked by the Board of Directors, the Cabinet of the NACCC (Moderator, Vice-Moderator, Foundation President and Executive Director) led the effort to develop these documents. Each charter was initially developed by the Cabinet based on best understandings of current practice, those charters were reviewed and amended with the particular team/committee in question, and then passed through the councils, boards, or staff to which they are accountable. Once all involved parties were comfortable with the document, each charter was individually reviewed and endorsed by the Board of Directors.

Charters and Amendments

The following pages identify individual charters that cover each of the known standing teams and committees that are operational within the NACCC at the time of its publication. While not meant to be restrictive to the work of the Association, these documents are the best result of a cooperative effort between current volunteers and elected leadership of the NACCC. To this end, any substantive changes to these charters should be vetted and endorsed in the same manner as outlined in the process above.

NACCC Committee and Task Team Charters

Summary of Annual Appointments

The following is a list of individuals, committees, councils and boards who have the responsibility to appoint committee and team members for groups listed in the included charters. These appointments should be reviewed and formalized shortly after the conclusion of each Annual Meeting. For current membership, duration of service, and related term limits, please see the Team and Committee Rosters on page 33 of this booklet.

Board of Directors:

- Building and Loans Representative
- Bylaw Committee Representative
- CIT Oversight Committee Representative
- CIT Oversight Committee Members-At-Large (3-5)
- Congregationalist Editorial Advisory Committee Representative
- Finance Committee Representative
- Finance Committee Members-At-Large (2)
- Personnel and Administration Committee Representative
- Personnel and Administration Committee Members-At-Large (3)

Congregational Foundation Board of Governors

- CIT Oversight Committee Representative
- Congregationalist Editorial Advisory Committee Representative
- Finance Committee Representative
- Personnel and Administration Committee Representative
- Strategic Advisory Committee Representative

Congregationalist Editor:

- Congregationalist Editorial Advisory Committee Members-At-Large (3) (in consultation with NACCC Executive Director)

Executive Director:

- CFTS Members-At-Large (4) (in consultation with Vitality Chair)
- CFTS Staff Representative
- Devotional Publication Team Staff Representative
- LMTP Advisory Committee Staff Representative
- NAPF/HOPE Planning Committee Staff Representative
- Youth Committee Staff Representative

Growth Ministry Council:

- Devotional Publications Team Members-At-Large (3)
- NAPF/HOPE Planning Committee Members-At-Large (3)
- Youth Committee Representative

Lay Ministry Training Program Advisory Committee

- LMTP Advisory Committee Members-At-Large (at least 8) (in consultation with Vitality Ministry Council)

Leadership Council:

- Bylaw Committee Representative
- Congregationalist Editorial Advisory Committee Representative
- Membership Committee Representative
- Strategic Advisory Committee Representative
- Strategic Advisory Committee Members-At-Large (3) (in consultation with the NACCC Executive Director)

Moderator:

- Bylaw Committee Member-At-Large
- Membership Committee Members-At-Large (5-7) (in consultation with the NACCC Executive Director)

Vice-Moderator:

- Building and Loans Member-At-Large (in consultation with Treasurer)

Vitality Ministry Council:

- CFTS Representative
- LMTP Advisory Committee Representative

Youth Representative Elected at the NACCC Annual Meeting and Conference

- Youth Committee Members-At-Large (2) (in consultation with Moderator)



Committee/Team Charter

Annual Meeting and Conference Committee

As Approved by the Board of Directors

October 14, 2024

Group Type: Standing Committee (Established in NACCC bylaws)

Purpose:

- Create a virtual and in-person community/experience for the business meeting and conference of the NACCC.
- Review, evaluate, and approve recommendations from the Host Committee regarding themes and primary speakers.
- Coordinate with NA leadership and staff, as appropriate, regarding additional speakers, plenary presentations, and workshops.
- Coordinate budgeting for Annual Meeting and Conference (AMC).
- Certify credentials for the declaration of a quorum at the beginning of the first business session.
- Periodically review and update the annual meeting handbook with Executive Assistant.

Composition:

- Nine (9) Voting Members: Moderator, Vice-Moderator, a representative involved in the youth ministries of the NACCC, and one (1) representative each from the Host Teams of the previous, current, and next annual meetings. Three (3) members-at-large shall be elected, at the annual meeting of the NACCC by the active members of the NACCC, for three (3) year terms, arranged so that one (1) term expires each year. Members-at-Large shall be members of active member Churches.
- NACCC Executive Director serves as an ex-officio member with voice but no vote. The Executive Assistant and Meeting Planner shall be invited as appropriate.
- Offices:
 - One member-at large is to serve as co-chair along with the moderator.
 - Any committee member may serve as secretary.

(Continued on next page)

Responsibilities:

- Meets monthly.
- Six (6) members constitute a quorum.
- Minutes are required, posted by the secretary in advance of each meeting.

Decision-making:

- Approve overall schedule for AMC.
- Respond to/approve recommendations from Host Committee on items such as theme, speakers, excursions, fellowship activities, worship, etc.

Accountability:

- Works in coordination with Leadership Council and reports to the Board of Directors.



Committee/Team Charter

Building and Loans Committee

As Approved by the Board of Directors

April 14, 2025

Group Type: Standing Committee

Purpose:

- Promote this resource to member churches.
- Receive and review applications from member churches for loans based on financial viability of applicant and available resources.
- Monitor progress toward completion of financial obligations.

Composition:

- NACCC Treasurer, who serves as chair
- Representative of the Board of Directors
- At-large member (preferably with expertise in lending and/or mortgage finance) appointed by the Vice-Moderator in consultation with the Treasurer (1-year term, maximum of four consecutive years).
- NACCC CFO, ex-officio
- NACCC Executive Assistant attends meetings to record minutes, with no vote.

Responsibilities:

- Meets at least quarterly, and otherwise as needed.
- Reviews quarterly statement regarding loanees and financial holdings of the Building and Lown Endowment.
- Exercise professionalism and confidentiality to protect the interest of the NACCC and its member churches.
- Monitor progress towards completion of financial obligations.
- Make recommendations, to the Board of Directors, regarding delinquencies, requests for forbearance, or requests exceeding usual practices and procedures.
- Provide a summary of activity to the Board of Directors at least quarterly.

Decision-making:

- All decisions must be unanimously approved before forwarding recommendations to the Board of Directors.

Reports To: Board of Directors.



Committee/Team Charter

Bylaw Committee

As Approved by the Board of Directors

April 14, 2025

Group Type: Standing Committee

Purpose:

- The Bylaws Committee reviews the existing bylaws annually to identify whether any changes need to be made and responds on an as-needed basis to requests from the elected Leadership to assess and propose possible amendments or procedural changes to meet NACCC's needs and interests and abide by necessary state laws.

Composition:

- Board of Director member, appointed by the Vice-Moderator, serves as chair
- NACCC Secretary
- Leadership Council member appointed by the Moderator
- At-large member, appointed by the Vice-Moderator, for a one-year term (maximum of four consecutive terms)
- NACCC Executive Director serves ex-officio with vote

Responsibilities:

- Meets at least annually and otherwise as needed.
- Review and, as appropriate, propose revisions to the bylaws or procedures of the NACCC.
- Consult with legal advisors as necessary.

Decision-making:

- Four of the five participants must approve of any recommendation before advancing.
- All recommendations regarding procedures or bylaws are reviewed by the Board of Directors.

Reports To: Board of Directors.



Committee/Team Charter

Cabinet Committee

As Approved by the Board of Directors

June 9, 2025

Group Type: Standing Committee

Purpose:

- To communicate and coordinate efforts of the Congregational Foundation, the NACCC Board of Directors, the NACCC Leadership Council, and the NACCC staff.

Composition:

- NACCC Moderator
- NACCC Vice-Moderator
- Congregational Foundation President
- NACCC Executive Director

Responsibilities:

- Monthly meetings are convened by the Moderator.
- Meetings seek to provide mutual support and encourage cooperation.
- Discussion items may include updates, reviewing/anticipating upcoming needs, and other items as necessary.
- No formal agenda is expected.
- Minutes are not recorded.

Decision-making:

- The Cabinet advises and seeks to build consensus across the NACCC leadership and staff.



Committee/Team Charter

CFTS Committee

As Approved by the Board of Directors

April 13, 2026

Group Type: Implementation Committee

Purpose:

- To support the educational quest for leadership in churches and ministries of the National Association of Congregational Christ Church.
- Responding to the needs of local churches for well-trained pastors by providing an effective path for those preparing for ministry that embodies the Congregational Way.

Composition:

- One (1) member of the Vitality Ministry Council.
- Four (4) to six (6) at-large members.
- The Executive Director or his/her designee serves ex-officio.
- Offices:
 - Committee chair is selected by the members of the committee.
 - Meetings are convened by the Chair or the Executive Director/designee, who set the agenda.
 - The representative from the Vitality Ministry Council will serve as budget manager.
 - A clerk will record minutes and keep a record of policy changes and approvals for funding.
- Expectations:
 - At-large members are invited to serve by the Executive Director/designee, in consultation with the Chair of the Vitality Ministry Council.
 - At-large members will serve staggered 4-year terms, with no more than two consecutive terms.
 - At-large members must be from different churches, and preferably different regions of the country.

(Continued on next page)

Responsibilities:

- Meet at least quarterly, with additional meetings as needed.
- Review and respond to scholarship grant applications and funding requests.
- Expanding opportunities for people called into ordained ministry through academic degrees, certificates, internships, Clinical Pastoral Education, specialized workshops and collegial gatherings within the NACCC.

Decision-making:

- Recommend, to the Vitality Ministry Council, funding for scholarships and programs.

Accountability:

- Reports to the Vitality Ministry Council.



Committee/Team Charter

Congregational Investment Trust Oversight Committee

*As Approved by the Board of Directors
December 8, 2025*

Group Type: Standing Committee

Purpose:

- The primary purpose of the CIT Oversight Committee (the Committee) is to represent all stakeholders (member churches, NACCC and Congregational Foundation) in matters of the Congregational Investment Trust, (the Trust).

Composition:

- The Treasurers of the NACCC and the Congregational Foundation.
- One (1) representative appointed by the Board of Directors of the NACCC.
- One (1) representative appointed by the Board of Governors of the Congregational Foundation.
- Three (3) to five (5) at-large members appointed by the NACCC Board of Directors.
- The Chief Financial Officer (CFO) of the NACCC serves ex-officio with voice but no vote.
- The Executive Director of the NACCC, or his/her designee, serves ex-officio with voice but no vote.
- Offices:
 - The Committee shall elect its own chair.
 - The Committee shall elect its own clerk.
- Expectations:
 - It is recommended that all at-large members have experience in financial markets or related financial fields.
 - It is preferred that at-large members be from churches participating in the CIT.
 - All appointees must be active members of active members churches of the NACCC.
 - At-large members serve three-year renewable terms staggered so that no more than 50% of the terms expire in any given year.
 - Five (5) voting members constitute a quorum.

(Continued on next page)

Responsibilities:

- Meet at least quarterly.
- Periodically select and review the performance of the CIT Trustee and the Trust's investment advisor.
- Review the IPS (Investment Policy Statement) at least once a year.
- Ensure that timely and appropriate communication with the NACCC Board of Directors, the Congregational Foundation, and participating member churches of the Trust is occurring.
- Promote the Trust as a service to all NACCC member churches.
- Host an Annual Meeting of the Trust in which participating churches and other NACCC member churches are invited.

Decision-making:

- With the assistance of the investment advisor, maintain an IPS, which lays out the investment strategy of the Trust and the diversity of the Trust's assets including such things as:
 - The asset mix of equity investments and fixed-income assets.
 - The asset mix of domestic and foreign investments.
 - The allowable tolerance of the various investment percentages.
 - The grade of investments allowed in each asset category.
 - Policies for periodic and performance related rebalancing of the portfolio.
- Prior to the start of the annual budgeting process, in consultation with the Trust's investment advisor, recommend to the Boards of the NACCC and the Congregational Foundation, and their respective Finance Committees, a suggested drawdown rate to be used to distribute endowment assets for the upcoming fiscal year. The rate shall be based on the projected long-term performance of the Trust's assets with the goal of maintaining the purchasing power of the investments.

Accountability:

- Reports to the Boards of Directors of the NACCC and the Congregational Foundation.

Governing Document:

- Additional details regarding the powers and responsibilities of the Committee can be found in the Congregational Investment Trust Agreement as amended and restated on June 1, 2024.



Committee/Team Charter

The Congregationalist

Editorial Advisory Committee

As Approved by the Board of Directors

December 8, 2025

Group Type: Implementation Committee

Purpose:

- Act as a sounding board for themes for upcoming issues.
- Provide suggestions for subject matter and potential authors.
- Attend to matters pertaining to the relationship between NACCC and the magazine.
- Promote branding consistent with other NACCC communications.
- Distinguish this platform from other NACCC media outlets.
- Promote audience engagement.
- Respond to questions of content and controversy.

Composition:

- Editor of The Congregationalist.
- Three at-large members appointed by Editor in consultation with Executive Director.
- One representative from the Board of Directors of the NACCC.
- One representative from the Leadership Council.
- One representative from the Board of Governors of the Congregational Foundation.
- Executive Director.
- Offices:
 - Editor serves as chair.
- Expectations:
 - At-large members shall not serve more than four consecutive years.

Powers:

- The editor provides content and questions for discussion to aid in strengthening the magazine.

Responsibilities:

- Agenda set by the Editor.
- Meetings are to be held at least quarterly, with additional meetings as needed.

Decision-making:

- Committee serves in an advisory capacity to the Editor, responding to questions and concerns posed by the Editor.



Committee/Team Charter

Devotional Publication Team

As Approved by the Board of Directors

December 8, 2025

Group Type: Implementation Committee

Purpose:

- The purpose of the Devotion Publication Team is to coordinate the development of devotional publications to be distributed to the member churches of the NACCC (at the time of the drafting of this document, two publications each year for Advent and Lent).

Composition:

- At least three members-at-large ('editors') appointed by the Growth Ministry Council, one of whom will serve as liaison to the Growth Ministry Council
- A staff representative of the NACCC appointed by the Executive Director
- Offices:
 - The Committee shall elect its own chair

Responsibilities:

- Recruit writers and gather submissions in coordination with the NACCC staff
- Proofread and edit submissions
- Create final draft document for submission to the NACCC office
- Coordinate publication and dispersal with the NACCC staff
- The Committee shall meet in-person or virtually, and communicate by email and other means, as is necessary to complete the task

Decision-making:

- Review and approve all submissions

Reports to: Growth Ministry Council



Committee/Team Charter

Finance Committee

As Approved by the Board of Directors

October 14, 2024

Group Type: Standing Committee

Purpose:

- Cooperate with the Finance Committee of the Board of Governors of the Congregational Foundation to ensure the financial well-being and progress of the National Association of Congregational Christian Churches (NACCC) by creating a budget process that coordinates the development, monitoring, and management of operations budgets for all NACCC related entities.

Composition:

- NACCC Treasurer
- One (1) representative appointed by the Board of Directors of the NACCC.
- One (1) representative appointed by the Board of Governors of the Congregational Foundation.
- Chairperson of the Investment Advisory Committee of the Congregational Investment Trust.
- The NACCC Executive Director.
- Two (2) at-large members appointed by the NACCC Board of Directors.
- The Chief Financial Officer (CFO) of the NACCC serves ex-officio with voice but no vote.
- Offices:
 - The NACCC Treasurer shall serve as Chair.
 - Clerk (maintains confidential minutes subject to privacy and employment laws).
- Expectations:
 - It is recommended that all appointees be persons with financial expertise.
 - All appointees must be active members of active members churches of the NACCC.
 - Ideally, the at-large members of the Finance Committee would not be concurrently serving in another capacity on the Association's leadership team.

(Continued on next page)

Responsibilities:

- Meet at least quarterly to review budgets and finances, with additional meetings as needed.
- Coordinate, review, and oversee the development of annual budgets including those of the Association's Councils, Boards, and other budgeting units; and that of the Congregational Foundation.
- Review and monitor quarterly the revenues and budgeted expenses of all entities, requesting budget adjustments when necessary to maintain the financial integrity of the organization. (When voluntary adjustments are not made in the following quarter, adjustment may be mandated by the FC.)
- Review proposals from the Personnel and Administration Committee, regarding staff salaries and compensation packages, for recommendation to the Board of Directors of the NACCC.
- Review with the Treasurer and CFO of the NACCC, prior to their reporting at the Annual Meeting and Conference, the annual financial and budget statements of the NACCC.
- Report all actions to the NACCC Board of Directors at their next following regular or special meeting.
- Issue quarterly reports to all Councils, Boards, and Committees (in addition to monthly reports distributed by the Association's CFO).
- Recommend fiscal policies for the NACCC including but not limited to drawdown and interest use policy for permanently restricted investments spending and reimbursement policies, and investment performance objectives. Policy agreement between the NACCC and the Foundation is desirable.
- Oversee and discuss the work of the Investment Advisory Committee of the Congregational Investment Trust.
- Four (4) members constitute a quorum.

Decision-making:

- Recommend, to the Board of Directors, annual budgets for all Councils, Boards, and Committees of the NACCC.
- Recommend, to the Board of Directors, changes in fiscal policies pertaining to NACCC investments and finances.
- Recommend, to the Board of Directors, adjustments in budgets and/or expenditures during the fiscal year.

Accountability:

- Reports to the Board of Directors



Committee/Team Charter

Host Committee

As Approved by the Board of Directors

October 14, 2024

Group Type: Implementation Committee (note: supports the work of a Standing Committee)

Purpose:

- Assist the Annual Meeting and Conference Committee (AMCC) in the details of the Annual Meeting and Conference (AMC).
- Recommend theme and speakers for review and approval by the AMCC.
- Offer suggestions for activities that bring a local flavor to the gathering.
- Provide welcome message at opening business session.
- Plan and officiate worship/communion service.
- Coordinate marshals for conducting an orderly meeting (votes).
- Review and share local resources (speakers, congregations, educational institutions, cultural venues) that may meet the needs of the AMC.
- Assist as a resource for planning NAPF/HOPE.

Composition:

- If/when a local church/association is hosting: committee membership and leadership is determined by that local body.
- If/when there is no local host organization, a Host Committee chair will be selected by the AMCC (note – this individual should not be a current member of the AMCC). The Chair will work in concert with the AMCC to recruit additional members for a Host Committee (focusing on congregations in the designated meeting region when possible).
- Host Committees often generate multiple subcommittees to focus on specific activities/needs, who meet based on their own determined schedules and needs.

Powers:

- The Chair identifies chairs for sub-committees such as:
 - Group excursions
 - Local resources (ball parks, breweries 😊, urgent care, attractions)
 - Hospitality
 - Marshals
 - Worship
 - Registration

(Continued on next page)

Responsibilities:

- The Host Committee begins its work at least 24 months before the AMC – subscribing to timeline provided by the Executive Assistant.

Decision-making:

- Hospitality and hosting responsibilities, not impacting the overall theme, flow, or expenses of the AMC, can be made by the Host Committee.
- Themes, speakers, excursions and other program-related recommendations must be reviewed by the AMCC.
- All expenses to be covered by the NACCC must be approved by AMCC based on budget.

Accountability:

- Reports to the Annual Meeting and Conference Committee.



Committee/Team Charter

Lay Ministry Training Program

Advisory Committee

As Approved by the Board of Directors

April 13, 2026

Name: LMTP Advisory Committee

Group Type: Implementation Committee

Purpose:

- To educate and equip spiritual leaders for churches of diverse means and needs, in a manner that embodies the Congregational Way, in support of the quest to provide an effective path for those preparing for ministry other than that of seminary education.

Composition:

- One (1) member of the Vitality Ministry Council
- Three (3) current cohort mentors
- One (1) Administrator
- One (1) Clerk
- One (1) Chair or two (2) Co-Chairs
- A representative of the NACCC Office
- At least eight (8) Members-At-Large
- Offices:
 - Chair/Co-Chairs are elected by the members of the Advisory Committee.
 - Administrator is an approved volunteer from the Advisory Committee.
- Expectations:
 - The Advisory Committee membership should represent the diversity within our organization, with focus on gender, age, experience, theology, church and geography.
 - Members-At-Large will serve staggered 4-year terms.
 - At-large members are invited to serve by the LMTP Advisory Committee in consultation with the Vitality Ministry Council.

(Continued on next page)

Responsibilities:

- Meet monthly to discuss the business of the Advisory Committee.
- Regularly review curriculum and requirements for each level of the LMTP program.
- Recruit students for the program.
- Recruit instructors on an as needed basis. The pool of instructors should represent the diversity within our organization, with focus on gender, age, experience, theology, church and geography.
- Recruit and train mentors, both Local and Cohort.
- Market the Program through NACCC Newsletters and Congregationalist magazine.
- Recognize graduates at AMC.
- Review and respond to scholarship applications.
- Consider opportunities to expand our program.
- Prepare an annual budget to be submitted to Vitality Ministry Council each fall.

Decision-making:

- The Advisory Committee may recommend new initiatives to the Vitality Ministry Council and the VMC can make recommendations to the Advisory Committee.

Accountability:

- Reports to the Vitality Ministry Council.



Committee/Team Charter

Membership Committee

As Approved by the Board of Directors

April 14, 2025

Group Type: Standing Committee

Purpose:

- To review applications from congregations seeking membership in the NACCC.

Composition:

- At least one (1) member of the Leadership Council.
- At least five (5) at-large members.
- The Executive Director serves Ex Officio.
- The Church Services Coordinator serves ex officio.
- Offices:
 - A chair (who must have served for at least one year on the committee) will be selected by the committee.
- Expectations:
 - The total membership in the committee, including ex-officio roles, shall be at least eight (8) and no more than ten (10).
 - At-large members are appointed by the moderator in consultation with the Executive Director.
 - At-large members will serve two-year terms for up to ten consecutive years.

Responsibilities:

- Each committee member shall respond with questions and/or a vote within a week of the application being distributed.
- Most reviews will be done by email, but virtual meeting can/may be called as needed.
- The Church Services Coordinator, serving as clerk, tracks responses and notes when all have been received and the recommendation is ready to proceed to the Leadership Council.

Decision-making:

- Recommending to the Leadership Council the acceptance or rejection of a church that applies for membership.

Accountability:

- Reports to the Leadership Council.



Committee/Team Charter

NAPF/HOPE Planning Committee

As Approved by the Board of Directors

February 9, 2026

Group Type: Implementation Committee

Purpose:

- Plan the national conference that takes place each June.

Composition:

- Youth Representative to the Leadership Council nominated and elected at the NACCC Annual Meeting and Conference.
 - *Note: This individual also serves on the Annual Meeting and Conference Committee and the Youth Committee.*
- President of NAPF.
- President of HOPE.
- Three at-large members.
- The Executive Director or his/her designee serves ex-officio.
- Offices:
 - The Committee shall elect an individual to serve as co-chair alongside the Elected Youth Representative to the Leadership Council.
 - A standing member of the committee serves as clerk.
- Expectations:
 - At-large members are appointed by the Chair of the Growth Ministry Council in consultation with the members of the Growth Ministry Council.
 - At-large members must be from different churches, and preferably different regions of the country.
 - At-large members serve renewable three-year staggered terms with no more than six consecutive years.

(Continued on next page)

Powers:

- Use Association resources available for meeting planning.
- Adhere to NACCC deadlines for scheduling, budgeting, and publicizing.
- Consult with NACCC staff regarding their upcoming needs.
- Two representatives can be funded to travel to the meeting city for one site visit per meeting.

Responsibilities:

- Agendas, minutes, and contact information should be on Trello, with support from Church Services Coordinator.
- Chair provides written monthly reports to Growth and AMCC.
- Youth Representative reports at Leadership Council and AMCC meetings.
- Must meet every other month as a minimum.
- Consult, as appropriate, with the NACCC Annual Meeting and Conference Planner regarding resources and opportunities in conference locations.

Decision-making:

- Submit to Growth Council Chair and Executive Director/Designee the conference program and budget for approval.

Reports To: Growth Ministry Council and AMCC through Elected Youth Representative to the Leadership Council.



Committee/Team Charter

Personnel and Administration Committee

As Approved by the Board of Directors

October 14, 2024

Group Type: Standing Committee

Purpose:

- Assist the Executive Director in gathering information for the annual evaluation of staff.
- Conduct an evaluation of the Executive Director to be reported to the Chairman of the Board of Directors of the NACCC, subject to personnel privacy and employment laws.
- Review regularly, with the Executive Director, the salary schedule and pay increases for all employees and make recommendations to the Finance Committee for approval by the Board of Directors.
- With the Executive Director, maintain an employee handbook with policies and work information.
- With the Executive Director, monitor existing policies and practices concerning work management and organization, atmosphere, and procedures that assure that the Association's employees are treated in a fair, correct, and lawful way.
- Receive and act upon employee complaints and grievances, serving as an arbiter under the Staff Handbook grievance procedure and as a channel to receive and investigate complaints under the Association's Discrimination and Harassment Policy.
- With the Executive Director, create new staff positions and job descriptions, and update existing job descriptions, for recommendation to the Board of Directors, and participate in the development and oversight of office personnel and administration service contracts.

Composition:

- One (1) member of the Board of Directors of the NACCC.
- Three (3) at-large members appointed by the Board of Directors for two-year terms.
- One (1) member appointed by the Board of Governors of the Congregational Foundation.
- Executive Director serves ex-officio with voice but no vote.
- Offices:
 - The representative from the Board of Directors shall serve as Chair.
 - Clerk (maintains confidential minutes subject to privacy and employment laws).

(Continued on next page)

Responsibilities:

- Meets quarterly with additional meetings as needed.
- Three (3) members constitute a quorum.
- The chairperson shall be a member of the Board of Directors. The chairperson shall set the meeting schedule and arrangements; in consultation with the Executive Director as appropriate, set the agenda for each meeting; and keep the Board of Directors informed of significant developments.

Decision-making:

- Recommend annual salary changes and budget requests to the Finance Committee.
- Recommend to the Board of Directors:
 - New positions and/or consequential changes to job descriptions.
 - Policies and procedures regarding fair and just treatment of all staff.
 - Significant changes to the Staff Handbook.
- Conduct an evaluation of the Executive Director to be reported to the Chairman of the Board of Directors, subject to personnel privacy and employment laws.

Accountability:

- Reports to the Board of Directors



Committee/Team Charter

Strategic Advisory Committee

As Approved by the Board of Directors

September 9, 2025

Group Type: Standing Committee

Purpose:

- To offer recommendations to Leadership Council regarding goals and strategies that support a common vision for the NACCC.
- Offer space for envisioning, brainstorming and assessing big ideas (both envisioned by this committee and generated by the Leadership Council), providing ideas and initiatives for implementation.

Composition:

- NACCC Moderator
- NACCC Vice-Moderator
- Representative from the Leadership Council
- Representative from the Board of Governors of the Congregational Foundation
- NACCC Executive Director
- Three (3) at-large members
- Expectations:
 - NACCC Executive Director serves as chair.
 - At-Large members serve three-year terms with one rotating off each year.
 - After serving two consecutive full terms, At-Large members must take at least one year off before being re-appointed to the committee.
 - At-Large members are appointed by the Leadership Council in consultation with the NACCC Executive Director.
 - The Executive Director may invite NA staff members and/or other volunteers to sit in on meeting as appropriate and/or helpful to the topics under exploration.

Responsibilities:

- Committee is expected to meet at least six (6) times each year.
- The goal of committee meetings is to both generate ideas and engage in deeper consideration and exploration of ideas and initiatives shared by the Leadership Council.
- Consultation with internal and external stakeholders is highly encouraged.

Decision-making:

- Recommendations, ideas and information are regularly reported to Leadership Council.

Reports to:

- Leadership Council



Committee/Team Charter

Youth Committee

As Approved by the Board of Directors

February 9, 2026

Group Type: Standing Committee

Purpose:

- Foster collegiality among local church youth and youth leaders.
- Provide resources and support for activities including NAPF/HOPE conference.
- Create an NAPF/HOPE network among member churches.
- Organize, recruit for and lead national NAPF/HOPE gatherings.

Composition:

- Youth Representative to the Leadership Council nominated and elected at the NACCC Annual Meeting and Conference.
 - *Note: This individual also serves on the Annual Meeting and Conference Committee and the NAPF/HOPE Planning Committee.*
- One representative from the Growth Council.
- Two at-large members.
- NACCC Executive Director or his/her designee serves ex-officio.
- Offices:
 - Elected Youth Representative to the Leadership Council serves as chair.
- Expectations:
 - At-large members are appointed by the Chair in consultation with the Moderator.
 - At-large members and Youth Committee Chair must be from different churches, and preferably different regions of the country.
 - At-large members serve two-year staggered terms, renewable.

Responsibilities:

- Meets virtually a minimum of six times per year.

Decision-making:

- Provide resources such as webinars, curriculum, service/mission project options.
- Foster networking.

Reports To: Growth Ministry Council

NACCC Committee and Task Team Charters

Team and Committee Rosters

Annual Meeting and Conference Committee					
Name	Role	Term Length	Term Limit	Years in Service	Appointment Details
Jodee Lord	Co-Chair	2	1	2	Moderator
Marty Hall	Member	2	1	2	Vice Moderator
Mindy Jaster	Member	1	N/A		Individual involved in youth programs
Karen Robu	Member-at-large	3	2	3	Assembly Vote
Bob Labadini	Member-at-large	3	2	2	Assembly Vote
Jennifer Hall	Member-at-large	3	2	1	Assembly Vote
Gerry Krupp	Ex-officio (no vote)		N/A		Executive Director
Joyce Acree	Member	3	1	3	Past Host Chair
Jeff Kauffman	Member	3	1	2	Current Host Chair
Mark McCormick	Member	3	1	1	Future Host Chair

Building and Loans Committee					
Name	Role	Term Length	Term Limit	Years in service	Appointment Details
Patrick Stewart	Chair	1	N/A	?	Treasurer
Jodee Lord	Member	1	N/A	?	BoD Representative
James Campbell	Member-at-large	1	4	?	Appointed by VM and Treasurer
Cherly Milnes	Member	N/A	N/A		CFO
Sarah Sobecke	Recorder (no vote)	N/A	N/A		Executive Assistant

Bylaw Committee

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
???	Chair	1	N/A		BoD rep appointed by Vice Moderator
Kate O'Dell	Member	1	N/A	?	NACCC Secretary
???	Member	1	N/A	?	LC rep appointed by Moderator
???	Member-at-large	1	4		Appointed by Vice Moderator
Gerry Krupp	Ex-officio (no vote)	N/A	N/A		Executive Director

Cabinet

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
Jodee Lord	Convener	2	1	2	Moderator
Marty Hall	Member	2	1	2	Vice Moderator
Laura Hamby	Member	1	N/A		Foundation President
Gerry Krupp	Member	N/A	N/A		Executive Director

CFTS

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
Chris Surber	Member	1	N/A	1	Vitality Rep
Patrick Horn	Member-at-large	4	2	2	Appointed by ED/designee in consultation w/ Vitality chair
Mark Tanner	Member-at-large	4	2	2	
Doug Grey	Member-at-large	4	2	2	
???	Member-at-large	4	2		
Gerry Krupp	Ex-officio	N/A	N/A		Executive Director or Designee

Congregational Investment Trust Oversight Committee

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
Patrick Stewart	Member	1	N/A	??	NA Treasurer
Kevin Gromley	Member	1	N/A	??	Foundation Treasurer
Bob Weers	Member	1	N/A	1	BoD Rep
Steve Russ	Member	1	N/A	?	Foundation Rep
Jim Harris	Member-at-large	3	N/A	0	3 to 5 members-at-large appointed by BoD, no more than 2 expiring per year.
Doug Loux	Member-at-large	3	N/A	0	
???	Member-at-large	3	N/A	?	
???	Member-at-large	3	N/A	?	
???	Member-at-large	3	N/A	?	
Cheryl Milnes	Ex-officio (no vote)	N/A	N/A		CFO
Gerry Krupp	Ex-officio (no vote)	N/A	N/A		Executive Director

Congregationalist Editorial Advisory Committee

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
Maggie Helmick	Chair	N/A	N/A	??	Congregationalist Editor
Carol Taylor	Member	1	N/A	2	BoD Rep
Robb Tarr	Member	1	N/A	?	LC Rep
Sandra Leonard	Member	1	N/A	?	Foundation Rep
Claudia Kniefel	Member-at-large	1	4	?	Appointed by Editor in consultation with NACCC ED.
Ian Macdonald	Member-at-large	1	4	?	
???	Member-at-large	1	4	?	
Gerry Krupp	Ex-officio (no vote)	N/A	N/A		Executive Director

Devotional Publication Team

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
Carol Taylor	Member-at-large	1	N/A	?	Appointed by Growth Ministry Council.
Casey VanderBent	Member-at-large	1	N/A	?	
Wendy Van Tassel	Member-at-large	1	N/A	?	
Laura Wright	Staff Representative	N/A	N/A		Appointed by ED

Finance Committee

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
Patrick Stewart	Chair	1	N/A	??	NA Treasurer
Bob Weers	Member	1	N/A	1	BoD Rep
Varn Philbrook	Member	1	N/A	??	Chair of CIT Advisory Committee
???	Member	1	N/A	?	Foundation Rep
Doug Loux	Member-at-large	1	N/A	?	Appointed by the BoD
Tom Van Tassel	Member-at-large	1	N/A	?	
Cheryl Milnes	Ex-officio (no vote)	N/A	N/A		CFO
Gerry Krupp	Ex-officio	N/A	N/A		Executive Director

Annual Meeting Host Committee

Structure and membership determined by local host church/association.

Lay Ministry Training Program Advisory Committee

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
???	Member	1	N/A	??	Vitality Ministry Council Rep
???	Member	3	N/A	??	Current Cohort Mentor
???	Member	3	N/A	??	Current Cohort Mentor
???	Member	3	N/A	??	Current Cohort Mentor
Polly Bodjanak	Member	1	N/A	?	LMTP Administrator
Charles Packer	Chair	1	N/A	?	LMTP Chair
???	Member	1	N/A	?	Clerk
???	Member-at-large	4	N/A	?	At least 8 members-at-large, invited to serve by Advisory Committee in consultation with Vitality Ministry Council.
???	Member-at-large	4	N/A	?	
???	Member-at-large	4	N/A	?	
???	Member-at-large	4	N/A	?	
???	Member-at-large	4	N/A	?	
???	Member-at-large	4	N/A	?	
???	Member-at-large	4	N/A	?	
???	Member-at-large	4	N/A	?	
???	Staff Representative	N/A	N/A		Appointed by NACCC ED

Membership Committee

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
???	Member	1	N/A	??	Leadership Council Rep
Gerry Krupp	Ex Officio	N/A	N/A		Executive Director
Laura Right	Ex Officio	N/A	N/A		Church Services Coordinator
???	Member-at-large	2	5	?	At least 5 (max of 7) members-at-large appointed by Moderator in consultation with ED
???	Member-at-large	2	5	?	
???	Member-at-large	2	5	?	
???	Member-at-large	2	5	?	
???	Member-at-large	2	5	?	
???	Member-at-large	2	5	?	
???	Member-at-large	2	5	?	

NAPF/HOPE Planning Committee

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
Mindy Jaster	Co-Chair	1	N/A	??	Elected NACCC Youth Representative
???	Member	N/A	N/A	??	NAPF President
???	Member	1		??	HOPE President
Patrick Stewart	Member-at-large	3	2	?	Appointed by chair of Growth Council in consultation with Growth Council
Hunter Bustamonte	Member-at-large	3	2	?	
???	Member-at-large	3	2	??	
??	Staff Rep	N/A	N/A		Appointed by ED

Personnel and Administration Committee

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
Curt Schmidt	Chair	1	N/A	1	BoD Rep
Laura Hamby	Member	1	N/A	??	Foundation Rep
Marcia Cornell	Member-at-large	2	N/A	?	Appointed by BoD
Jim DeLine	Member-at-large	2	N/A	?	
Judy Fales	Member-at-large	2	N/A	?	
Gerry Krupp	Ex-officio (no vote)	N/A	N/A		Executive Director

Strategic Advisory Committee

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
Jodee Lord	Member	2	N/A	2	NA Moderator
Marty Hall	Member	2	N/A	2	NA Vice-Moderator
Irv Gammon	Member	1	N/A	??	LC Rep
Rebekah Barsch	Member	1	N/A	?	Foundation Rep
Katie Barner	Member-at-large	3	2	?	Appointed by LC in consultation with ED
Patrick Hunt	Member-at-large	3	2	?	
???	Member-at-large	3	2	?	
Gerry Krupp	Chair	N/A	N/A		Executive Director

Youth Committee

Name	Role	Term Length	Term Limit	Years in service	Appointment Details
Mindy Jaster	Chair	1	N/A	??	Elected NACCC Youth Representative
???	Member	1	N/A	??	Growth Council Rep
???	Member-at-large	2	N/A	?	Appointed by chair in consultation with Moderator
???	Member-at-large	2	N/A	?	
??	Staff Rep	N/A	N/A		Appointed by ED

