

FELLOWSHIP OF CHRISTIAN RIDERS

FCR LEADERSHIP POSITIONS & RESPONSIBILITIES

The qualifications for a person to hold office in the Fellowship of Christian Riders (FCR) include the following: They must be a Christian, well founded in God's Word; dedicated to attendance at and participation in their church as well as FCR functions; skilled in (or have the ability to quickly learn) the functions of their area of appointment; demonstrate an inclusive Christian spirit; and be likely to exemplify the desired Christian image of a member of the Fellowship of Christian Riders.

To be eligible for office, FCR candidates shall be regular in attending FCR meetings and events. Officers shall normally serve two years. The Staff Liaison, Lay Director and Treasurer must be members of Frazer Memorial United Methodist Church. Other positions may be filled by any FCR member who is otherwise qualified according to the guidelines set forth in this document. All officers listed below will attend a monthly FCR Team Meeting to be led by the FCR Lay Director

With the exception of the position of Staff Liaison, positions will be filled by a simple majority election of the active FCR membership at the first annual meeting of each calendar year. In the event that a position is vacated prior to the end of the normal term, an interim fill will be appointed by the Lay Director in consultation with, and with the approval of, the Staff Liaison.

The **Staff Liaison** is the Church pastoral staff member to whom the FCR ministry is responsible and through whom comes the approval of all FCR planned activities and events. This ministry is organized under Frazer Memorial UMC's Community Ministries and as such the Staff Liaison is the Community Ministries Pastor.

The Staff Liaison has the authority to request the removal of any FCR officer prior to the end of their appointed two year period, if it is determined that the officer's demonstrated behavior does not represent the image of Christian leadership that is expected by FCR and Frazer UMC.

The Staff Liaison and FCR Lay Director will work together to insure that the FCR ministry activities are in concert with the church's mission/purpose statement.

The responsibilities of the **FCR Lay Director** include:

- The overall coordination of motorcycle ministry at Frazer UMC
- Leading the FCR Leadership Team in the vision and planning of FCR ministries
- Coordinating with the FCR Staff Liaison and other pastors and staff as necessary
- Spiritually leading the team and this ministry in our relationship to Christ
- Praying for the FCR ministry and its members

The FCR **Chaplain's** responsibilities include:

- Insuring that a meaningful devotional study is prepared for each FCR meeting
- Attending to the spiritual needs of FCR members and their families

- Being the primary point of contact for and to share on regular basis the prayer needs of FCR members.
- Communicating to the Staff Liaison (when appropriate and with permission) special spiritual needs of FCR members that are matters of a private nature.
- Praying for the FCR ministry and its members

The FCR **Promotion Director's** responsibilities include:

- Taking the lead in promoting all FCR events to group & community.
- Promoting FCR through newspaper, Sunday School Classes, bulletins, etc.
- Working with the Lay Director in the promotion of all FCR events & bike rides.
- Maintaining any bulletin board or static FCR ministry displays in the church
- Putting together and publishing an official monthly FCR member newsletter,
- Preparing press releases and write-ups for public and/or church publications
- Maintain the Fellowship of Christian Riders web page.
- Praying for the FCR ministry and its members

The **Secretary's** responsibilities include:

- Mailings
- Maintenance of membership list
- Correspondence on behalf of the FCR ministry
- Maintain a basic record of events (minutes) of FCR leadership meetings
- Praying for the FCR ministry and its members

The **Treasurer's** responsibilities include:

- Handling the financial affairs of the FCR Ministry.
- To work with the Lay Director & Staff Liaison
- To collect, record and turn in FCR generated funds to the church finance center
- To keep the records of finances for all events where monetary matters are a factor
- To submit all financial support requests to the church, through the Staff Liaison
- Praying for the FCR ministry and its members

The **Event Coordinator's** responsibilities include:

- Working with the Lay Director in planning all events
- Organizing and providing leadership to an Event Team for each event
 1. Planning
 2. Set-up
 3. Details
 4. Supplies
- Submitting financial support requests to Treasurer for all events.
- Praying for the FCR ministry and its members

In addition to the two-year elected/appointed positions listed above, each FCR event will have a **Road Captain** who is responsible for the planning and execution of their event. Road Captains will work closely with the Event Coordinator to insure that each FCR event is safe, well planned (including contingency planning where appropriate) and that it meets the Fellowship of Christian Riders' stated purpose of combining and demonstrating our love of Christ and our enjoyment of motorcycling.