



THE LOCAL CHURCH

# *Teams & Committees*

UNITED METHODIST CHURCH

*Harris & Lake Park*

## Pastor

Our Discipline is clear on the duties of a pastor:

### **1. Preaching and general church ministry:**

- To preach the Word of God, lead in worship, read and teach the Scriptures, and engage the people in study and witness.
- To counsel persons with personal, ethical or spiritual struggles. To perform marriages and funerals.
- To visit in the homes of the church and the community, especially among the sick, aged, imprisoned, and others in need.
- To maintain all confidences inviolate, including confessional confidences except in the cases of suspected child abuse or neglect, or in cases where mandatory reporting is required by civil law.

### **2. Sacrament:**

- To administer the sacraments of baptism and the Supper of the Lord according to Christ's ordinance.
- To encourage the private and congregational use of the other means of grace.

### **3. Order:**

- To be the administrative officer of the local church and to assure that the organizational concerns of the congregation are adequately provided for.
- To administer the temporal affairs of the church in their appointment, the annual conference, and the general church.
- To participate in denominational and conference programs and training opportunities.
- To lead the congregation in racial and ethnic inclusiveness.

### **4. Service:**

## Leadership Structure and Teams

- To embody the teachings of Jesus in servant ministries and servant leadership.
- To give diligent pastoral leadership in ordering the life of the congregation for discipleship in the world.
- To build the body of Christ as a caring and giving community, extending the ministry of Christ to the world.
- To participate in community, ecumenical and inter-religious concerns and to encourage the people to become so involved and to pray and labor for the unity of the Christian community.

Pray for your pastor to have God's wisdom in fulfilling these responsibilities!

## Lay Member/Alternate Lay Member of Annual Conference

The Lay Member of the Annual Conference (LMAC), along with the pastor, will interpret the actions of each annual conference session. The LMAC will report to the local church council on actions of the annual conference as soon as possible, but not later than three months after the close of the conference.

The LMAC shall be the voting lay representative from the local church at the annual conference session, unless prevented from attending, in which case the alternate LMAC shall attend and vote on behalf of the local church.

The LMAC is seated on the following teams by virtue of their office:

Staff-Parish Relations Committee  
Finance Committee  
Lay Leadership Selection Committee

### **Duties of the LMAC:**

1. PRAY!
2. Attend and report on actions of the Annual Conference.
3. Attend the regular Council meetings.
4. PRAY!

## Chairperson of the Administrative Council

### Duties:

1. PRAY!
2. Attend the regular monthly meetings of the Council.
3. Lead the Council in fulfilling its responsibilities.
4. Prepare and communicate the agenda of the Council in consultation with the pastor, lay leader, and others.
5. Review and assign responsibility for the implementing of actions taken by the Council.
6. Communicate with members of the Council, and others as appropriate, to permit informed action at the Team meetings.
7. Coordinate the various activities of the Council.
8. Provide the initiative and leadership for the Council as it does the planning, establishing goals and objectives, and evaluation of ministry.
9. Participate in leadership training programs as offered by the annual conference and/or district.
10. PRAY!

The Council Chairperson is entitled to attend meetings of all boards and committees of the church unless specifically limited by the Book of Discipline. This position is specifically included on the Finance Committee. The Council Chairperson is welcome to attend annual conference, and may also serve as the LMAC.

## Administrative Council Members-at-Large

The Lay Leadership Selection Committee may place additional members-at-large on the Council. Their election is meant to provide a broader representation of the congregation. They have full voice and vote, and they are expected to perform these duties:

1. PRAY!
2. Attend all regular meetings of the Council.
3. PRAY!

## Leadership Structure and Teams

These members are usually set-up in three-year classes, with one-third being replaced annually.

### Committee on Finance: Chairperson and Committee

The Finance Committee is made up of the Finance Chairperson, Pastor, LMAC, Council Chairperson, Staff-Parish Relations Chairperson, Board of Trustee Representative, Stewardship Chairperson (if there is any), Lay Leader, Financial Secretary, Treasurer, and At-large members as determined by the charge conference.

#### **Duties:**

- PRAY!
- The committee Chair attends all regular meetings of the Council.
- Each year, ask for budget requests from all areas, ministries, and chairpersons.
- Each year, compile a complete budget for the church, and submit it to the Council for review and adoption.
- Develop and implement plans to raise sufficient income to meet the budget adopted by the Council.
- Administer all funds received according to instructions from the Council.
- Designate a counting committee for weekly offerings.
- Make provision for an annual audit of the records of the financial officers of the local church, and all its organizations, with report to the Charge Conference.
- Recommend to the Council proper depositories for the church's funds.
- Contributions designated for specific causes shall be promptly forwarded according to the intent of the donor, and shall not be used for any other purpose.
- After the Council approves the budget, all other changes must be approved by the Council.
- Annually prepare a report to the Council of all designated funds separate from the current expense budget.

# Staff Pastor-Parish Relations: Chairperson and Committee

The Pastor-Parish Relations Chairperson is responsible to meet with the SPPR team at least quarterly. The Chairperson is also seated on the Finance Team.

### **Duties of the SPPRC include:**

- Chair attends all regular meetings of the Council.
- Encourage, strengthen, nurture, support, and respect the pastor, staff, and their families.
- Promote unity in the church.
- Confer with and counsel Pastor and Staff on matters pertaining to the effectiveness of ministry; relationships in the congregation; conditions that may impede the effectiveness of ministry; interpret the nature and function of the ministry. Include counsel in setting priorities in the use of gifts, skills, and time to meet the demands of ministry.
- Provide at least annual evaluation for pastor/staff for use in designing ongoing effective ministry, and for identifying continuing educational needs and plans.
- Interpret to the congregation how ministry works in the United Methodist Church (open itinerancy, preparation for ordained ministry, etc.)
- Develop job descriptions for all hired personnel.
- Consult with and support pastor/staff concerning continuing education and spiritual renewal.
- To enlist, interview, evaluate, review, and recommend annually to the charge conference lay preachers and persons for candidacy for ordained ministry.
- Confer with pastor when need for change is evident. **To do now: PRAY!**

## Financial Secretary

### **General duties include:**

The Financial Secretary is seated on the Finance Committee.

PRAY!

- Attend all regular meetings of the Council.
- Supervise the counting of all offerings.
- Post all contributions in appropriate accounts.
- Maintain proper giving records for each person or family in the congregation who gives.
- Prepare/Distribute quarterly giving statements to the congregation.

## Church Treasurer

### **General duties include:**

- PRAY!
- Attend all regular meetings of the Council.
- Disburse contributions to items represented in the church budget.
- Send conference benevolence based on income.
- Make regular, detailed reports on funds received and disbursed to the Finance Committee and the Council.

## Board of Trustees: Chairperson and Board

The Board of Trustees, while nominated by the Nominations and Leadership Development Committee, shall organize themselves from within with their membership with these officers:

1. Chairperson and Vice-Chairperson
2. Secretary
3. Representative to the Finance Committee



## Leadership Structure and Teams

The board of trustees may also want to have one or more members give special attention to the Nursery (to give the best impression to parents and children). Others may serve as a Parsonage Committee, while others could see to other needs (church van, other buildings, etc.)

### **Overall duties mandated by the Discipline include:**

- Trustees' Chair attends all regular meetings of the Council.
- The supervision, oversight, and care of all real property owned by the local church.
- Each year review to see that all insurance coverage is adequate, including property, liability, crime, and personnel insurance. Results of this review are to be presented at the annual Charge Conference.
- Grant permission to outside organizations who want to use the building only when that use is consistent with the Social Principles.
- Make annual review of parsonage to ensure proper maintenance.
- Receive and administer all bequests, trusts, etc.
- Perform annual accessibility audit of the buildings.
- To do now: PRAY!



# Evangelism

The Evangelism Chair MUST be a person who genuinely cares about the lost ... one who knows Jesus is coming soon, and that it is our job to bring people to Him. This chairperson needs to look at the total scope of what the church is doing to win the lost, listening to God's leading on what we can do that we're not doing.

### **Duties:**

- PRAY!
- Attend all regular Council meetings with a report from your area.
- Develop a church Plan for Evangelism. Be as broad in your understanding of evangelism as possible. The Evangelism Chairperson will try to help the church to keep the main thing the main thing ... which is, to bring people to Christ.
- Provide training and tools for the congregation to understand, and do, evangelism better.
- PRAY!

# Missions/VIM Chairperson

The Missions Chairperson is asked to explore the ways the local church and its members can become involved in reaching out to others, whether in Guatemala, Louisiana/Mississippi, Louisville or Nashville inner city, African, or ... some place else God is calling us to go.

### **Duties:**

- help in the fundraising for a team/person or special need.
- recruit prayer partners for those who go on mission trips.
- keep ways to be in mission before the congregation.
- To do now: PRAY, asking God where He is leading US in mission locally and globally.

# Membership Secretary

The Membership Secretary shall keep accurate records of the church membership by the approved methods and formats outlined in the Book of Discipline.

### **Membership changes include recording:**

- Baptisms
- Confirmation
- Church Membership Changes by Profession of Faith, Restorations, Transfers to or from other UMC's, Transfers to or from other Denominations, Withdrawals, and Deaths. Marriages (name changes)
- Plan to attend all regular meetings of the Council.

To do now: PRAY for a growing, increasing membership.

# Church Historian

The Church Historian has the responsibility of re- cording, archiving, and displaying all articles pertinent to the history of their local church, and how it connects with the larger church, from the district to the conference.

These records are important in providing details when there are special events and times of celebration.

To do now: PRAY that we will have a clear sense of connection to our ROOTS in Methodism in our community and county, and across time and distance with saints of the past.

# Worship Commission

**Purpose:** the team's focus is on short- and long-range planning of worship and on developing the congregation as an active, vital worshipping community.

### **The role of the team is to:**

1. oversee, in collaboration with the pastor, the various worship ministries in the congregation: communion stewards, worship leaders, acolytes, ushers, greeters, or others.
2. to lead the leaders of the above worship ministry areas to recruit and train persons for their various ministries.
3. communicate regularly with the pastor and other worship leaders to ensure they have the implements and supplies they need for worship.
4. be aware of existing policies about worship and the use of worship space and revise or develop new policies as may be needed or requested.
5. participate in the worship planning team if there is one.

# Communion Stewards

Communion Stewards do work that is more closely related to that of the Levites of old than anything else we do in modern church! Handling the bread and cup that will symbolize to us the Body and Blood of Christ is a holy task, and merits a prayerful, reverent approach.

### **Duties include:**

- Preparing communion elements (bread, grape juice) for the Lord's Supper. This may involve baking the bread, or preparing a common cup or individual cups.
- Caring for the linens used on the communion table (if available).
- Cleaning up after the holy meal.

To do now: PRAY that everyone who receives the bread and the cup will also receive into their hearts the blessed Lord Jesus in His Grace.

# Nominations and Leadership Development

**Purpose:** Empowering Spiritual Leaders for the Mission of the Church

**The roles of the committee on nominations and leadership development are to:**

- 1. identify the gifts and strength of persons in the congregation (1 Corinthians 12: 4-7)
- 2. develop their gifts and skills and nurture them in their mission or ministry roles (2 Peter 1: 5-8)
- 3. deploy persons according to their gifts and passion in areas of service within the church, community and world (Luke 10:1-2)
- 4. evaluate the effectiveness of their service and provide necessary training and support (Romans 12: 1-2)
- 5. Monitor the progress of their development and celebrate their accomplishments and service (1 Corinthians 9: 24-25)

# Christian Education

**Purpose:** the oversight of the disciple-making process

**The role of Christian Education is to:**

1. create education and formation settings for persons of all ages.
2. recruit teachers, group leaders and arrange for substitute teachers or group leaders for Sunday School (all ages), VBS, Christmas program, etc.
3. train teachers and leaders.
4. explore curriculum options; order curriculum and supplies.
5. work out and manage a budget.
6. identify, teach and monitor the necessary policies, procedures, and Safe Sanctuaries guidelines, including arrangements for background checks.
7. communicate, through the church council or other means, the accomplishments, opportunities, and needs of this ministry.
8. evaluate the overall ministry and the various events, classes, and teachers.

# Leadership Structure and Teams

## **Four Primary partners:**

1. Teachers and group leaders
2. Age-level leaders
3. Families
4. The Pastor

## **Lay Leader**

### **What's my job?**

- An effective Lay Leader functions as the primary representative of and role model for Christian discipleship and faith lived out in the church and in daily life for the people of a congregation.
- The Lay Leader works with the pastor to fulfill the mission and vision of the congregation.

### **What does the Lay Leader do?**

- This leader represents the lay people in the congregation and is a role model of Christian discipleship for the congregation.
- This leader examines ways the congregation as a whole and as individuals can be involved in caring ministries in the community.
- He or she works with the pastor and other leaders to launch or strengthen ministries that build discipleship and increase God's presence of caring, justice and love in the world.
- The Lay Leader makes plans with leaders in the congregation for celebrating the ministry of laypeople throughout the year, and especially on Laity Sunday.
- The Lay Leader learns about the actions taken at annual conference and by the General Conference and shares this information with members of the congregation.
- The Lay Leader meets regularly with the pastor to discuss the state of the church and the opportunities for ministry.

## **Audit Committee**

### **Local church audit**

## Leadership Structure and Teams

this is an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons

### **Duties**

- to review the cash and investment reconciliations
- to interview with the treasurer, financial secretary, pastor, finance committee chair, office manager (secretary), those who count offerings, etc., with inquiries regarding compliance with existing written financial policies and procedures
- to review journal entries and authorized check signers for each checking and investment account
- to review other procedures requested by the committee on finance

## Memorial Committee

### **Mission:**

to honor the memory of those whose lives have blessed the church by using their donations to serve God through the local church

### **Duties**

- to keep records of memorial gifts
- to use donated money in order to purchase gifts as requested by the family for a special project or purpose.

The teams we have discussed in this document have changed over time in the way they operate as a result of the changes in ministry and mission for the Harris and Lake Park United Methodist Churches. Even though their structures draw on what the Book of Discipline (the governing book of the United Methodist Church) suggests, we have adapted them to go with what best works with our specific ministry and mission needs.