

**POSITIONS REQUIRED IN ALL CONGREGATIONS****Leader Development and Nominations Committee (§258.1)**

Updated August 2016

**Result Expected**

An effective committee on nominations and leader development identifies, develops, deploys, evaluates, and monitors Christian spiritual leadership so that the congregation carries out the ministries for transformation of the community. The committee guides church leaders (whether called a church council or administrative board or another name) on matters regarding laity in leadership of the congregation.

**Spiritual Gifts and Qualifications Helpful for the Committee**

This committee is made of no more than nine people, one of whom must be a young adult. One-third of this committee is elected annually by the charge conference. The committee is to elect people who have one or more of these spiritual gifts: administration, discernment, exhortation (encouragement), helping, knowledge, servanthood, teaching, and wisdom. Members of this committee should show evidence of growing discipleship and willingness to help others identify their places of ministry. *The Book of Discipline of The United Methodist Church* states that the pastor shall be the chair of the group and a layperson shall be vice-chair who may represent the committee at meetings of the church leadership team.

**Responsibilities of the Committee**

- Members of this committee are to be attentive to their own Christian spiritual lives and engaged in biblical and theological reflection about God's call and the mission of the church. This committee helps members of the church identify their calls from God, their leadership gifts, and places for Christian service.
- This committee leads the congregation to understand that God gives gifts, skills, and experiences to every individual within the body of Christ for ministry for the transformation of the world. Individual ministry may be lived out within personal relationships, in work or school settings, and in the congregation.
- This committee develops a system for becoming familiar with people in the congregation. It helps people discover their spiritual gifts, name their skills, interests, knowledge, and life experiences in addition to developing a system for tracking this information.
- This committee works cooperatively with other groups or individuals to prepare job descriptions that are adapted to the needs and organizational style of the church.
- This committee becomes familiar with the responsibilities for each leadership position and matches potential leaders with particular opportunities for spiritual leadership.
- This committee invites people to positions of spiritual leadership, receives their responses, and provides training and support for these individuals.
- This committee presents a nomination list to the charge conference for a church council chair, a committee on pastor (staff) parish relations and its chair, a board of trustees, a committee on finance (to include chair, financial secretary, and treasurer), a lay member to annual conference, and a lay leader. The committee works with the church council (or other leadership group) throughout the year to name other leaders for the ministry that fulfills the mission of the congregation.

**Responsibilities of the Chairperson (the Pastor)**

- Work in partnership with the layperson who is co-chair or vice chair to plan agendas and lead meetings.
- Work with the church council to develop a comprehensive plan for connecting growing Christian disciples with leadership opportunities based on the mission and vision of the congregation.
- Report to the church council and the charge conference a list of people nominated by the committee who have agreed to serve in positions that the charge conference elects.
- Provide resource materials and training opportunities for congregational leaders. (See suggestions in other sections of this booklet.)

**Getting Started**

- 1 Review this material and read the **Guidelines for Leading Your Congregation 2017-2020: Committee on Nominations and Leadership Development**.
- 2 Meet together as a committee soon after your election by the charge conference to plan your work. Engage the committee in Bible study and theological reflection to understand the work of discerning and articulating God's call to individuals for ministry and leadership.
- 3 Explore resources for helping Christians understand their God-given gifts and the connection of gifts with a call to ministry. Prepare yourself and the committee for building a congregational culture that links God's call with the mission of making disciples who will be disciple makers. Consider ways to build comprehensive teaching and preaching about God's call of people into the body of Christ to live fully, using their spiritual gifts and life experiences as they participate in God's mission to the world.
- 4 Check to see what records of potential leaders exist. Update these and plan to gather additional information.
- 5 Involve all committee members in building a culture of leader development in your congregation. Talk with people about their skills, spiritual gifts, interests, and availability for leadership positions. Begin to think about the best ways to involve new people in leadership roles, paying attention to the rotation of lay leadership.
- 6 With the church leadership team and others, review the mission and vision of your congregation and the needs of the community to determine which areas of responsibility will require what kinds of leaders during the coming year.
- 7 Consider ways your committee can plan programs, workshops, and other ways to help individuals uncover their gifts for ministry, support individuals in their ministry, and provide leadership development training.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Staff-Parish Relations Committee (§258.2)

### Result Expected

An effective committee builds a strong positive relationship between staff and congregation so that the congregation makes disciples of Jesus Christ for the transformation of the world. This committee will work with the lead pastor and other staff to fulfill legal and ethical responsibilities related to staff.

### Spiritual Gifts and Qualifications Helpful for the Job

Individuals on this committee should have one or more of these spiritual gifts: exhortation (encouragement), wisdom, discernment, administration, shepherding, helping, servanthood, and leadership. This committee should be diverse in age, experience, and interests, bringing all interests of the ministry to the attention of the staff. Some experience in human relations, personnel management, and communications is helpful. These individuals must listen well to both staff and people of all ages in the congregation, while keeping a focus on the mission of the church. This committee must be able to maintain confidentiality.

### Responsibilities of the Chairperson

The chair is the congregation's primary connection with the district superintendent and bishop related to the appointed leadership of the congregation. This individual leads the committee by preparing and communicating the agenda for meetings, leading the meetings, and following up on actions by assigning responsibility for implementation. This person should become familiar with United Methodist resources and organizations.

### Responsibilities of the Committee

- Committee members maintain a healthy and growing personal spiritual life. They engage in biblical and theological reflection about the mission of the church and biblical leadership.
- This committee encourages, strengthens, nurtures, supports, and respects the pastor(s) and staff and their families. They confer regularly about the personnel conditions and issues that affect the congregation's total ministry, including healthy life-work balance. They help the staff set priorities.
- This committee communicates openly and regularly with the pastor(s), staff, and congregation.
- In consultation with the lead pastor and with awareness of the strategy of the church leadership team, this committee recommends needed staff positions and develops and approves written job descriptions and titles for staff.
- This committee recommends compensation, travel, housing, and other financial matters to the church council through the finance committee.
- In consultation with the pastor(s), the committee recommends to the church council a written statement of policy and procedures for hiring, evaluating, promoting, retiring, and dismissing staff members who are not subject to episcopal appointment (procedures must comply with local and state laws).
- This committee is responsible for carrying out, through appropriate agencies, proper screening (including background checks) for lay employees and volunteer staff.
- This committee weighs several factors as it meets with the district superintendent and/or the bishop in an advisory capacity related to clergy leadership. Committee members consider the age and stage of the congregation. They must have an understanding of the feelings and desires within the congregation about the pastor's leadership and appointment. They also consider the culture and needs of the community around the church.
- This committee provides an annual evaluation of the pastor(s) and other staff for ongoing effective ministry.
- This committee enlists, evaluates, and annually recommends candidates for professional ministry to the charge conference.
- The work of the committee may include subteams (such as a parsonage committee or a volunteer staff committee). The committee on nominations and leadership development may help identify people for these groups.
- The committee works with the pastor and district superintendent to develop a church profile that reflects the needs, characteristics, and opportunities for mission of the charge consistent with the church's statement of purpose. The profile will be reviewed annually and updated as per paragraphs 427 and 428 in the *Book of Discipline*.

### Getting Started

- 1 Work to understand the mission and vision of your congregation and your leadership role in advancing toward the vision for ministry.
- 2 Learn what life is like for people in your community. Gather information by being attentive to the congregation and the neighborhood. Ask questions and listen deeply.
- 3 Set aside time for prayer. Express your concerns, joys, and observations to God. Listen for God's direction for your leadership and your congregation.
- 4 Convene a meeting of the committee to get acquainted, share hopes and concerns, and begin to plan work for the year. There are responsibilities for each quarter outlined in ***Guidelines for Leading Your Congregation: Pastor-Parish Relations Committee, 2017-2020***.
- 5 Participate in training experiences and spiritual growth opportunities.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

**Trustees (§258.3 and §2524 to 2550)****Result Expected**

Effective trustees will function as Christian stewards of property God has entrusted to the congregation. This includes supervising and maintaining both the physical property of the congregation and gifts made to the congregation so that the ministries of the congregation can be effective and all legal requirements related to the property are satisfied.

**Spiritual Gifts and Qualifications Helpful for the Job**

- Trustees benefit from having one or more of these spiritual gifts: servanthood, helping, discernment, leadership, administration, and giving. The chairperson should show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and this leader should exhibit evidence of active and growing discipleship.
- Useful knowledge and skills for this position are knowledge of property and asset management, ability to listen to and communicate with people of all ages and the ability to work with other ministry leaders. The chair should show prior ability to preside over meetings, the ability to delegate responsibility and to follow up to complete tasks.
- Trustees should show genuine interest in responding to the hopes and concerns of people in the community and show willingness to partner with community interests.
- The congregation's committee on nominations and leadership development may establish specific standards for this position.

**Responsibilities of the Chairperson**

- This leader guides the work of the trustees throughout the year, including preparing and communicating the agenda for meetings, leading the meetings, following up on plans by assigning responsibility for implementation and coordinating both routine and special maintenance of church property, including endowments, trust funds, and gifts made to the congregation.
- The chairperson should maintain a healthy and growing spiritual life.
- This person needs to become familiar with disciplinary and legal requirements related to church property and with United Methodist resources and organization.
- This person should consult regularly with the pastor about property matters.

**Responsibilities of the Committee**

- This team, subject to the direction of the charge conference, has oversight and care of all local church property, buildings, and equipment to further the mission of the church. This work is done in consultation with the pastor.
- This team and individual trustees need to engage in spiritual practices that build attentiveness to God's will and direction. Church administration and attentiveness to daily affairs can distract the team from the mission of making disciples of Jesus Christ for the transformation of the world. Trustees need to hold one another accountable to the mission and vision of the church.
- Trustees receive and administer all gifts made to the congregation and make certain that trust funds of the congregation are invested properly.
- Trustees ensure that the Articles of Incorporation of the congregation are kept up-to-date.
- Trustees annually review property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. They also review personnel insurance for protection against risk and consult with the pastor-parish relations team about other personnel insurance.
- Trustees conduct an annual accessibility audit of buildings and grounds to discover and then work toward eliminating barriers that impede the full participation of all people.
- The team submits annual budget requests to the committee on finance for property maintenance and improvement and new property purchases.
- Trustees are accountable to the charge conference and the church council. The term "trustees" as used in *The Book of Discipline of The United Methodist Church* may be construed to be synonymous with "director of corporations" when required to comply with law.

**Getting Started**

- 1 Talk with the nominating committee, the pastor, and others to understand their hopes and dreams for the way that trustees can advance the congregation's vision for ministry. Talk with people in the congregation and community about current issues and concerns related to the use of the church property.
- 2 Set aside time for prayer. Express your concerns, joys, and observations to God, and listen for God's direction for your leadership and for your congregation.
- 3 Study ***Guidelines for Leading Your Congregation, 2017-2020: Trustees*** and participate in training experiences.
- 4 Convene the first meeting of the board of trustees within thirty days of the beginning of the calendar year to get acquainted, assess needs, and make plans for the year.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Finance Committee Chairperson and Members (§258.4)

### Result Expected

An effective finance committee proposes a budget; then raises, manages, and distributes the financial resources of the congregation to support and strengthen the mission and ministry of the congregation.

### Spiritual Gifts and Qualifications Helpful for the Job

- The members of this committee benefit from having one or more of these spiritual gifts: giving, faith, wisdom, administration, discernment, helping, leadership, exhortation (encouragement), and teaching.
- Useful skills and experience for this position are the ability to listen to and communicate with people of all ages; skills and interest in financial budgetary matters; a passion for financially supporting the mission of making Christian disciples for the transformation of the world; and the ability to work with individuals and ministry teams.
- The chair of finance needs a strong understanding of biblical stewardship and management of all that God provides. Basic skill with financial matters is helpful and can be supplemented by skills of others on the committee.
- The congregation's committee on nominations and leadership development may establish specific standards for this position.

### Responsibilities of the Chairperson

- The finance chair works with the leadership team chair, the church staff, and other ministry leaders to fulfill the mission of the church. The finance chair works with the trustees to handle designated gifts and bequests in accordance with *The Book of Discipline*.
- This person will guide the work of the finance team through the year, including planning agendas and presiding at meetings.
- This leader will gather all budget requests to be reviewed by the committee, ensure that the congregation and pastor(s) are informed about the church's financial situation, and recommend to the church council any changes that need to be made in the budget after it has been approved.
- This leader is accountable to the charge conference through the church council.

### Responsibilities of the Committee

- The finance committee annually compiles a budget for supporting the mission and vision of the local church and submits the budget to the church leadership team for review and adoption. During the year, the finance team recommends any changes to the approved annual budget to the church leadership team.
- This team is responsible for developing and carrying out plans to raise enough income to support the budget that has been approved.
- Both the finance team and individual members need to engage in spiritual practices that attend to God's will and direction. Team members need to hold one another accountable to decisions and actions that fulfill the mission and vision of the church.
- The finance team (or committee) recommends to the church leadership team proper depositories for church funds and carries out the church leadership team's directions about administration and disbursement of funds and about procedures for the church treasurer and the financial secretary.
- There are three tasks not specifically assigned to the treasurer, financial secretary, or the chairperson of the committee on finance by the *Discipline*. Keeping these responsibilities separate is essential in maintaining segregation of duties. These tasks are: (1) approving payments for expenditures; (2) signing checks; (3) reconciling bank accounts. While the treasurer, financial secretary, or finance chairperson may be authorized to do any one of these tasks, no person should be authorized to do more than one. No persons related to one another should perform any two or more of these three tasks.
- This team arranges for an annual audit of financial records and makes a report of this audit to the charge conference.
- In congregations in which there is no stewardship team or committee, the finance committee has responsibility for teaching disciples a biblical understanding of abundance and generosity and stewardship of all resources.
- The finance leaders of the church are accountable to the charge conference through the church council.
- New language was added to the 2016 *Book of Discipline* that expands/clarifies the responsibilities of the pastor in regard to giving. Paragraph 340.2.c.(2)(c) now reads: "To provide leadership for the funding ministry of the congregation. To ensure membership care including compliance with charitable giving documentation requirements and to provide appropriate pastoral care, the pastor, in cooperation with the financial secretary, shall have access to and responsibility for professional stewardship of congregational giving records."

### Getting Started

- 1 Work to understand how your financial leadership role advances the vision for ministry in your unique congregation, especially how to get funding priorities aligned with your mission and vision.
- 2 Set aside time for prayer. Express your concerns, joys, and observations to God, and listen for God's direction for your leadership. Ask God for direction about wise management of the congregation's financial resources. Ask God to increase the understanding you and your congregation have for the role of stewardship in forming Christian disciples.
- 3 Soon after you are elected, convene a meeting of the finance committee to assess the present situation and plan for the year.
- 4 Talk with people in your congregation who have (or have had) responsibilities similar to yours. Get acquainted with leaders of financial institutions where congregational funds are deposited and keep abreast of the changes in financial processes (institutional regulations as well as cultural changes such as the trend toward electronic money management). Recruit others in the community and church to help you in fundraising, finance management, and teaching financial stewardship.
- 5 Evaluate the current budget and record keeping processes of your congregation and implement improvements.
- 6 Study *Guidelines for Leading Your Congregation, 2017-2020: Finance* and participate in training experiences.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Lay Leader (§251.1)

### What's My Job?

#### Result Expected

An effective lay leader functions as the primary representative and role model of Christian discipleship and faith lived out in the church and in daily life. The lay leader works with the pastor to fulfill the mission and vision of the congregation.

#### Spiritual Gifts and Qualifications Helpful for the Job

- This leader should be a growing Christian disciple who understands that everyone has spiritual gifts and experiences that are vital to the body of Christ (see 1 Corinthians 12). This person benefits from having one or more of these spiritual gifts: compassion, discernment, faith, helping, leadership, and servanthood.
- This leader should be a living example of one who “loves God and loves neighbor.” It is important for a lay leader to listen well and communicate with people of all ages. This person should show evidence of working well with both clergy and laity and with various teams and task groups.
- This leader must have the ability to keep a broad view of the separate parts of the congregation and work with the pastor to help align the entire ministry toward the mission of the church.
- This leader should show interest in connecting the congregation with the community and the world as they participate in the *missio Dei*... God's mission to the world through five main charges: the **Great Commandment** (Matthew 22:37-39) to put love of God and neighbor above all else; the **Great Commitment** (Matthew 16:24) to embody God's love individually through spiritual disciplines; the **Great Requirement** (Micah 6:8) to live God's love through our actions; and the **Great Commission** (Matthew 28:19-20) to go and take God's love into the world by making disciples, baptizing, and teaching faithful obedience.

#### Responsibilities of the Position

- The lay leader represents the laypeople in the congregation in working with the pastor for the mission and vision of the congregation.
- The lay leader engages in spiritual practices that build a relationship of attentiveness to God's will and direction.
- The lay leader represents the laypeople in the congregation and serves as a role model of Christian discipleship for the congregation.
- The lay leader works with the pastor and other leaders to launch or strengthen ministries that build discipleship.
- The lay leader assists in advising the church council about opportunities available and the needs expressed for a more effective lay ministry of the church in the community.
- The lay leader plans with other leaders in the congregation for celebrating the ministry of laypeople throughout the year and especially on Laity Sunday.
- The lay leader meets regularly with the pastor to discuss the state of the church and the opportunities for ministry to advance the mission and ministry of the congregation in the community.
- The lay leader continues to study and train and to develop a growing understanding of the church's reason for existence and the types of ministry that will most effectively fulfill the church's mission and that will help strengthen the lay leader's own work.
- The lay leader informs the laity of training opportunities provided by the annual conference.
- Lay leaders are encouraged to become certified lay servants.
- The lay leader is a member of the charge conference, the church council, the pastor-parish or staff-parish relations committee, the finance committee, and the nominations and leadership development committee.
- Lay leaders are voting members of all the aforementioned committees. Each of these committees has specific responsibilities, but the lay leader represents the laity in each situation, as well as serving as an interpreter of the actions and programs of the annual conference and the general church. To be better equipped to comply with this responsibility, it is recommended that a lay leader also serve as a lay member of annual conference.

#### Getting Started

- 1 Participate in the webinar “Local Church Lay Leaders/Lay Members to Annual Conference: What's My Job?” available on the [Discipleship Ministries website](#).
- 2 Meet and talk with the pastor regularly to understand his/her hopes and dreams for the congregation and for the lay leader's role in advancing toward the vision for ministry. Ask how you can engage in shared ministry for a more vital congregation.
- 3 Explore, with others, the opportunities for intentional mission and ministry using the “why, what, and how” model.
- 4 Examine ways your congregation as a whole and as individuals can be involved in caring ministries in the community.
- 5 Work with the pastor and other leaders to launch or strengthen ministries that build an effective discipleship system such as H.O.P.E. (*Book of Discipline*, ¶122, “The Process for Carrying Out Our Mission”) and increase God's presence of caring, justice, and love in the world.
- 6 Make plans with leaders in your congregation for celebrating the ministry of laypeople throughout the year, especially on Laity Sunday.
- 7 Learn about the actions taken at your annual conference and by the General Conference, and share this information with members of your congregation.
- 8 Study [Guidelines for Leading Your Congregation, 2017-2020: Lay Leader/Lay Member](#) and participate in training experiences.
- 9 Lift up and support leadership development through Lay Servant Ministries.
- 10 Help build a culture of call through the mission and ministry of the congregation.
- 11 Connect with the district lay leader and take advantage of training opportunities.

People and Agencies That Can Help, Web and Print Resources: list provided at website address in “Header.”



## Lay Member of Annual Conference (§251.2)

### Result Expected

An effective lay member of annual conference informs the congregation about The United Methodist Church in the conference and around the world. This person attends annual conference sessions as a member from the congregation and interprets the actions to the congregation. An effective lay member builds the connection between the congregation and all United Methodist churches. An effective lay member is especially interested in connecting the church of God with people who are not yet part of it.

### Spiritual Gifts and Qualifications Helpful for the Job

- A lay member of annual conference benefits from having one or more of these spiritual gifts: servanthood, teaching, compassion, faith, discernment, apostleship, leadership, and wisdom.
- This leader must be a member of the congregation for four years preceding the election.
- This leader needs to enjoy learning about issues, programs, and hopes of people in the community and congregation and have an interest in learning about parliamentary procedure and church structure.
- Other qualifications to consider for this leader are listening and teaching skills; speaking, writing, and interpretative skills; aptitude for networking ideas with the interests of people in the congregation; and a desire to participate in discussion and decisions affecting God's ministry in the world.

### Responsibilities of the Position

- The lay member of annual conference needs to become knowledgeable about the structure and ministries of the annual conference, The United Methodist Church, and the congregation.
- This leader will attend all sessions of annual conference or arrange for an alternate to be seated. During the conference session, this leader will participate in discussions, debates, voting, and all other activities of annual conference.
- This leader needs to engage in spiritual practices that build attentiveness to God's will and direction. Business sessions of the church can divert attention from spiritual discernment into parliamentary procedure and political positioning. Members of annual conference need to hold one another accountable to the mission and vision of the church.
- Lay members are also members of the annual conference for the year they are elected. The lay member, along with the pastor, serves as an interpreter of the actions of the annual conference session.
- Lay members play a key role in linking the mission and vision of the local congregation with the mission and vision of the annual conference. In having this link, the church is even more clearly focused, and the responsibility of laity in the call to ministry is more clearly set forth.
- Lay members are to serve on the church council, the committee on finance, and the committee on pastor-parish relations in addition to being a member of annual conference.
- An important part of being the link with the annual conference is for lay members to report to the local church council on actions of the annual conference as soon as possible after the close of the conference. Communication truly improves connection.
- This leader is accountable to the charge conference through the church council.

### Getting Started

- 1 Participate in the webinar "Local Church Lay Leaders/Lay Members to Annual Conference: What's My Job?" available on the [Discipleship Ministries website](#).
- 2 Talk with your pastor and others to understand their hopes and dreams for the way your leadership can advance the vision for ministry.
- 3 Talk to people in your congregation or in other congregations who have attended annual conference sessions. Remember that while parliamentary procedure can seem tedious, the conference session will provide glimpses of exciting ministry.
- 4 Take advantage of preconference orientation sessions and information on your annual conference website so you are prepared both to learn and to contribute to the life of the church.
- 5 Become familiar with the ministries and concerns of your congregation.
- 6 Become familiar with the rules of annual conference and with basic parliamentary procedure.
- 7 Study the preconference reports and the minutes of the past session so that you are prepared for the ongoing business and the issues that will be on the agenda.
- 8 Participate in preconference sessions that cover annual conference vision, upcoming issues, budgetary items, and proposed resolutions.
- 9 Study [Guidelines for Leading Your Congregation, 2017-2020: Lay Leader/Lay Member](#) and participate in training opportunities.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Financial Secretary (§258.4)

### Result Expected

An effective financial secretary will receive, record, and deposit all funds received by the congregation in a timely, thorough, and confidential manner. The financial secretary works with the treasurer and committee on finance to develop policies and procedures so that funds can be made available to support the ministry of the congregation.

### Spiritual Gifts and Qualifications Helpful for the Job

- This leader benefits from having one or more of these spiritual gifts: administration, helping, giving, and faith.
- Useful skills and experience for this position are skills and interest in financial record keeping; ability to keep detailed, accurate records and maintain appropriate confidentiality; passion for financially supporting the mission of making Christian disciples for the transformation of the world; ability to work with individuals and ministry teams.
- This leader needs skill in searching for new revenue sources along with an understanding of biblical stewardship and management of all resources that God provides.
- The financial secretary and treasurer roles should be held by two people who are not immediate family members.
- The congregation's committee on nominations and leader development may establish specific standards for this position.

### Responsibilities of the Position

- The financial secretary works according to the guidelines established by the committee on finance to receive funds from whatever source (including through the mail and by electronic deposit), record them, and report them to the church treasurer and to the committee on finance or, in some cases, the trustees.
- The financial secretary arranges for collecting offerings received during worship services and other church gatherings at the conclusion of these events, making certain that more than one person is involved in collecting and counting the money.
- This leader collaborates with the finance committee to establish procedures for collecting and recording all money received through the regular offering, through the mail, and by electronic deposit. Designated gifts and bequests are managed by the trustees in accordance with *The Book of Discipline*.
- The financial secretary deposits cash and checks in a bank as soon as possible after they are received.
- The financial secretary keeps records, whenever possible, of how much money is given by whom and reports amounts received to the appropriate people.
- The financial secretary checks the records quarterly against those of the treasurer.
- The financial secretary helps ensure that the financial records are in good order for an annual audit. The financial statement is reported regularly to the committee on finance.
- The financial secretary should engage in spiritual practices to build attentiveness to God's will and direction. Financial management and attentiveness to daily administration can detract a leader's attention from the mission of the church to make disciples of Jesus Christ for the transformation of the world.
- The financial secretary is accountable to the charge conference through the church council.

### Getting Started

- 1 Talk with your pastor and others to understand their hopes and dreams for the congregation and ways your financial leadership will advance the vision for ministry.
- 2 Set aside time for prayer. Express your concerns, joys, and observations to God, and listen for God's direction for your leadership. Ask God for direction about wise management of the congregation's financial resources. Ask God to increase the understanding you and your congregation have for the role of stewardship in forming Christian disciples.
- 3 Work closely with the treasurer and chair of the finance committee to keep abreast of the changes in financial processes (institutional regulations as well as cultural changes, such as the trend toward electronic money management).
- 4 Evaluate the record keeping processes of your congregation. What is working well? What can be improved?
- 5 Study *Guidelines for Leading Your Congregation, 2017-2020: Finance*.
- 6 Participate in training experiences. Banks and schools may offer courses to update your skills and teach new processes.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Church Treasurer (§258.4)

### Result Expected

An effective church treasurer disburses all funds received into the church treasury in a responsible and organized manner, with funds identified and bills paid when due, so that the ministry of the congregation can be effective.

### Spiritual Gifts and Qualifications Helpful for the Job

- This leader benefits from having one or more of these spiritual gifts: administration, discernment, giving, faith, and helping.
- Useful skills and experiences for this position are skills and interest in financial matters; ability to keep detailed, accurate records and maintain appropriate confidentiality; passion for financially supporting the mission of making Christian disciples for the transformation of the world; and ability to work with individuals and ministry teams.
- This leader needs skill in searching for new revenue sources along with an understanding of biblical stewardship and management of all resources that God provides.
- The financial secretary and treasurer roles should be held by two people who are not immediate family members.
- The congregation's committee on nominations and leadership development may establish specific standards for this position.

### Responsibilities of the Position

- The treasurer will disburse all money contributed to the local church budget, keeping accurate records of how money is spent.
- This leader works with finances according to the guidelines established by the committee on finance for total fiduciary responsibility. This includes maintaining compliance with all applicable governmental tax guidelines.
- The treasurer will send all world service and conference benevolence funds on hand to the conference treasurer each month.
- The treasurer works with the financial secretary to maintain records of all funds received. Designated gifts and bequests are managed by the trustees in accordance with *The Book of Discipline*.
- This leader works with the financial secretary and chair of the committee on finance to make regular financial reports to the committee on finance, church council, the charge conference and, in some cases, the trustees.
- There are three tasks not specifically assigned to the treasurer, financial secretary, or the chairperson of the committee on finance by the *Discipline*. Keeping these responsibilities separate is essential in maintaining segregation of duties. These tasks are: (1) approving payments for expenditures; (2) signing checks; (3) reconciling bank accounts. While the treasurer, financial secretary, or finance chairperson may be authorized to do any one of these tasks, no person should be authorized to do more than one. No persons related to one another should perform any two or more of these three tasks.
- This leader is accountable to the charge conference through the church council.

### Getting Started

- Talk with the pastor and others to understand their hopes and dreams for the congregation and for your financial leadership role in advancing toward the vision for ministry.
- Set aside time for prayer. Express your concerns, joys, and observations to God; and listen for God's direction for your leadership. Ask God for direction about wise management of the congregation's financial resources. Ask God to increase the understanding you and your congregation have for the role of stewardship in forming Christian disciples.
- Talk with people in your congregation who have (or have had) responsibilities similar to yours. Work closely with the financial secretary and chair of the finance committee to keep abreast of the changes in financial processes (institutional regulations as well as cultural changes, such as the trend toward electronic money management).
- Evaluate the financial processes of your congregation and collaborate with other finance leaders to improve these processes.
- *Study Guidelines for Leading Your Congregation, 2017-2020: Finance* and participate in training experiences.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."



## **Recording Secretary (§247.4)**

*This job description is taken from the Kentucky Annual Conference of the United Methodist Church.*

The Recording Secretary is expected to:

- PRAY!
- Attend all regular meetings of the Council.
- Take minutes of all Council meetings.
- Write up the minutes in a timely manner, give to the appropriate person for printing and distribution to Council members.
- Keep all minutes in appropriate files for reference.
- Assist in maintaining reports presented to the annual Charge Conference.
- PRAY!

From <http://www.umc.org/what-we-believe/the-charge-conference>

The charge conference **recording secretary** shall keep an accurate record of the proceedings and shall be the custodian of all records and reports, and with the presiding officer, shall sign the minutes. A copy of the minutes shall be provided for the district superintendent, and a permanent copy shall be retained for church files. When there is only one local church on a charge, the secretary of the church council shall be the secretary of the charge conference. When there is more than one church on a charge, one of the secretaries of the church councils shall be elected by the charge conference to serve as its secretary.

## Membership Secretary (§234 and §235 to 242)

### Result Expected

An effective membership secretary will keep accurate membership records, will help the congregation know its current reality, and will build a plan for growth in professions of faith, baptisms, members, and discipleship.

### Spiritual Gifts and Qualifications Helpful for the Job

The membership secretary position will be enhanced by a person who has gifts of servanthood, helping, and administration. The membership secretary needs to be an adaptable person who understands the changing cultural understanding of membership and can work with individuals and the pastor to facilitate membership categories of *The Book of Discipline of The United Methodist Church*. Skills for this position include an ability to communicate well by listening, speaking, and writing; a willingness to tend to details; experience in record keeping; and an interest in learning.

### Responsibilities of the Position

- This person works with the pastor to keep accurate records for all membership rolls (baptized members, professing members, constituents, affiliate members, associate members, people removed from the roll of professing members, people removed from the roll of baptized members), reporting annually to the charge conference.
- This person maintains a list of members received and those to be removed from the rolls. *The Book of Discipline of The United Methodist Church* defines categories of membership and the process for removal of members.
- This person is accountable to the charge conference through the church council.
- This person understands and maintains the membership records (§230, *Book of Discipline*), helps conduct the annual membership audit (§231, *The Discipline*) and provides an annual report of members attending colleges and universities (§232).
- The membership secretary is named at charge conference. This person reports at least annually to the church council (§234).

### Support You Can Expect from the Congregation

- Through the committee on nominations and leadership development, the congregation will affirm your leadership by providing appropriate resources such as those suggested on this page, as well as basic resources for membership record keeping.
- The work of all leaders may be included in prayers of the congregation, and there may be a time of focused prayer for the ministry of the congregation.
- The reports of the membership secretary will help other leaders build ministry plans for growth in discipleship.

### Getting Started

- 1 Talk with people in your congregation and in other congregations about the record-keeping processes they have found useful. You may want to explore electronic methods for record keeping.
- 2 Gather the various rolls, the permanent church register and the card index, the loose-leaf books, or the membership records on an electronic information system. (Your pastor will be able to help you locate these items.)
- 3 Evaluate the present condition of the records you have gathered. What needs to be done to update them?
- 4 Recruit others to help you in your work.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in “Header.”

## Chair of Church Council (§251.3)

### Result Expected

An effective chairperson provides initiative, coordination, and collaborative leadership for the congregational group that does planning, goal setting, implementation, and evaluation of ministry to fulfill the mission and vision of the congregation.

### Spiritual Gifts and Qualifications for the Leader

- This leader benefits from having one or more of these spiritual gifts: leadership, administration, faith, shepherding, servanthood, discernment, and teaching. This leader should show evidence of prior effective ministry leadership and evidence of active and growing discipleship.
- Useful skills for this position are the ability to listen to and communicate with people of all ages, work with other ministry leaders, preside over meetings, delegate responsibility, and follow up to complete tasks.
- This leader should show genuine interest in responding to the hopes and concerns of people in the community.
- The congregation's committee on nominations and leader development can establish specific standards for this position.

### Structure

The church council is the administrative agency of the charge conference to envision, plan, implement, and annually evaluate the ministry of the congregation. (*The Book of Discipline of the United Methodist Church*, 2016, §252) The chair of this group is elected annually by the charge conference (§251.3).

### Responsibilities of the Chairperson

- This leader meets and works with the pastor, lay leader, and others to fulfill the mission of the church.
- The leadership team chair, along with the pastor and lay leader, are the primary spokespersons for the vision and mission of the church and encourage all other ministry leaders.
- This person should organize an annual planning meeting for church vision and ministry goals.
- This person should become familiar with United Methodist resources and organization.
- During the year, this leader prepares and communicates the agenda for meetings, leads the meetings, follows up actions by assigning responsibility for implementation, coordinates the activities of the leadership team, and maintains a healthy and growing spiritual life.

### Responsibilities of the Committee

- The leadership team is accountable to the charge conference and serves as the executive agency of the charge conference between meetings to oversee the administration and ministry of the congregation.
- The team determines God's call to the congregation for ministry that is transformative.
- The team initiates planning, establishes goals, implements action plans, and evaluates effectiveness for congregational ministries of nurture, outreach, witness, and administration.
- The team strategizes so that the congregation makes disciples of Jesus Christ for the transformation of the world.
- The team works with the committee on staff/pastor-parish relations and the committee on nominations and leader development for effective pastoral, staff, and lay leadership.
- The team recommends to the charge conference the compensation, housing needs, and benefits for the pastor(s) and other staff after receiving recommendations from the committee on staff/pastor-parish relations.
- The team fills leadership vacancies between meetings of the charge conference upon the recommendation of the committee on nominations and leader development.
- The team provides for financial support, physical facilities, and the legal obligations of its local congregation.
- The team maintains the congregation's connection with appropriate district and annual conference programs and structures.

### Getting Started

- 1 Talk with your pastor and others to understand their hopes and dreams for the congregation and the way your leadership will advance the congregation's vision for ministry.
- 2 Learn what life is like for people in your community. Gather information by being attentive to the neighborhood, asking questions, and listening deeply.
- 3 Set aside time for prayer. Express your concerns, joys, and observations to God; and listen for God's direction for your leadership and your congregation.
- 4 Soon after you are elected, convene a meeting of the church council to get acquainted, share hopes and concerns, and begin to plan your work for the year. Engage the leadership team to join you in the actions described above.
- 5 Evaluate the present ministry of the congregation. What is working well? Where are there weaknesses? What are the gaps?
- 6 Study *Guidelines for Leading Your Congregation, 2017-2020: Church Council* and participate in training and spiritual growth opportunities.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

**Campus Ministry Representative (§254)** [suggest comb.w/ Young Adult Ministry Coordinator (§253 and §256.3d)]**Result Expected**

An effective leader will work with church and community leaders of all ages to address the needs of young adults and opportunities for growing as Christian disciples. Young-adult ministry shall be for, with, and by young adults. Young adults in the congregation and community will grow in faith as Christian disciples.

**Spiritual Gifts and Qualifications Helpful for the Job**

- The young-adult ministry coordinator benefits from having one or more of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, administration, evangelism (meeting new people), helping, and shepherding. This leader should show evidence of passion for young-adult ministry, prior effective ministry leadership, and evidence of active and growing discipleship.
- Useful skills for this position are the ability to listen to and communicate with people of all ages and the ability to work with other ministry leaders, delegate responsibility, and follow up to complete tasks.
- This leader should show genuine interest in responding to the hopes and concerns of young adults in the community.

**Responsibilities of the Position**

- The coordinator of young-adult ministry will be attentive to the hopes, concerns, and needs of young adults in the community to determine how the congregation might serve them and how they might serve one another as Christian disciples and good neighbors. The coordinator will identify key people in the community and congregation for collaboration and advocacy for young people's issues.
- The coordinator needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry with young people.
- The coordinator will promote understanding of Christian vocation in daily life, building an understanding of God's call to all Christians.
- This leader will advocate that all young people are welcome and expected to be vital participants in the congregation.
- The coordinator will work with people of all ages to plan and carry out ministry with young adults in a varied and wide-ranging program that includes worship, study, fellowship, service opportunities, and more.
- The coordinator will be informed of and follow the conference child safety/vulnerable adult policies, procedures, and requirements to be followed by the local church.
- The coordinator intentionally communicates with organizations, people, and resources in the community that relate to young adults and seeks to connect the congregation with the community.
- The coordinator will guide the work of the young-adult leadership team (if organized) throughout the year, including planning its agendas and presiding at its meetings.
- The coordinator will work with other leaders to learn about curriculum and other resources available for young adults in order to help teachers and group leaders select appropriate resources for study and growth.
- The coordinator is accountable to the charge conference through the church council.

**Getting Started**

- 1 Become acquainted with the young adults in your community, noting the issues they face, the culture they enjoy, and the needs they have. It is not necessary to duplicate or copy other programs, but seek to identify gaps where your congregation can lead the way in making a positive difference in the lives of young adults.
- 2 Soon after you are elected, convene the young-adult leadership team (if organized) to evaluate young-adult ministry, share hopes and concerns, and plan for your work. Or ask a group of interested young adults to help you plan. Share the ministry with others by delegating projects to people in the church or community who have passion.
- 3 Study *Guidelines for Leading Your Congregation, 2017-2020: Ministries with Young People* and *Guidelines for Leading Your Congregation, 2017-2020: Adult Ministries*.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

Also mandated by the Florida Annual Conference:

**Camps and Retreats Representative (§254)****Interpreter of Connectional Giving****Children's Home Representative**

## POSITIONS SUGGESTED FOR MINISTRY ORGANIZATION

### Mission & Ministry (M&M)

#### Nurture, Send/Outreach, And Welcome/Witness Ministries Coordinator(s) (§244)

*Some congregations organize ministry planning and implementation into the areas of nurture (education, worship, Christian formation, membership care, small groups and stewardship), outreach (ministries of compassion, justice, and advocacy), and witness (evangelism, communications, lay speaking, and lay service) \*\*\* At Cokesbury we have had NURTURE, EQUIP, SEND/OUTREACH and WELCOME/WITNESS to represent the four directions/divisions.*

**NURTURE, SEND/OUTREACH and WELCOME/WITNESS comprise our Mission & Ministry (M&M)**

#### Result Expected

Effective ministry teams will address the concerns and conditions of people in their congregations and communities so that they may grow in their spiritual lives and become better equipped for life as Christian disciples. Leaders of nurture, outreach, and witness will work together to plan and implement ministries that help the church fulfill its mission.

#### Spiritual Gifts and Qualifications Helpful for the Job

- Leaders of discipleship ministries benefit from having one or more of these spiritual gifts: servanthood, faith, teaching, exhortation (encouragement), leadership, compassion, knowledge, helping, and administration. These leaders must have a genuine interest in helping others deepen their relationships with God and with people, and then lead from the strengths of their spiritual gifts. They should have an interest in researching, planning, and implementing ministry. They need to listen well and communicate with people of all ages in the congregation and community. They need to be able to build ministry teams and work well with others—individually and in groups.
- These leaders must have a passionate interest for the ministry area they coordinate as well as the ability to collaborate for holistic discipleship ministry.

#### Responsibilities of the Chairperson

Throughout the year, all ministry leaders need to maintain healthy and growing personal spiritual lives and lead ministry teams to do the same. The ministry teams should engage in biblical and theological reflection about the mission of the church. These leaders guide the work of ministry groups during the year, including planning the agendas and presiding at meetings. These leaders are accountable directly to the charge conference or through the church leadership team, if one exists.

#### Common Responsibilities of These Ministry Teams

- Each team is familiar with the overall goals of the congregation and understands how its ministry contributes to those goals. Short-term teams may form and disband throughout the year to implement specific ministries. Ministry projects shape the congregation and beyond into the community, building networks with existing organizations, other congregations, people, and resources to fulfill the mission of the church.
- The nurture team coordinates, plans, carries out, and evaluates the congregation's ministry in the areas of member care, worship, and educational experiences, including the church school, small groups, regular and special worship services, stewardship formation, and member visitation.
- The outreach team coordinates, plans, carries out, and evaluates the congregation's outreach ministries, including missions, health and welfare, Christian unity and interreligious concerns, church and society issues, religion and race, and status and role of women.
- The witness team coordinates, plans, carries out, and evaluates the congregation's witness ministries, helping all know and respond to the love of God in Christ. This includes planning evangelistic outreach and setting goals for congregational growth, visitation, and membership care.
- If the local congregation is located in a transitional community as described in Paragraph 212 of *The Book of Discipline*, the chair – in conjunction with the council chairperson – shall connect with the pastor to develop a community study as detailed in Paragraph 213.

#### Getting Started

- 1 Talk with your pastor and others to understand their hopes and dreams for the congregation and how your leadership role will advance toward the vision for ministry.
- 2 Gather information about the needs of the people by being attentive to the congregation and the neighborhood. Ask questions and listen deeply to people's hopes, dreams, and needs. Evaluate the present ministries in your area. Notice opportunities for coordinating with other ministries in your congregation, other congregations, and the community.
- 3 Set aside time for prayer. Express your concerns, joys, and observations to God; and listen for God's direction for your leadership and your congregation.
- 4 Soon after you are elected, convene a meeting of the ministry team to get acquainted, share hopes and concerns, and begin to plan your work for the year. If there is no team, ask a group of interested people to help you plan.
- 5 Read the full explanation of the Nurture, Outreach, Witness model for ministry in *Guidelines for Leading Your Congregation, 2017-2020: Small Membership Church* and in *The Book of Discipline of The United Methodist Church, 2016*.
- 6 Watch for opportunities to learn new skills for effective ministry. As a leader, you might organize training events in your congregation for specific ministry, such as teacher training, worship leadership, and faith sharing.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."



**Age-Level, Family, and Intergenerational Ministries Coordinator (§253)**

(Appropriate for Small-Membership Churches with One Coordinator) \*\*\* At Cokesbury we have had Children's Ministries Coordinator and Youth Work Coordinator. By FL Conference mandate we also are to have a Campus Ministry Coordinator (§254), Camp and Retreat Coordinator (§1109.10) and a Children's Home Representative.

**Result Expected**

An effective coordinator will develop and nurture a ministry for people of all ages, striving to guide, nurture, and support them as they grow as Christian disciples. The coordinator must pay attention to the needs of the church and the community, providing opportunities for all people to grow in their relationship with God and to respond to that relationship faithfully in the church and the world. The coordinator must recognize how families vary, offering ministry opportunities for all people to respond to God's presence in their lives. This person will work with other church and community leaders to address the needs of people in their congregation and community.

**Spiritual Gifts and Qualifications Helpful for the Job**

- This ministry coordinator benefits from one or more of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, administration, helping, and shepherding.
- This leader should show evidence of passion for family ministry, prior effective ministry leadership skills, and active and growing discipleship.
- Useful skills for this position are the ability to listen to and communicate with people of all ages, the ability to work with other ministry leaders, and the ability to delegate responsibility and follow up to complete tasks.
- This leader should show genuine interest in responding to the hopes and concerns of people in the community so that community ministry is launched and joint projects with other congregations and groups lead to transformation of the community.
- This person should have knowledge and respect for the history, doctrine, and theology of The United Methodist Church.

**Responsibilities of the Position**

- This leader should maintain a healthy and growing spiritual life and encourage other teachers and leaders to do the same.
- The coordinator of age-level, family, and intergenerational ministries will need to be attentive to the hopes, concerns, and needs of children, youth, adults (including young adults, single adults, older adults) and families in the community to determine how the congregation might serve them and how they might serve one another as Christian disciples and good neighbors.
- The coordinator needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry with children, youth, adults, and families.
- This leader will encourage extending the goals of the congregation to include all age levels and families.
- This leader will work with others to plan and carry out ministry with families and people of all ages in a varied and wide-ranging program that includes worship, study, fellowship, service opportunities, and so forth.
- The coordinator will build networks with community organizations and people to connect the congregation with the community for a strong program. He or she will look for new ministry opportunities and unmet needs.
- The coordinator will guide the work of the age-level and family council (if organized) throughout the year, including planning its agendas and presiding at its meetings. If there is no council, the coordinator will communicate with various ministries to coordinate plans and calendars.
- The coordinator will work with other leaders to learn about curriculum and other resources available for each age level and for families in order to help people select appropriate resources for study and growth.
- The coordinator is accountable to the charge conference through the church council.

**Getting Started**

- 1 Do some research about what's currently available so that you can plan for the year ahead.
- 2 Ask your pastor and members of the staff/pastor-parish relations committee for names of people who will be able to help you get a deeper understanding of the church and the congregation (history, current ministries, vision, and mission).
- 3 Learn what life is like for children, youth, adults, and families in the congregation. Ask questions! Listen!
- 4 Soon after you are elected, convene the age-level and family council (if organized) to evaluate, share hopes, and concerns and plan for your work. If the council is not organized, ask a group of interested youth and adults to help you plan. (Make sure you invite persons who are diverse in age, race and ethnicity, gender, and experience.) Plan the year's ministries together. Share the ministry with others by delegating projects to people in the church or community who have passion.
- 5 Study Guidelines for *Leading Your Congregation, 2017-2020: Children's Ministries, Youth Ministries, Adult Ministries, and Family Ministries*.
- 6 Set aside time for personal spiritual practices that build your attentiveness to God's will and direction for your leadership.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Children's Ministry Coordinator (§253 and §256.2)

### Result Expected

An effective coordinator will encourage all children in the congregation and community to grow in faith as Christian disciples. The coordinator will work with other church and community leaders to address the needs of children so that all God's children grow in strength and wisdom.

### What's My Job?

As Coordinator of Children's Ministries, you are "responsible for assuring that children are considered and included within the life of the congregation. The coordinator will lead the children's council, when organized, and will work closely with clergy and other program-related staff. The coordinator will vision, plan, and advocate for children, particularly in the areas of faith development, safety, and discipleship. The coordinator will work with other leaders in the congregation to assure that policies and procedures are in place to help keep all children and the adults who care for and work with them safe." These policies and procedures include such things as background checks, having at least two adults per group, and cardiopulmonary resuscitation and first-aid training. "The coordinator will also advocate for mission education for children, including The United Methodist Children's Fund for Christian Mission" (*Discipline*, §256.2a).

### Spiritual Gifts and Qualifications Helpful for the Job

- A children's coordinator benefits from having a combination of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, administration, and shepherding. This leader should show evidence of passion for ministry with children and deep commitment to faith formation of children, prior effective ministry leadership, and evidence of active and growing discipleship. This person should demonstrate at least a basic knowledge of child development and understand the importance of providing a safe and nurturing environment for children.
- Useful skills for this position are the ability to listen to and communicate with people of all ages, the ability to work with other ministry leaders, the ability to delegate responsibility and to follow up to complete tasks.
- This leader should show genuine interest in responding to the hopes, needs, and concerns of children in the community.

### Responsibilities of the Position

- The coordinator of children's ministry will be attentive to the hopes, concerns, and needs of children in the community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors. The coordinator should identify key people in the congregation and community who are advocates for children's needs and issues.
- The coordinator needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry by, with, and for children and their families. This leader should pray intentionally for children and their families.
- This leader will advocate that all children are welcome and expected to be fully engaged in the ministries of the church.
- The coordinator will work with others to plan and carry out a comprehensive program for children that includes worship, study, fellowship, service experiences, and other experiences that guide children as they grow in faith. The coordinator will advocate for quality leadership and ample funding.
- The coordinator will lead the church in creating and annually updating Safe Sanctuaries policies and guidelines and living into them as a community of nurture.
- The coordinator will regularly and intentionally communicate with parents, families, and children's ministry leaders in other churches, denominations, and non-profits, so that children have multiple opportunities to thrive.
- The coordinator will guide the work of the children's council (if organized) throughout the year, including organizing and presiding at its meetings. If there is no council, the coordinator will keep an overall perspective of a quality, comprehensive ministry.
- The coordinator will work with other leaders to develop and secure theologically aligned and developmentally appropriate resources and curriculum that support the work of teachers and group leaders in ministry with children.
- The coordinator is encouraged to maintain a healthy and growing personal spiritual life and to lead others to do the same.
- The coordinator is accountable to the charge conference through the church council.

### Getting Started

- 1 Encourage the adults in the congregation to know the names of the children in the congregation, to address them by name, and to take an interest in their lives.
- 2 Assess the gifts of the adults in your congregation. Organize a group of adults who show an interest in the needs of children. This can be organized as a children's council (*Book of Discipline*). Gather together to assess the children's ministry in your congregation, the outreach to children in the community, and to share hopes, concerns, and plans for your work. Share the ministry with others by delegating projects to people with particular gifts in the church or community.
- 3 Create a calendar of experiences based on the liturgical calendar. Create a budget that supports a ministry that serves the needs of children. Provide opportunities for leaders to stay updated on how the church may best serve the needs of children.
- 4 Study and use *Guidelines for Leading Your Congregation, 2017-2020: Children's Ministries*.

### Connecting with Others Who Support Your Ministry

- **In the Congregation:** The pastor, members of the congregation, children and youth, and church staff
- **In the Community:** Neighboring United Methodist churches, children's ministers in other church denominations, nonprofit organizations, and civic organizations
- **In the United Methodist Connection:** District leaders, annual conference leaders, and denominational organizations ([UMC.org](http://www.UMC.org))

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Youth Ministries Coordinator (§253 and §256.3)

### Result Expected

An effective youth ministries coordinator will work with other church and community leaders to address the needs of youth and maximize opportunities so that all youth grow in strength and wisdom. Youth ministry shall be for, with, and by youth. Youth in your congregation and community will grow in faith as Christian disciples.

### Spiritual Gifts and Qualifications Helpful for the Job

- The youth coordinator benefits from having one or more of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, administration, helping, and shepherding. This leader should show evidence of passion for youth ministry, prior effective ministry leadership, and evidence of active and growing discipleship. This person demonstrates a basic knowledge of youth development.
- Useful skills for this position are the ability to listen to and communicate with people of all ages and the ability to work with other adults, youth ministry leaders, and youth. Other skills needed include the ability to delegate responsibility and follow up to complete tasks.
- This leader should show genuine interest in responding to the needs and concerns of youth in the community.

### Responsibilities of the Position

- The coordinator of youth ministry will be attentive to the hopes, concerns, and needs of youth in the community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors. This person will identify key people in the congregation and community for collaboration and advocacy for young people's issues.
- The coordinator needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry by, with, and for youth.
- This leader will advocate that all youth are welcome. The coordinator will raise congregational awareness of the needs and contributions of youth in the community and the world.
- The coordinator will promote the understanding of Christian vocation in daily life in work with youth, building understanding of God's call for all Christians.
- The coordinator will advocate for quality leaders and excellent mentors who encourage young people to develop their own gifts, skills, strengths, and ideas.
- The coordinator will be informed of and follow the conference child safety policies, procedures, and requirements that are to be followed by the local church.
- The coordinator will work with others to plan and carry out ministry by, with, and for youth in varied and wide-ranging programs that include worship, study, fellowship, service opportunities, and others.
- The coordinator will intentionally communicate with organizations, people, and resources in the community that relate to youth and seek to connect the congregation with the community for a strong program.
- The coordinator will guide the work of the youth leadership team (if organized) throughout the year, including planning its agendas and presiding at its meetings.
- The coordinator will work with other leaders to learn about curriculum and other resources available for youth in order to help teachers and group leaders select appropriate resources for study and growth.
- The coordinator is accountable to the charge conference through the church council.

### Getting Started

- 1 Find out what's currently available for youth and young people and what youth need so that you can plan ahead. It is not necessary to duplicate or copy other programs, but seek to identify gaps where your congregation can lead the way in making a positive difference in the lives of youth.
- 2 What's important to young people? What issues will have an impact on their lives that they have not noticed? What's happening in your community? What's happening in your congregation?
- 3 Soon after you are elected, convene the youth leadership team (if organized) to evaluate youth ministry, share hopes and concerns, and plan for your work. Or ask a group of interested adults and youth to help you plan. Share the ministry with others by delegating projects to people in the church or community who have passion.
- 4 Study *Guidelines for Leading Your Congregation, 2017-2020: Ministries with Young People*.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Young Adult Ministry Coordinator (§253 and §256.3d) [suggest comb.w/Campus Ministry]

## Adult Ministries Coordinator (¶253)

### Result Expected

An effective coordinator will work with church and community leaders of all ages to address the needs of adults and opportunities for growing as Christian disciples. Adult ministry shall be for, with, and by adults at all stages of adulthood. Adults in the congregation and community will grow in faith as Christian disciples.

### Spiritual Gifts and Qualifications helpful for the Job

- The adult ministry coordinator benefits from having one or more of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, administration, helping, and shepherding.
- This leader should show evidence of passion for adult ministry, prior effective ministry leadership, and active and growing discipleship.
- Useful skills for this position are the ability to listen to and communicate with people of all ages and the ability to work with other ministry leaders, delegate responsibility, and follow up to complete tasks.
- This leader should show genuine interest in responding to the hopes and concerns of adults in various stages of adulthood in the community and congregation.

### Responsibilities of the Position

- The coordinator of adult ministry will be attentive to the hopes, concerns, and needs of adults in the community to determine how the congregation might serve them and how they might serve one another as Christian disciples and good neighbors. The coordinator will identify key people in the community and congregation for collaboration and expansion of opportunities for all adults.
- The coordinator needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry with adults.
- This leader will advocate that all adults are welcome and expected to be vital participants in all aspects of the ministry of the congregation. The coordinator will raise congregational awareness of the needs and contributions of adults at all stages of adulthood in the community and the world.
- The coordinator will work with others to plan and carry out ministry with all adults in a varied and wide-ranging program that includes worship, study, fellowship, service opportunities, and so forth.
- The coordinator will promote understanding of Christian vocation in daily life as a response to God's call for all Christians.
- The coordinator will intentionally communicate with organizations, people and resources in the community that relate to adults and will seek to connect the congregation with the community.
- The coordinator will guide the work of the adult council (if organized) throughout the year, including planning its agendas and presiding at its meetings.
- The coordinator will work with other leaders to learn about curriculum and other resources available for adults in order to help teachers and group leaders select appropriate resources for study and growth.
- The coordinator is accountable to the charge conference through the church council.

### Getting Started

- 1 Learn about the issues and opportunities for all adults in your community, including the different stages of adulthood. It is not necessary to duplicate or copy other programs, but seek to identify gaps where your congregation can lead the way in making a positive difference in the lives of adults.
- 2 Soon after you are elected, convene the adult council (if organized) to evaluate adult ministry, share hopes and concerns, and plan for your work. Or ask a group of interested adults to help you plan. Share the ministry with others by delegating projects to people in the church or community who have passion.
- 3 Study *Guidelines for Leading Your Congregation, 2017-2020: Adult Ministries*.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Older Adult Ministries Coordinator (¶253)

### Result Expected

An effective coordinator will work with church and community leaders of all ages to address the needs and opportunities for older adults to grow as Christian disciples. Older-adult ministry shall be for, with, and by older adults. Older adults in the congregation and community will grow in faith as Christian disciples.

### Spiritual Gifts and Qualifications Helpful for the Job

- The older-adult ministries coordinator benefits from having one or more of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, administration, helping, and shepherding. This leader should show evidence of passion for older-adult ministry, prior effective ministry leadership, and active and growing discipleship.
- Useful skills for this position are the ability to listen to and communicate with people of all ages and the ability to work with other ministry leaders, delegate responsibility, and follow up to complete tasks.
- This leader should show genuine interest in responding to the hopes and concerns of older adults in the community and congregation.

### Responsibilities of the Position

- The coordinator of older-adult ministry will be attentive to the hopes, concerns, and needs of older adults in the community to determine how the congregation might serve them and how they might serve one another as Christian disciples and good neighbors.
- This leader will identify key people in the congregation and community for collaboration and expansion of opportunities.
- The coordinator needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry with older adults.
- This leader will advocate that older adults are welcome and expected to be vital participants in all aspects of the ministry of the congregation. The coordinator will raise congregational awareness of the needs and contributions of older adults in the community and the world.
- The coordinator will work with others to plan and carry out ministry with older adults in a varied and wide-ranging program that includes worship, study, fellowship, service opportunities, and more.
- The coordinator will promote understanding of Christian vocation in daily life as a response to God's call to ministry for all Christians.
- The coordinator intentionally communicates with organizations, people, and resources in the community that relate to older adults and seeks to connect the congregation with the community.
- The coordinator will guide the work of the older-adult council (if organized) throughout the year, including planning its agendas and presiding at its meetings.
- The coordinator will work with other leaders to learn about curriculum and other resources available for older adults in order to help teachers and group leaders select appropriate resources for study and growth.
- The coordinator is accountable to the charge conference through the church council.

### Getting Started

- 1 Learn about the issues and opportunities for older adults in your community. It is not necessary to duplicate or copy other programs, but seek to identify gaps where your congregation can lead the way in making a positive difference in the lives of older adults.
- 2 Soon after you are elected, convene the older-adult council (if organized) to evaluate older-adult ministry, share hopes and concerns, and plan for your work. Or ask a group of interested older adults to help you plan. Build networks with older adults and with others who offer opportunities for older adults. Share the ministry with others by delegating projects to people in the church or community who have similar interests.
- 3 Study *Guidelines for Leading Your Congregation, 2017-2020: Adult Ministries*. Sign up for the *SAGE newsletter*.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."



## Family Ministries Coordinator (¶253)

### Result Expected

An effective coordinator will develop and nurture a ministry for all types of families, striving to guide, nurture, and support all people as they grow as Christian disciples. The coordinator must pay attention to family circumstance, understand the home as a setting for spiritual formation, and provide relevant and intentional ministry for all families through the church and in the community. All ministry must address basic human needs as well as provide opportunities for faith formation, service, and witness. The family ministry coordinator will work to provide family members opportunities to grow in their relationship with God and respond to that relationship faithfully in the church and the world.

### Spiritual Gifts and Qualifications Helpful for the Job

- This ministry coordinator benefits from having one or more of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, administration, helping, and shepherding. This leader should show evidence of passion for family ministry, prior effective ministry leadership, and active and growing discipleship.
- Useful skills for this position are strong communication skills, the ability to listen to and communicate with people of all ages, and the ability to work with other ministry leaders, the ability to delegate responsibility and follow up to complete tasks. Knowledge and respect for The United Methodist Church and its history, doctrine, and theology, is also important.
- This leader should show genuine interest in responding to the hopes and concerns of all families in the community so that all family units (single and multiple people) are affirmed and ministry is launched for transformation of the community.

### Responsibilities of the Position

- The coordinator will maintain a healthy and growing spiritual life and will lead other teachers and leaders to do the same.
- The coordinator of family ministry will be attentive to the hopes, concerns, and needs of families of all configurations in the community to determine how the congregation might serve them and how they might serve one another as Christian disciples and good neighbors.
- The coordinator needs to be familiar with the congregation's overall goals and how they are achieved through the congregation's ministry with families.
- This leader will encourage extending the goals of the congregation to include all types of families.
- The coordinator will be an advocate for all kinds of families, educating the congregation and community about the forms of family life in the twenty-first century, and encouraging families with resources for Christian living.
- This leader will work with others to plan and carry out ministry with families in a varied and wide-ranging program that includes worship, study, fellowship, service opportunities, and so forth.
- The coordinator will build networks with community organizations and people to connect the congregation with the community for a strong program. The coordinator will look for new ministry opportunities.
- The coordinator will guide the work of the family council (if organized) throughout the year, including planning its agendas and presiding at its meetings.
- The coordinator will work with other leaders to learn about curriculum and other resources available for families in order to help people select appropriate resources for study and growth.
- The coordinator will encourage other ministry leaders of the congregation to understand and make all ministries applicable and relevant to varying types of family units.
- The coordinator is accountable to the charge conference through the church council.

### Getting Started

- 1 Do some research about what's currently available. It is not necessary to duplicate or copy other programs, but seek to identify gaps where your congregation can lead the way in making a positive difference in the lives of families. What's going on in your community? What's going on in your congregation?
- 2 Ask your senior pastor and members of the staff/pastor-parish relationship committee for names of people who will be able to help you get a deeper understanding of the church and the congregation (history, current ministries, vision, and mission).
- 3 Study *Guidelines for Leading Your Congregation, 2017-2020: Family Ministries* and the *Book of Discipline of the United Methodist Church, 2016* to understand the depth and breadth of your job.
- 4 Convene the family council (if organized) to evaluate, share hopes and concerns, and plan for your work. If the council is not organized, ask a group of interested youth and adults to help you plan. (Make sure you invite people who are diverse in age, race and ethnicity, gender, and life experience.)
- 5 Plan the year's ministries together. Delegate projects to the people on your committee and others in your church and community who have the gifts for the work you are doing. Share each ministry with your church and community and invite them to participate.
- 6 After each ministry opportunity, take time to ask for feedback and work with your committee to evaluate the strengths and weaknesses of the ministry. Decide next steps together and begin the planning process again.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Worship Ministry Team Leader (§254)

**NOTE: Director of Music Ministries, Worship Design Coordinator and other positions are defined congregation-by-congregation.**

### What is my job?

- Lead the congregation in providing opportunities for worship celebrations that focus on God, help people of all ages grow in their understanding of the Gospel, and become better equipped for daily living as faithful disciples.

### Who is qualified for this job?

*Spiritual gifts:* servanthood, teaching, exhortation (encouragement), leadership, wisdom, knowledge, faith, discernment, administration, evangelism, and shepherding

*Experience, skills:* This leader should show evidence of passion for worshiping God and helping others worship through music, liturgy, and in personal and community practices. Useful skills for this position are the ability to listen to and communicate with people of all ages, interest in a wide range of worship experiences, interest in music and other worship-related arts, skills for researching worship issues, and sensitivity both to what makes worship effective and ways people relate to God.

### What does this leader do?

- Maintain a growing and healthy spiritual life and lead others to do the same.
- Know the goals of the congregation in order to support and expand the ministry goals through worship. Learn about worship and the people in your congregation and community so you can plan worship opportunities appropriate to the community. The worship team must be sensitive to new worship styles and to congregational traditions.
- Coordinate with the pastor and other worship leaders. Support worship by identifying, training and supporting worship leaders such as acolytes, scripture readers, ushers, greeters, artists and others.
- Explore resources (United Methodist and other) for worship in order to recommend their use with children, youth and adults.
- Promote individual and family worship and opportunities for spiritual formation.
- Work with other ministry leaders so that worship celebrates the whole life of the congregation and community.
- Encourage a team approach to worship planning led by the pastor.

### Where can I get help?

#### Getting started

- Read **Job Descriptions and Leadership Training in the United Methodist Church, 2013-2016**; **Guidelines for Leading Your Congregation 2013-2016: Worship** and the **Book of Discipline of the United Methodist Church 2012** to understand the breadth of your job.
- Convene a meeting of interested youth and adults, including pastors, to plan for your work. Coordinate goals, projects, and calendars with other church leaders.
- Build a congregational culture of expectation that a vital Christian faith includes regular worship, both corporately and individually.
- Learn about the lives of people in your community and consider the ways worship can address personal and community issues. Look for opportunities to connect people and resources in the community and congregation for worship. Share the ministry with others by delegating projects to people in the congregation and community who have a passion for expressions of worship.
- Attend worship in other congregations, especially as you travel, and bring insights gained back to your congregation.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in “Header.”

## **Evangelism Ministry Team Leader (¶254)**

### **Result Expected**

An effective leader models discipleship in daily living and leads others to follow the example of the words and actions of Jesus. The congregation will welcome all people so they may develop a relationship with God in a Christian community and grow as Christian disciples.

### **Spiritual Gifts and Qualifications Helpful for the Job**

- This leader benefits from one having or more of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, faith, discernment, apostleship, administration, and evangelism. This leader should show evidence of commitment to Christ and passion for telling by word and action the good news of God's love through Jesus Christ to all people.
- Useful skills for this position are the ability to listen to and communicate with people of all ages; a concern that others know Christ; the ability to work with church members, visitors, and unchurched people; and skills for organizing meetings and planning and evaluating effective evangelism programs and events.
- This leader should show genuine interest in responding to the hopes and concerns of people in the community.

### **Responsibilities of the Position**

- This leader will coordinate with the pastor and leadership team to plan and implement a vital, comprehensive outreach ministry for the congregation to reach people of all ages with Christian love and healing. This ministry will include assessment of trends in congregational growth and attendance and how people are received into the congregation. The ministry will extend the goals of the congregation.
- The evangelism ministry will care for all members of the congregation (including those who are inactive), as well as for people who are not members of a church, to help them know and respond to the love of God in Christ.
- The evangelism team leader will be familiar with United Methodist resources, facilitate their use and be able to recommend appropriate Wesleyan resources for evangelism.
- This leader will link with organizations, people, and resources in and beyond the congregation that are concerned with Christian evangelism.
- The evangelism team leader and evangelism team will set goals for congregational growth (in faith and numbers) and will plan specific evangelistic events and missions.
- This leader will engage with others to carry out programs of membership care, including plans for growth in devotional life and distribution of devotional materials.

### **Getting Started**

- 1 Talk with the committee on nominations and leader development, your pastor, and others to understand their hopes and dreams for the congregation toward fulfilling the mission of the church and for your leadership role with evangelism.
- 2 Learn from people in your congregation, in the community, and from other congregations that have interests similar to yours. Learn about people in your community. Which individuals and groups are left out or ignored? What are the interests, needs, hopes, and goals of people who are not in church? Seek to identify gaps where your congregation can lead the way in making a positive difference by sharing God's love.
- 3 Soon after you are elected, convene a meeting of the ministry team to evaluate, share hopes and concerns, and plan for your work. Share the ministry with others by delegating projects to people in the church who share your passion for telling the good news of God's love.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Church Media or Communications Team Leader

### What is my job?

Communicate internally and externally so that members and others will understand and become interested in participating the congregation

Lead the congregation in effective communication for the 21st century

### Who is qualified for this job?

*Spiritual gifts:* exhortation (encouragement), knowledge, administration, and helping

*Experience, skills:* This leader shows passion for communicating a clear message and skill with methods of communication—verbal, written, and electronic. At the same time, this person must be able to work with leaders of other ministry groups, have expertise in the field of communication, and interest in developing and sharing knowledge. This leader must be able to connect their knowledge and expertise to the vision and mission of the congregation.

### What do I do?

- Maintain a healthy and growing spiritual life and lead others to do the same.
- Oversee and coordinate the communications that go from your congregation to its members and to the community, such as print and electronic newsletters and announcements, telephone contacts, a website, radio spots and programming, and broadcast journalism.
- Coordinate contacts between your congregation and community media.
- Collaborate with the church leadership team and church staff to plan program and benevolence promotions.
- Develop and produce video resources for internal and external ministry and outreach.

### Where can I get help?

#### *Getting Started*

Read ***Job Descriptions and Leadership Training in the United Methodist Church, Guidelines for Leading Your Church, 2013-2016: Communications*** and the ***Book of Discipline of the United Methodist Church, 2012*** to understand the depth and breadth of your job.

Invite interested people of all ages in the congregation and the community to join you for planning, learning new communication tools, and projects.

Set aside time for personal spiritual practices to build your attentiveness to God's will for your leadership and God's direction for your congregation. Keep the pastor and other leaders informed about the ways the communication plans connect with the identity and future plans of the congregation

#### *Agencies and people:*

Build networks with people in the congregation and community who have skill and interest in communication.

Infoserve, [infoserve.umc.org](http://infoserve.umc.org), answers questions and provides current information about United Methodist resources, programs, and staff services

**United Methodist Communications knowledge center** has help for a congregational communicator. Click back to the home page for other links and staff contacts.

#### *Web and print*

**ReThink Church** has materials for congregation. Be sure to fill out the information for your congregation in the "find a church" section.

***Speaking Faith: The Essential Handbook for Religious Communicators*** Compiled by the Religious Communicators Council

## Prayer Team Leader (¶254)

### What is my job?

Lead the congregation's prayer ministry, including teaching that prayer is essential to the life of Christian discipleship for all age levels, developing and encouraging prayer for the community and for individuals. The congregation will become stronger in the spiritual practice of prayer and understand that there are many ways of praying. The congregation will be led by God's Spirit toward fulfilling the mission of making disciples of Jesus Christ for the transformation of the world.

### Spiritual Gifts and Qualifications

*Spiritual gifts:* servanthood, teaching, exhortation (encouragement), wisdom, discernment, administration, and helping

*Experience, skills:* This leader must show evidence of an active and growing prayer life, a desire to teach and encourage others to pray. Useful skills for this position are the ability to listen to and communicate with people of all ages, ability to maintain confidentiality, ability to work with other ministry leaders, ability to model and teach a variety of ways of praying, ability to organize teams, delegate responsibility and follow up getting the job done.

### What does this leader do?

- Maintain a growing and healthy spiritual life and lead others to do the same.
- Coordinate the planning and implementation of a comprehensive prayer ministry for your congregation.
- Identify, equip, and support people who are praying for all aspects of congregational life.
- Connect the overall goals of the congregation with the prayer ministry.
- Teach prayer, practice prayer and recommend appropriate resources for all age levels and faith stages.
- The team will link with organizations, people, and resources in and beyond the congregation that are concerned with Christian prayer.

### Where can I get help?

#### Getting started

- Identify individuals with interest and skills to help you plan for the congregation.
- Set aside time for personal spiritual practices to build your attentiveness to God's direction for your leadership and your congregation's prayer practices.
- Focus on a comprehensive prayer ministry that includes individual and communal prayer.

#### People and Agencies

- Your pastor, active lay people in the congregation and in the community who are interested in promoting prayer.
- **InfoServ**, [infoserv.umc.org](http://infoserv.umc.org), answers questions and provides current information about United Methodist resources, programs, and staff services.
- Tom Albin, Dean of the Upper Room Chapel, Discipleship Ministries, [talbin@UMCdiscipleship.org](mailto:talbin@UMCdiscipleship.org).
- Candice Lewis, Path 1 coordinator of prayer ministry in new church starts, Discipleship Ministries, [clewis@UMCdiscipleship.org](mailto:clewis@UMCdiscipleship.org).
- **Aldersgate Renewal Ministries**

#### Web and Print

- **Companions in Christ**® series, especially:
  - **The Way of Prayer** by Jane E. Vennard
- **Dimensions of Prayer: Cultivating a Relationship with God** by Douglas V. Steere.
- **Guide to Prayer for All who Seek God** by Ruben Job and Norman Shawchuck
- (Also **Guide to Prayer for All God's People** and **Guide to Prayer for Ministers and Other Servants**)
- **Prayer: Does it Make Any Difference?** by Philip Yancey
- **Prayer: Finding the Heart's True Home** by Richard Foster
- **Teach Me to Pray** by W. E. Sangster
- **The Lord's Prayer: Jesus Teaches Us How to Pray** by Mary Lou Redding
- **Job Descriptions and Leadership Training for the United Methodist Church 2013-2016** by Betsey Heavner
- **Praying in the Messiness of Life: Seven Ways to Renew Your Relationship with God** by Linda Douty
- **Sacred Breath: Forty Days of Centering Prayer** by J. David Muyskens
- **Interpreter** magazine for church leaders – Available in Spanish



## God's Creature Keepers—part of or home for Earth Advocacy Team Leader (§254)

### Result Expected

An effective leader will help the congregation engage in ongoing creation care, advocacy, and appreciation as an important dimension of Christian discipleship and stewardship.

### Spiritual Gifts and Qualifications Helpful for the Job

- This leader benefits from having one or more of these spiritual gifts: servanthood, teaching, exhortation (encouragement), giving, leadership, compassion, wisdom, healing, helping, and administration.
- This leader should have an active, growing faith and show evidence of passion for creation care and renewal.
- The leader shows interest in learning about and working with people in other churches and the community.
- Useful skills for this position are the ability to listen to and communicate with people of all ages, the ability to work with people of all ages, and skills for researching issues and developing programs and events.
- This person should be persuasive, but not offensive in promoting new habits for sustaining the planet.

### Responsibilities of the Position

- This leader will coordinate the planning and implementation of congregational and community action to care for the Earth and renew resources.
- The leader will help the congregation understand theological and biblical foundations for environmental awareness and Christian responsibility for Earth stewardship.
- The leader will work with others to provide opportunities for people in the congregation and community to learn about issues and actions that have an impact on the health and future of the planet.
- This leader will plan and lead the congregation in celebration of the annual Earth Day, Arbor Day, and/or other efforts for local and community environmental awareness.
- This leader will link with organizations, people, and resources in and beyond the congregation that are concerned with environmental issues.

### Getting Started

- 1 Learn about community groups, events, and programs to increase your knowledge and to involve others in your congregation with environmental issues and Earth advocacy. Seek to identify gaps where your congregation can lead the way in making a positive difference.
- 2 Talk with and learn from people in your congregation, in the community, and in other congregations who have interest in and knowledge of engaging the faith community in environmental issues.
- 3 Soon after you are elected, ask a group of interested people to help you plan. Share the ministry with others by delegating projects to people in the church or community who have a passion for this work. Many congregations have discovered that school-age children have a passion and energy to lead recycling and other Earth-care efforts.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in “Header.”

## Scouting Ministry Coordinator (§253 and §256.4)

### What is my job?

- Through scouting and other youth serving organizations, lead the congregation's plan of nurture and service for children and youth of all ages and all stages of faith.
- Address the concerns and conditions of children and youth in the community and church so that the young people grow in understanding themselves and the Christian faith and become better equipped for daily living.

### Spiritual Gifts and Skills for this Leadership

*Spiritual gifts:* servanthood, teaching, exhortation (encouragement), giving, leadership, and administration

*Experience, skills:* This leader should show evidence of passion for Scouting for boys and girls and helping young people learn and grow in knowledge and in faith. Useful skills for this position are ability to listen to and communicate with people of all ages, knowledge of all Scouting and youth serving programs, ability to work with small group leaders, and skills for developing programs and events.

### What does this leader do?

- Maintain a growing and healthy spiritual life and lead others to do the same.
- Determine how your congregation might reach out to serve the hopes, concerns, and needs of children and youth in your community through Scouting and other youth serving programs.
- Coordinate the planning and implementation of a comprehensive Scouting ministry for your congregation and community that aligns with and extends the mission of the church.
- Identify, equip, and support people to serve as teachers, counselors, and sponsors for Scouting programs.
- Participate on the youth council of the congregation to collaborate on program, calendar schedules, and goals of helping youth learn to grow as Christian disciples, and represent the congregation at district Scouting meetings.
- Make efforts to ensure that children and youth in the Scouting program have opportunities to consider their vocation as Christians and how they may express their Christian discipleship in their careers, occupations, and daily living.
- Work with the youth council and church leaders to lead the congregation in celebrations of worship and fellowship to recognize Scout Sunday, Scouting awards and honors, and other occasions in the lives of youth and adults in Scouting.

### Where can I get help?

#### *Getting started*

- Convene a meeting of interested youth and adults to plan for your work. Meet with the congregation's youth leaders to coordinate goals, projects, and calendars.
- Learn from people in your community and congregation and district Scouting leaders to promote Scouting for girls and boys in the community.
- Seek to identify gaps where your congregation can lead the way in making a positive difference in the lives of children, youth, adults and families.

## Stewardship Ministry Leader (§254)

### What's My Job?

Guide the congregation in its understanding of how Christian stewardship fulfills the mission of making disciples of Jesus Christ for the transformation of the world. Generous stewardship is one of the marks of a disciple of Jesus Christ and we, as followers of Christ, are called to be faithful stewards at all ages and in all stages of faith.

### Spiritual Gifts and Skills for this Leader

Spiritual gifts: teaching, giving, exhortation (encouragement), leadership, compassion, faith, and helping.

### Skills and Characteristics:

- This leader exemplifies generous living, is devoted to life-long learning, and is passionate about helping others learn and grow in knowledge and faith.
- This ministry leader needs a strong understanding of biblical stewardship and management of all that God gives and provides.
- Useful skills for this position are the ability to listen to and communicate with people of all ages; interest in a wide range of stewardship experiences; ability to work with others involved in all aspects of Christian stewardship; aptitude for researching issues; and ability to develop, organize, and implement stewardship programs and events.

### What do I do?

- Coordinate with others the planning and implementation of a comprehensive, year round plan for Christian stewardship that includes education, inspiration, and action for your congregation.
- Live as an example of generous living and engage in spiritual practices to fulfill the mission and vision of the church to make disciples of Jesus Christ for the transformation of the world.
- Encourage the congregation to live daily with stewardship of their lives through their prayers, presence, gifts, service, and witness as disciples of Jesus Christ.
- Work closely with finance leaders to grow a culture of generosity among the church family and challenging the congregation to be generous in funding the ministry of the church. To develop a wider view of stewardship of all the resources God has given, collaborate with others such as the camping coordinator, earth advocacy leader, health and welfare leader and age-level ministry coordinators.
- Be familiar with United Methodist and other stewardship resources and facilitate their use by all age levels and faith stages.
- Lead the celebration of Christian stewardship in worship and fellowship opportunities throughout the year. Topics might include mission and connectional giving, living more frugally, personal financial planning, and care of the planet.

### How to Get Started

- Talk with your pastor and other leaders to share ideas for how congregational stewardship can help fulfill the mission of the church.
- Meet with a group of interested people who have a passion for stewardship to assist you in stewardship planning. Meet regularly with the congregation's finance committee and other ministry committees to advocate missional and connectional giving, encourage faithful stewardship of church resources, and promote generous living throughout the whole year.
- Learn about the educational and volunteer opportunities available in your community for people of all ages to learn about financial management, care of the earth's resources, and other stewardship-related topics. Discover gaps in opportunities where your congregation can lead the way in making a positive difference in your congregation and surrounding community.

**People and Agencies That Can Help, Web and Print Resources: list provided at website address in "Header."**

## Class Leader in Covenant Discipleship (¶256.1b)

Updated September 2016

### Result Expected

Historically, class leaders provided lay pastoral leadership in the weekly class meetings, which were the practical means of Christian formation in the early years of the Methodist Episcopal Church. Today, there is a revival of the office through Covenant Discipleship. An effective class leader has skills for lay pastoral ministry (see spiritual gifts below).

### Spiritual Gifts and Qualifications Helpful for the Job

A class leader possesses one or more of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, administration, helping, and shepherding. This leader must participate in a Covenant Discipleship group. The process of weekly accountability and support for living the Christian life, shaped by the General Rule of Discipleship, equips the person to help others witness to Jesus Christ in the world and follow his teachings through acts of compassion, justice, worship, and devotion under the guidance of the Holy Spirit.

Useful skills for this position are the ability to listen to and communicate with people of all ages, work with other ministry leaders, delegate responsibility, and follow up to complete tasks.

### Responsibilities of the Position

- A class leader needs to meet weekly in a Covenant Discipleship group.
- Leaders develop a plan for regular contact with class members to help them grow in discipleship. This might be through regular telephone calls, text messages, social media, letters, and personal visits.
- The class leader interprets and encourages class members to apply the General Rule of Discipleship in their daily lives: To witness to Jesus Christ in the world, and to follow his teachings through acts of compassion, justice, worship, and devotion under the guidance of the Holy Spirit.
- The class leader should be familiar with resources to support class members as they find help for their practice of acts of compassion, justice, worship, and devotion.
- The class leaders meet monthly with the pastor to keep the pastor informed of their ministry. This is also an opportunity for the pastor to provide encouragement and training to the class leaders.
- The class leader is accountable to the pastor and the charge conference through the leadership team.

### Getting Started

- 1 If you are not already part of a Covenant Discipleship group, you should join one or form one as soon as possible.
- 2 If your congregation is launching Covenant Discipleship, visit with the pastor and other leaders to understand their hopes about ways this ministry will fulfill the mission of the church and their hopes for your leadership. Study resource materials for launch ideas. Gather a group of interested people to help you plan.
- 3 Work with other ministry leaders in your congregation to develop a list of suggestions for class members.

## Christian Unity and Interreligious Concerns Leader (§254)

### Result Expected

An effective leader will help the congregation pay attention to Christian unity and interreligious relationships so that the walls of division among God's people are abolished.

### Spiritual Gifts and Qualifications Helpful for the Job

- This ministry coordinator benefits from having one or more of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, administration, helping and shepherding.
- This leader should show evidence of passion for interreligious relationships and interest in learning about and working with people of other denominations and faiths.
- Useful skills for this position are the ability to listen to and communicate with people of all ages, ability to work with leaders of other faiths, and skills for researching and developing programs and events. This leader should show genuine interest in relating to others in the community.

### Responsibilities of the Position

- This leader will coordinate the planning and implementation of opportunities for the congregation and community to consider the theological and biblical foundations for Christian unity and interreligious relationships.
- The leader will provide opportunities for people in the congregation and community to learn about and know people of other faiths, including exchange visits with people in other denominations and faiths.
- The coordinator will initiate dialogue with people of other faith communities.
- The leader will lead the congregation in celebration of the annual Week of Prayer for Christian Unity (usually in January) and other efforts for congregational or community worship among people of various faiths and denominations.
- This leader will link with organizations, people, and resources in and beyond the congregation that are concerned with Christian unity and interreligious life.

### Getting Started

- 1 Talk with your pastor and other leaders to understand their hopes for your leadership as it relates to fulfilling the mission of the congregation. Become familiar with current and past ministry in this area.
- 2 Identify people in your congregation, in the community, and in other congregations who have interests similar to yours. Contact people and groups to increase community events and programs. Seek to identify gaps where your congregation can lead the way in making a positive difference in Christian unity and interreligious concerns.
- 3 Read ¶102 in the *Book of Discipline* to understand our common heritage as Christians and our distinctive United Methodist beliefs. Read ¶162B about the rights of religious minorities, ¶164C on church and state relations, and ¶165 for statements on living in the world community.
- 4 Identify others with whom you can develop this focus. Share the ministry with others by delegating projects to people in the church or community who have passion.
- 5 Set aside time for personal spiritual practices to build your attentiveness to God's will for your leadership. Coordination and administration of a ministry program can shift any leader's attention away from the spiritual focus.



## Church and Society Team Leader (¶254)

### Result Expected

An effective leader will expand the congregation's awareness of issues related to peace with justice, environmental survival, and human welfare, especially connecting these issues with Jesus' example in the gospel stories. The congregation will have a deeper understanding of these issues and will actively engage in the mission of making disciples of Jesus Christ for the transformation of the world.

### Spiritual Gifts and Qualifications Helpful for the Job

- This ministry coordinator benefits from having one or more of these spiritual gifts: prophecy, servanthood, teaching, exhortation (encouragement), leadership, compassion, wisdom, administration, and helping.
- This person shows evidence of passion for engaging the church with the world in a Christian and Wesleyan manner.
- This leader needs strong communication skills and the ability to listen to and communicate with people of all ages.
- This leader shows interest in the quality of life of people in the congregation and community, especially displaced and marginalized people.
- This leader should show evidence of creatively and compassionately addressing concerns and mobilizing people to action.

### Responsibilities of the Position

- The church and society leader will coordinate the planning and implementation of opportunities for education and action related to the quality of life for people in the congregation and community. Ministry will be developed in alignment with the theological and biblical foundations for ministry for the transformation of the world.
- This leader will provide opportunities for people in the congregation and community to learn about issues of social justice, prison ministry, and ethical living in the workplace.
- This person will lead the congregation in study and awareness of the Social Principles of the United Methodist Church and will encourage frequent use of the Social Creed in congregational life.
- This person will lead the congregation in celebration of the annual Peace with Justice Sunday and other efforts to connect the church and culture. Many churches are launching efforts for sustaining resources through recycling programs and use of fair trade products.
- This leader will link with organizations, people, and resources in and beyond the congregation that are concerned with faith and living.
- The church and society leader is accountable to the charge conference through the church council.

### Getting Started

- 1 Learn from people in your congregation, in the community, and in other congregations who have interests similar to yours. Assess the current programs in your congregation and community and look for gaps that your congregation might fill with new or additional offerings.
- 2 Talk with your pastor and others to understand their hopes for the congregation toward fulfilling the mission of the church and for your leadership role with church and society.
- 3 Share the ministry with others by building a team of people in the church or community who have passion for issues of church and society and service to the community and world.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Church Historian (§247.5)

### Result Expected

An effective historian will document the historical identity of a congregation with orderly records so that heritage will be preserved and can be built on into the future. The congregation can easily trace its efforts of the past for fulfilling the mission of making disciples of Jesus Christ for the transformation of the world. By understanding the past, the local church historian helps the congregation envision and live into the church's best future.

### Spiritual Gifts and Qualifications Helpful for the Job

- A church historian benefits from having one or more of these spiritual gifts: servanthood, knowledge, discernment, and administration. This leader should show evidence of an interest in history, the ability to gather information from several sources, and skills in organizing, classifying, and preserving historical material.
- The historian should have the ability to listen to and communicate with people of all ages, compile creative displays, and plan programs and events to share the history of the congregation.
- The historian should show genuine interest in the community's history and connection with the congregation's past.

### Responsibilities of the Position

- The historian will review the historical materials and collections of the congregation to determine what needs to be done to update, preserve, and interpret the material to people of all ages.
- The historian will keep records in good order and interpret the history to others, particularly emphasizing the history of faith and the impact of "lived faith" on the larger community.
- The historian will document events and collect materials to add to the historical record of the congregation.
- The historian will build a team of interested people who can help with the task.
- The historian will assist the pastor and others in the annual observance of Heritage Sunday and in the celebration of anniversaries significant to the church and community.
- The historian and team will link with organizations, people, and resources in and beyond the congregation that are concerned with history.
- The historian will establish an archive if one does not already exist and encourage all church officers to keep accurate church records.
- The historian will provide for the preservation of important and historical materials that are no longer in current use.
- The historian serves as a member of the committee on records and history (if one exists).
- The historian is accountable to the charge conference through the church leadership team.

### Getting Started

- 1 Talk with others in the church and community who have interest in building a historical record. Learn about community groups, events, and programs to increase your knowledge of local history and the relationship of the church with community and global historical events.
- 2 Review the historical materials and collections of the congregation to determine what needs to be done to update, preserve, and interpret the material.
- 3 Convene a meeting of a group of interested people to help you to evaluate, share hopes and concerns, and plan for your work.
- 4 Learn from people in your congregation, especially long-time members and people present during significant events. Collect oral histories as appropriate.
- 5 Participate in workshops, training, and information sessions in the church and community to gather ideas and collaborate with others.
- 6 Connect to the annual conference commission on archives and history. They have resources that can help, as well as guidelines on what should be kept and suggestions on how to keep and manage those records.

from: <http://www.umc.org/what-we-believe/the-charge-conference>

5. a) It is strongly recommended that the charge conference elect a **church historian** in order to preserve the history of each local church. The responsibilities of the historian are to keep the **historical records** up to date; serve as chairperson of the committee on records and history, if any; cooperate with the annual conference commission on archives and history; provide an annual report on the care of church records and historical materials to the charge conference; and also provide, with the pastor and the committee on records and history, if any, for the preservation of all local church records and historical materials no longer in current use. Records and historical materials include all documents, minutes, journals, diaries, reports, letters, pamphlets, papers, manuscripts, maps, photographs, books, audiovisuals, sound recordings, magnetic or other tapes, or any other documentary material, regardless of form or characteristics, made or received pursuant to any provisions of the Discipline in connection with the transaction of church business by any local church of The United Methodist Church or any of its constituent predecessors. The church historian may be a member of the church council. This person may also hold another elected position on the council.

b) There may be a local church **committee on records and history**, chaired by the church historian, to assist in fulfilling these responsibilities.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Community Volunteers Coordinator (¶254)

### Result Expected

An effective leader will guide the congregation to understand that Christian discipleship is lived out through volunteer service to the community. This leader will connect people with opportunities for community service.

### Spiritual Gifts and Qualifications Helpful for the Job

This ministry coordinator benefits from having one or more of these spiritual gifts: servanthood, teaching, exhortation (encouragement), leadership, compassion, discernment, helping, and administration. This leader should show evidence of passion for active Christian service lived out through a wide range of volunteer service in the community.

This leader needs the ability to listen to and communicate with people of all ages, ability to work with leaders of non-profit and service organizations in the community, skills for researching and developing service opportunities for people of all ages in the congregation, and discernment to connect service with Christian discipleship.

This leader should show genuine interest in responding to the hopes and concerns of people in the community.

### Responsibilities of the Position

- This leader will coordinate the planning and implementation of opportunities for the congregation to serve the community in which it is located.
- The leader will consider the theological and biblical foundations for Christian service through regular Bible study and discernment in choosing projects.
- This leader will provide and communicate opportunities for people in the congregation to serve the community and make a difference that fulfills the mission of making disciples of Jesus Christ who transform the world.
- This leader will be intentional about helping people debrief their volunteer experiences and connect those experiences with Christian discipleship.
- This leader will help the congregation celebrate an annual Human Relations Day offering and other efforts for congregational and/or community service.
- This leader will link with organizations, people, and resources in and beyond the congregation that are concerned with service.
- This team leader is accountable to the charge conference through the church council.

### Getting Started

- 1 Learn about the hopes, needs, and lives of people in the community and congregation. Seek to identify gaps where the congregation can lead the way in making a positive difference in the community.
- 2 Talk with people in your congregation and other congregations who are interested in community volunteering.
- 3 Soon after you are elected, gather a group of interested people to help you plan. Share the ministry with others by delegating projects to people in the church or community who have a passion for this work.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in “Header.”

## Health and Welfare Ministry Team Leader (§255(2))

### Result Expected

Lead the congregation to attend to the physical, mental, and spiritual health of individuals in the congregation in order to fulfill the mission of making disciples of Jesus Christ for the transformation of the world. Offer direct services and education to people of all ages so that their lives may become whole.

### Spiritual Gifts and Qualifications

*Spiritual gifts:* servanthood, teaching, exhortation (encouragement), leadership, compassion, faith, healing, miracles, discernment, helping/assistance, and administration.

- Show evidence of passion for Jesus' ministry of healing and evidence of prior leadership in healing and wholeness ministry.
- Ability to listen to and communicate with people of all ages, ability to work with church members and community people, and skills for planning and delivering effective programs and events for healing and wholeness of body, mind and spirit.
- Show genuine interest in responding to the hopes and concerns of people in your community.

### Responsibilities

- Coordinate planning and implementation of a comprehensive health and welfare ministry program. The first step is identifying needs and concerns of people in your community (including your congregation). Become familiar with the overall goals of the congregation and how these goals may be achieved through the congregation's health and welfare ministry.
- Identify community organizations, people, and resources that serve health needs; compare existing services with needs you have identified in order to determine needs.
- Determine how the congregation might serve the community (including your congregation), especially those with disabilities and/or limited resources.
- Help the congregation become knowledgeable about the services offered by the various United Methodist-related health and welfare agencies in the community and conference, including hospitals, clinics, advocacy groups, retirement homes, and others.
- Encourage the congregation to be aware of the needs of persons with handicapping conditions, especially the need for the church to be structurally accessible.
- Promote observance of Golden Cross Sunday and other efforts to provide financial support for health and welfare ministries.

### Getting Started

- 1 Talk with your pastor, and others to understand their hopes and dreams for the congregation toward fulfilling the mission of the church and for your leadership role with health and welfare ministries.
- 2 Learn from others who have developed and implemented health and welfare ministries. Explore the web sites suggested for ministry ideas. Learn about people in your community. Which individuals and groups are left out or ignored? Seek to identify gaps where your congregation can lead the way in making a positive difference by sharing God's love for health and welfare.
- 3 Convene a group of interested people to help you plan. Share the ministry with others by delegating projects to people in the church who share your passion for telling the good news of God's love.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Missions Ministry Team Leader (§254)

### What is my job?

- Lead the congregation's service and mission opportunities
- Help people understand that active service and support of mission contribute to the mission of the church: making disciples of Jesus Christ for the transformation of the world
- Plan mission and service opportunities for people of all ages and all stages of faith

### Spiritual Gifts and Qualifications

*Spiritual gifts:* servanthood, exhortation (encouragement), leadership, compassion, faith, miracles, administration, helping, and evangelism.

*Experience, skills:* Show genuine interest in mission and outreach in the community and the world, openness to new views and different people, creativity in developing ways to interpret and support missions, ability to work with volunteers of various skill levels, and ability to communicate and network with people to reach goals.

### What does this leader do?

- Maintain a growing and healthy spiritual life and lead others to do the same.
- Coordinate the planning and implementation of a comprehensive, year-round mission ministry for all ages in your congregation.
- Lead the congregation to understand mission and service in the Christian life.
- Link people with organizations and resources that are concerned with mission.
- Connect mission projects with the overall goals of the congregation, and develop new emphasis to carry out the goals of the congregation.
- Connect the congregation with mission and service through worship celebrations, fellowship opportunities, mission studies, guest speakers, and witness and testimony of participants to highlight missions, in events like mission studies and speakers and regular opportunities for children, youth, and adults to engage in service projects.
- Lead the congregation to take advantage of every opportunity to share in financial giving for missions.
- Lead the missions ministry team, including planning agendas, presiding over meetings, managing the annual mission budget, and communication on mission ministry to the congregation.

### Where can I get help?

#### Getting started

- Learn from people in your congregation, in the community and other congregations about the lives of people in your community and their needs. Identify needs which are already served and places where there are gaps which your mission outreach might serve.
- Convene the mission team or find individuals who share your interest to evaluate the current overall program of mission, outreach and service and begin to plan future mission.
- Set aside time for personal spiritual practices to build your attentiveness to God's direction for your leadership and your congregation's mission work. Focus on a comprehensive mission program can shift any leader's attention away from the purpose of forming Christian disciples.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Religion and Race Ministry Leader (§254)

### What is my job?

- Lead the congregation's in efforts to value all God's people and build a vision of the kingdom of God that includes people of every race and culture.
- Increase congregational understanding that a vital Christian faith values inclusiveness.

### Spiritual Gifts and Skills

*Spiritual gifts:* prophecy, teaching, exhortation (encouragement), leadership, compassion, wisdom, discernment, administration, and helping

*Experience, skills:* This leader must show evidence of passion for learning about cultures and encourage people of all ages to appreciate other people and all contributions to human community. Useful skills for this position are the ability to listen to and communicate with people of all ages, sensitivity to racial and ethnic concerns, and understanding privileges of the dominant culture, ability to work with others, skills for researching issues, programs, and resources related to race and religion.

### What does this leader do?

- Maintain a growing and healthy spiritual life and lead others to do the same.
- Lead awareness of the issues and values related to all God's people so that everyone may better understand and appreciate each other as God's people.
- Plan and implement experiences for worship, fellowship, witness, study, nurture and service that will highlight the common humanity of all people.
- Plan and implement inclusive decision making in meetings, inclusive Bible study, inclusive curriculum, and inclusive worship.
- Identify, equip, and support people in the congregation and community who work with people of all ages across racial and ethnic lines.
- Link organizations, people, and resources in and beyond the congregation to reduce stereotypes and eliminate the "ism's" of society (ageism, racism, and other issues that separate people on Sunday morning).
- Review the congregation's purchasing policies and procedures to ensure materials from minority firms are equally considered.

### Where can I get help?

#### Getting started

- Convene a meeting of the ministry team (if organized, or ask a group of interested people) to evaluate, share hopes and concerns, and plan for your work. Set specific, measurable, achievable goals.
- Learn about the lives of people in your community and especially issues affecting the lives of people and groups that are not the majority in your congregation.
- Collaborate with other congregations and community groups.
- Seek to identify gaps where your congregation can lead the way in making a positive difference in your community.
- Share the ministry with others by delegating projects to people in the church or community who have passion for religion and race issues.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."



## Small Group Coordinator (¶256.1)

### What is my job?

Organize the congregation's small group ministry so that Christian disciples of all ages are nurtured, Christian community is built and people are equipped for ministry as Christian disciples in daily life.

Groups may include church school, Covenant Discipleship, weekday groups, and offsite groups and short-term groups such as Companions in Christ, study groups, and prayer groups.

### Spiritual gifts and Skills for this Leader

*Spiritual gifts:* servanthood, teaching, exhortation (encouragement), leadership, wisdom, faith, administration, helping, and shepherding.

*Experience, skills:* This leader should show passion for nurturing the Christian faith of others. This leader must listen well and communicate with people of all ages, have experience in Christian education and development of a program of Christian formation for people of all ages. This leader must be able to delegate tasks, implement and support projects, and follow through to get the job done.

### What does this leader do?

- Maintain a healthy and growing spiritual life and lead others to do the same
- Collaborate with the educational ministry team or nurture team, age level coordinators and pastor to build and implement a system of small groups for people of all ages to grow and develop as disciples of Jesus Christ.
- Develop and carry out plans in coordination with the education chair person to promote attendance and participation in the church program for nurture and growth—congregations call this program of nurture and Christian formation by various names such as church school, Sunday School, small groups, Bible study, and discipleship groups.
- The leader may build a team of people with gifts and skills for implementation of the church nurturing ministries.
- Be familiar with curriculum resources in order to make recommendations for classes and groups of children, youth, and adults.
- Recommend teachers and leaders to the church education team.

### Where can I get help?

#### *Getting started*

- Meet with the pastor and others interested in small group ministries to evaluate the congregation's program of nurture and formation. Align new plans with the vision and ministry of the congregation.
- Learn about needs of children, youth and adults for education, spiritual formation, fellowship, support and opportunities for service. In collaboration with age level coordinators, develop new small groups.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## Status and Role of Women Coordinator (¶254)

### What is my job?

- Lead the congregation to commitment of the full participation of women in leadership and responsibility for the life of the congregation.
- Plan and implement learning experiences for children, youth and adults to grow in their understanding of gender roles, contributions and inclusion of women and men as Christian disciples.

### Spiritual Gifts and Skills for this Leader

*Spiritual gifts:* prophecy (truth-telling), advocacy, servanthood, teaching, exhortation (encouragement), leadership, wisdom, knowledge and helping

*Experience, skills:* This leader should show evidence of passion for learning and helping others learn about the gifts and contributions of women. Skills for this position are ability to listen to and communicate with people of all ages, interest in equality of women in the congregation, the community, the denomination and the world, and skills for researching issues related to women's lives.

### What does this leader do?

- Maintain a growing and healthy spiritual life and lead others to do the same.
- Know the goals of the congregation and advocate for women whose skills and gifts will support and expand the ministry goals.
- Keep the church leaders aware of the meaning of the church's continuing commitment to full equal responsibility and participation of women in the leadership, life and mission of the congregation.
- Ensure that women of all ages have opportunities to consider ways they may fully express their Christian discipleship in their careers, occupations and daily living.
- Lead the congregation in celebrations of worship and fellowship that highlight the status and role of women.
- Collaborate with United Methodist Women, youth ministry leaders and the education ministry team.
- Advocate for inclusion of women in worship leadership, church leadership and language.

### Where can I get help?

#### *Getting started*

- Convene a meeting of interested youth and adults to plan for your work. Coordinate goals, projects, and calendars with other church leaders. Share the work with others by delegating projects to people in the congregation and community who have a passion for the status and role of women in the community and the world.
- Build a congregational expectation that a vital Christian faith means full inclusion of all God's people.
- Learn about the lives of women in your community and especially the ways your ministries can address community issues. Look for gaps in the congregation and the community that your ministry might meet.

**People and Agencies That Can Help, Web and Print Resources:** list provided at website address in "Header."

## FAQs

### Can anyone attend a committee meeting?

The *Book of Discipline* requires open meetings as often as possible. "In the spirit of openness and accountability, all meetings of councils, boards, agencies, commissions, and committees of the Church at all levels of the church, including subunit meetings and teleconferences, shall be open. Portions of a meeting may be closed for consideration of specific subjects if such a closed session is authorized by an affirmative public vote of at least three-fourths of the voting members present...Great restraint should be used in closing meetings; closed sessions should be used as seldom as possible...." (§ 722, 2012 *Book of Discipline*)

The pastor-parish relations committee is the only committee that is required to be closed. The 2012 *Book of Discipline* says in ¶ 258.2 e), "The committee shall meet in closed session, and information shared in the committee shall be confidential."

Generally, the required and elected members of the committee are able to vote.

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### How many members are needed for a quorum for any committee?

Regarding the church council, ¶ 252.6 in the 2012 *Book of Discipline* states, "The members present and voting at any duly announced meeting shall constitute a quorum."

There is an exception for the board of trustees, "A majority of the members of the board of trustees shall constitute a quorum." (¶ 253.2) For other committees not specifically mentioned in the Discipline, a quorum would depend on local church policies and procedures.

### Are committees required to take minutes at meetings and make the minutes public?

The *Book of Discipline* does not speak to the issue of minutes at local church committee meetings. However, it is a prudent practice for committees, especially those dealing with legal issues, to keep minutes of each meeting and distribute them to appropriate individuals. The **Guidelines for Managing Records of the Local Church and the Annual Conference** published by the General Commission on Archives and History recommends retaining minutes and other committee records permanently.

from: <http://www.umc.org/what-we-believe/the-charge-conference>

### The Charge Conference

Members of the charge conference shall be persons of genuine Christian character who love the Church, are morally disciplined, are committed to the mandate of inclusiveness in the life of the Church, are loyal to the ethical standards of The United Methodist Church set forth in the Social Principles, and are competent to administer its affairs. It shall include youth members chosen according to the same standards as adults. All shall be professing members of the local church, except where central conference legislation provides otherwise.

The pastor shall be the administrative officer, and as such shall be an ex officio member of all conferences, boards, councils, commissions, committees, and task forces, unless restricted by the *Discipline*.

**¶ 246. General Provisions-1.** Within the pastoral charge the basic unit in the connectional system of The United Methodist Church is the **charge conference**. The charge conference shall therefore be organized from the church or churches in every pastoral charge as set forth in the Constitution (¶ 43). It shall meet annually for the purposes set forth in ¶ 247. It may meet at other times as indicated in § 7 below.

2. The membership of the charge conference shall be all members of the church council or other appropriate body, together with retired ordained ministers and retired diaconal ministers who elect to hold their membership in said charge conference and any others as may be designated in the *Discipline*. If more than one church is on the pastoral charge, all members of each church council shall be members of the charge conference.

3. The charge conference may make provision for recognition of the faithful service of members of the church council by electing them honorary members. An honorary member shall be entitled to all the privileges of a member, except the right to vote.

4. The district superintendent shall fix the time of meetings of the charge conference. The charge conference shall determine the place of meeting.

5. The district superintendent shall preside at the meetings of the charge conference or may designate an elder to preside.

6. The members present and voting at any duly announced meeting shall constitute a quorum.

7. Special sessions may be called by the district superintendent after consultation with the pastor of the charge, or by the pastor with the written consent of the district superintendent. The purpose of such special session shall be stated in the call, and only such business shall be transacted as is in harmony with the purposes stated in the call. Any such special session may be convened as a church conference in accordance with ¶ 248.

8. Notice of time and place of a regular or special session of the charge conference shall be given at least ten days in advance by two or more of the following (except as local laws may otherwise provide): from the pulpit of the church, in its weekly bulletin, in a local church publication, or by mail.

9. A charge conference shall be conducted in the language of the majority, with adequate provision being made for translation.

10. A **joint charge conference** for two or more pastoral charges may be held at the same time and place, as the district superintendent may determine.

**¶ 247. Powers and Duties-1.** The charge conference shall be the connecting link between the local church and the general Church and shall have general oversight of the church council(s).

2. The charge conference, the district superintendent, and the pastor shall organize and administer the pastoral charge and churches according to the policies and plans herein set forth. When the membership size, program scope, mission resources, or other

circumstances so require, the charge conference may, in consultation with and upon the approval of the district superintendent, modify the organizational plans, provided that the provisions of ¶ 243 are observed.

3. The primary responsibilities of the charge conference in the annual meeting shall be to review and evaluate the total mission and ministry of the church (¶¶ 120-124), receive reports, and adopt objectives and goals recommended by the church council that are in keeping with the objectives of The United Methodist Church.

4. The charge conference **recording secretary** shall keep an accurate record of the proceedings and shall be the custodian of all records and reports, and with the presiding officer, shall sign the minutes. A copy of the minutes shall be provided for the district superintendent, and a permanent copy shall be retained for church files. When there is only one local church on a charge, the secretary of the church council shall be the secretary of the charge conference. When there is more than one church on a charge, one of the secretaries of the church councils shall be elected by the charge conference to serve as its secretary.

5. a) It is strongly recommended that the charge conference elect a **church historian** in order to preserve the history of each local church. The responsibilities of the historian are to keep the **historical records** up to date; serve as chairperson of the committee on records and history, if any; cooperate with the annual conference commission on archives and history; provide an annual report on the care of church records and historical materials to the charge conference; and also provide, with the pastor and the committee on records and history, if any, for the preservation of all local church records and historical materials no longer in current use. Records and historical materials include all documents, minutes, journals, diaries, reports, letters, pamphlets, papers, manuscripts, maps, photographs, books, audiovisuals, sound recordings, magnetic or other tapes, or any other documentary material, regardless of form or characteristics, made or received pursuant to any provisions of the Discipline in connection with the transaction of church business by any local church of The United Methodist Church or any of its constituent predecessors. The church historian may be a member of the church council. This person may also hold another elected position on the council.

b) There may be a local church **committee on records and history**, chaired by the church historian, to assist in fulfilling these responsibilities.

6. Each charge is encouraged to be inclusive in the make-up of the council so that all segments of the congregation are represented.

7. The charge conference may establish a limit to the consecutive terms of office for any or all of the elected or appointed officers of the local church, except where otherwise mandated. It is recommended that no officer serve more than three consecutive years in the same office.

8. The charge conference shall examine and recommend to the district committee on ordained ministry, faithfully adhering to the provisions of ¶ 310.2b, candidates for licensed or ordained ministry who have been professing members in good standing of The United Methodist Church for at least one year; whose gifts, evidence of God's grace, and call to the ministry clearly establish them as candidates; and who have met the educational requirements. It is out of the faith and witness of the congregation that men and women respond to God's call to licensed or ordained ministry. Every local church should intentionally nurture candidates for licensed or ordained ministry and provide spiritual and some financial support, as well as supporting the Ministerial Education Fund, for their education and formation as servant leaders for the ministry of the whole people of God.

9. The charge conference shall examine and recommend, faithfully adhering to the provisions of ¶ 313, renewal of candidacy of candidates for the ordained ministry.

10. The charge conference shall examine and recommend to the responsible Church agency any candidates for Church-related vocations.

11. The charge conference shall inquire annually into the gifts, labors, and usefulness of the lay servants and certified lay ministers related to the charge and recommend to the district and/or conference committee on Lay Servant Ministries those persons who have met the standards set forth for a local church lay servant and/or for certified lay servant and/or for certified lay minister (¶¶ 266-269).

12. The charge conference shall receive reports annually on all local church organized Volunteer In Mission (UMVIM) teams, and the total number of local church participants in any UMVIM team, and shall forward the combined report to the annual conference and the general church through the regular annual local church statistical report.

13. The charge conference shall in consultation with the district superintendent set the compensation of the pastor and other staff appointed by the bishop.

14. As soon as practicable after the session of annual conference, each district superintendent or designated agent shall notify each local church in the district what amounts have been apportioned to it for World Service, conference benevolences and other general Church, jurisdictional, and annual conference funds. In the event that the conference uses an apportionment formula whereby the local church contributes a specified percentage of its current income and/or expenses, the specified percentage may be used in lieu of an actual dollar amount. In preparation for and at the charge conference, it shall be the responsibility of the district superintendent, the pastor, and the lay member(s) of the annual conference and/or the church lay leader(s) to interpret to each charge conference the importance of these apportioned funds, explaining the causes supported by each of them and their place in the total program of the Church. **The World Service Fund** is basic in the financial program of The United Methodist Church. World Service on apportionment represents the minimum needs for the mission and ministry of the Church. **Conference benevolences** represent the minimum needs for mission and ministry in the annual conference. Payment in full of these apportionments by local churches is the first benevolent responsibility of the church (¶ 812).

15. The charge conference shall receive and act on the annual report from the pastor concerning the membership. (See ¶ 231.)

16. The charge conference shall receive a report on the names and addresses of college students to send to the United Methodist campus ministries and chaplains.

17. In those instances where there are two or more churches on a pastoral charge, the charge conference may provide for a charge or parish council, a chargewide or parish treasurer, and such other officers, commissions, committees, and task groups as necessary to carry on the work of the charge.

18. In those instances where there are two or more churches on a pastoral charge, the charge conference may elect a chargewide or parish committee on nominations and leadership development, a chargewide or parish committee on pastor-parish relations, a chargewide or parish committee on finance, and a chargewide or parish board of trustees in such instances where property is held in common by two or more churches of the charge. All churches of the charge shall be represented on such chargewide or parish committees or boards. Chargewide or parish organization shall be consistent with disciplinary provisions for the local church.

19. In instances of multiple church charges, the charge conference shall provide for an equitable distribution of parsonage maintenance and upkeep expense or adequate housing allowance (if annual conference policy permits) among the several churches.

20. The charge conference shall promote awareness of and concurrence with Policies Relative to Socially Responsible Investments (§ 716), the Social Principles (§§ 160-166), and *The Book of Resolutions of The United Methodist Church*.

21. If any charge conference initiates, joins, monitors, or terminates a boycott, the guidelines in *The Book of Resolutions*, 2008, should be followed. The General Conference is the only body that can initiate, empower, or join a boycott in the name of The United Methodist Church.

22. When authorized by the district superintendent and the district board of church location and building, the charge conference may provide for the sponsoring of satellite congregations.

23. The charge conference shall have such other duties and responsibilities as the general, jurisdictional, or annual conference may duly commit to it.

¶ 248. *The Church Conference*-To encourage broader participation by members of the church, the charge conference may be convened as the **church conference**, extending the vote to all professing members of the local church present at such meetings. The church conference shall be authorized by the district superintendent. It may be called at the discretion of the district superintendent or following a written request to the district superintendent by one of the following: the pastor, the church council, or 10 percent of the professing membership of the local church. In any case a copy of the request shall be given to the pastor. Additional regulations governing the call and conduct of the charge conference as set forth in §§ 246-247 shall apply also to the church conference. A joint church conference for two or more churches may be held at the same time and place as the district superintendent may determine. A church conference shall be conducted in the language of the majority with adequate provision being made for translation. (For church local conference see ¶ 2527.)

¶ 249. *Election of Leaders*-The charge conference, or church conference authorized by the district superintendent, shall elect upon recommendation by the committee on nominations and leadership development of each local church on the pastoral charge, or by nomination from the floor and by vote of each such local church, at least the following leaders for the four basic responsibilities (¶ 244):

1. Chairperson of the church council.
2. The committee on nominations and leadership development.
3. The committee on pastor-parish relations and its chairperson.
4. A chairperson and additional members of the committee on finance; the financial secretary and the church treasurer(s) if not paid employees of the local church; and the trustees as provided in §§ 2526-2528, unless otherwise required by state law.
5. The lay member(s) of the annual conference and lay leader(s).
6. A recording secretary (see ¶ 247.4).
7. Special attention shall be given to the inclusion of women, men, youth, young adults, persons over sixty-five years of age, persons with disabilities, and racial and ethnic persons.
8. All local church offices and all chairs of organizations within the local church may be shared between two persons, with the following exceptions: trustee, officers of the board of trustees, treasurer, lay member of annual conference, member and chairperson of the committee on staff- or pastor-parish relations. When two persons jointly hold a position that entails membership on the church council, both may be members of it.

¶ 250. *Removal of Officers and Filling of Vacancies*-If a leader or officer who has been elected by the charge conference is unable or unwilling to perform the duties reasonably expected of such a leader or officer, the district superintendent may call a special session of the charge conference in accordance with ¶ 246.7. The purpose of such special session shall be stated as "Consideration for the removal of person(s) from office and the election of person(s) to fill vacancy(ies)." The committee on nominations and leadership development (§§ 258.1, 247.18) shall meet as soon as possible after the special session of the charge conference has been announced and shall propose person(s) who may be elected if vacancy(ies) occur at the charge conference. If the charge conference votes to remove a person or persons from office, the vacancy(ies) shall be filled in the manner prescribed for elections in accordance with ¶ 249. When a local church trustee is under consideration for removal and the pastoral charge consists of two or more churches, a church local conference shall be called instead of a charge conference, in accordance with ¶ 2526.

¶ 251. *Duties of Leaders and Members*-1. Out of the professing membership of each local church (¶ 128), there shall be elected by the charge conference a **lay leader** who shall function as the primary lay representative of the laity in that local church and shall have the following responsibilities:

- a) fostering awareness of the role of laity both within the congregation and through their ministries in the home, workplace, community, and world, and finding ways within the community of faith to recognize all these ministries;
- b) meeting regularly with the pastor to discuss the state of the church and the needs for ministry;
- c) membership in the charge conference and the church council, the committee on finance, the committee on nominations and leadership development, and the committee on pastor-parish relations or staff-parish relations, where, along with the pastor, the lay leader shall serve as an interpreter of the actions and programs of the annual conference and the general Church (to be better equipped to comply with this responsibility, it is recommended that a lay leader also serve as a lay member of annual conference);
- d) continuing involvement in study and training opportunities to develop a growing understanding of the Church's reason for existence and the types of ministry that will most effectively fulfill the Church's mission;
- e) assisting in advising the church council of opportunities available and the needs expressed for a more effective ministry of the church through its laity in the community;
- f) informing the laity of training opportunities provided by the annual conference. Where possible, the lay leader shall attend training opportunities in order to strengthen his or her work. The lay leader is urged to become a certified lay servant.

In instances where more than one church is on a charge, the charge conference shall elect additional lay leaders so that there will be one lay leader in each church. Associate lay leaders may be elected to work with the lay leader in any local church.

2. The **lay member(s)** of the annual conference and alternates shall be elected annually or quadrennially as the annual conference directs. If the charge's lay representative to the annual conference shall cease to be a member of the charge or shall for any reason fail to serve, an alternate member in the order of election shall serve in place.



Both the lay members and the alternates shall have been professing members in good standing of The United Methodist Church for at least two years and shall have been active participants for at least four years next preceding their election (see ¶ 32), except in a newly organized church, which shall have the privilege of representation at the annual conference session.<sup>7</sup> No local pastor shall be eligible as a lay member or alternate.<sup>8</sup> United Methodist churches that become part of an ecumenical shared ministry shall not be deprived of their right of representation by a lay member in the annual conference. The lay member(s) of the annual conference, along with the pastor, shall serve as an interpreter of the actions of the annual conference session. These persons shall 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.

3. The **church council chairperson** shall be elected by the charge conference annually and shall have the following responsibilities:

- a) leading the council in fulfilling its responsibilities (see ¶ 249);
  - b) preparing and communicating the agenda of the council meetings in consultation with the pastor(s), lay leader, and other appropriate persons;
  - c) reviewing and assigning responsibility for the implementation of actions taken by the council;
  - d) communicating with members of the council and others as appropriate to permit informed action at council meetings;
  - e) coordinating the various activities of the council;
  - f) providing the initiative and leadership for the council as it does the planning, establishing of objectives and goals, and evaluating;
  - g) participating in leadership training programs as offered by the annual conference and/or district.
- The church council chairperson shall be entitled to attend meetings of all boards and committees of the church unless specifically limited by the *Book of Discipline*. The chairperson is encouraged to attend annual conference.

6. See Judicial Council Decisions 213, 252, 461.

7. See Judicial Council Decision 495.

8. See Judicial Council Decisions 170, 305, 328, 342, 469.

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