

Church Council – N.O.W.W. Ministry and Administrative Committees:

“Above all, clothe yourselves with love, which binds everything together in perfect harmony.

And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful.”

Colossians 3:14-17

- Henry Gramling.....Chair of Church Council-(2018)
- Ed Hershberger.....ViceChair of Church Council-(2018)
- John Gramling IIILay Leader-(2018)
- Katie Woodfin.....Lay Member to Annual Conference-(2018)
- Catherine Gramling.....Lay Member to Annual Conference Alternate-(2018)
- Anita Nussman.....Recording Secretary-(2018)

Nurture

- Lucy Granger, Bonnie Gramling, Nancy Bell, & Wanda BallengerNurture Stewards
Prayer Chain/Food Groups, Sunday School Classes
- Paula Rhymer.....Family/Age Level Coordinator-
- Sandra Stanley.....Older Adult Coordinator
Hospice Representative- Nancy Bell
- Nancy Bell, Bonnie Gramling, Wanda Ballenger, & Lucy GrangerChildren’s Stewards
- Cynthia WoodfinNursery Coordinator
- Sean Cobourn.....Wednesday Night Live Coordinator
- Catherine Gramling..... UMYF Coordinator
- Adaline GrangerUMYF President
- Joe Woodfin Young Adult Representative-(2020)
- Bruce Woodfin Church Historian
- Kathryn Mitchell..... Church School Superintendent-(2018)
- Colette Duncan.....Communications Coordinator

Outreach

- Will Gramling..... Chair of Missions Committee
- Jeff Harrison.....Co-Chair of Missions
Benevolence Committee

Witness

- Julia Wilson..... Chair of Evangelism
- Faye Woodfin..... Membership Secretary
- Rev. Will Brown..... Epworth Representative

Worship

- Cliff & Cindy BuffWorship Stewards
Acolytes, Ushers, Altar Guild, Sunday School Classes, Children’s Choir
- Mindy BurginAdult Choir Director

Administrative

- Dale MorganChair of Trustees (2018)
Cemetery Guidelines
- Ty Granger..... Chair of Finance Committee-(2020)
Budget
- Colette Duncan.....Church Treasurer
- Bonnie Gramling.....Financial Secretary-(2020)
- Cliff Buff.....Chair of Staff-Parish Relations Committee-(2020)
Parsonage Committee
- Rev. Rebecca WilkinsLay Leadership/Nominations

Members at Large

- Gloria Neely (2018)
- Rebecca Edmondson (2019)
- Cynthia Woodfin (2020)

CHURCH COUNCIL CHAIR

Henry Gramling: (2018)

It is comprised of committee chairpersons, specific individual positions, and several members at large. It shall provide for planning and implementing a ministry of nurture, outreach, witness and resources in the local church. It also acts as the governing body of the church acting on matters in need of approval and the setting of policies. It shall envision, plan, implement and annually evaluate the mission and ministry of the church. All members of Gramling UMC are welcome to attend the meetings and may speak at the meeting if recognized by the chairperson; however, only the members of the council may make a motion, second a motion, and vote.

The council chair also serves on the Finance Committee and Benevolence Committee.

VICE-CHAIR CHURCH COUNCIL

Ed Hershberger: (2018)

The Vice Chair of the Church Council presides over the council in the absence of the chair.

LAY LEADER

John Gramling III: (2018)

The Lay Leader of our church is responsible for coordinating and leading lay members in participating in worship services. The Lay Leader plans Laity Sunday, which is one Sunday out of the year when the members of the congregation lead the worship service. The Lay Leader might also be called upon to lead the service should the minister have an emergency. The Lay Leader may attend any or all meetings held in the church.

LAY MEMBER TO ANNUAL CONFERENCE

Katie Woodfin (2018)

For I am persuaded, that neither death, nor life, nor angels, nor principalities, nor powers, nor things present, nor things to come, nor height, nor depth, nor any other creature, shall be able to separate us from the love of God, which is in Christ Jesus our Lord. Romans 8:38 & 39

The Lay Member to Annual Conference attends Annual Conference and is a member of the Church Council. The lay member serves on the SPRC and Finance Committee and may attend any or all meetings held in the church.

Reserve: Catherine Gramling (2018): The reserve is responsible for attending Annual Conference if the Lay Member is unable to do so. The alternate does not serve on any committees.

RECORDING SECRETARY

Anita Nussman: (2018)

The King commanded the seizure of Baruch the secretary along with Jeremiah but the Lord hid them. Jeremiah 36:26

The Recording Secretary is to attend all of the Church Council Meetings and take notes for the minutes and to record all attendees. This will include the Charge Conference meeting. The minutes are typed and turned in to the church secretary who is responsible for mailing or emailing a copy to each council member and filing the minutes for future reference by all council members and/or church members.

NURTURE

Stewards: Lucy Granger, Nancy Bell, Bonnie Gramling & Wanda Ballenger

This is a Church Council position and holds a box in the shelf outside the church office.

And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching. Hebrews 10:24-25

The Nurture committee has an important function in the life of our church. Nurture includes everything that seeks to bring us closer together as a congregation. Family suppers, the church picnic, Christmas caroling, etc. all come under nurture. Major responsibilities of chairpersons follow:

1. Set the year's calendar after consulting with the minister and the committee. We first assign an activity to each food group and then decide who is responsible for the rest of our activities. We try to offer some type of fellowship opportunity each month.
2. Recognizes our Sunday School teachers during the worship service.
3. Find child care for all special worship services.
4. Work with the minister to plan Graduate Recognition Sunday. Purchase gifts for grads.
5. Provide information to newsletter editor monthly pertaining to fellowships and worship opportunities.

Members of the Nurture Committee are

Children & Adult Choir Leaders, Children's Coordinator, UMYF Coordinator, Church Secretary, Age Level / Family Coordinator and members at large to be selected by the chairperson.

TELEPHONE PRAYER CHAIN

Chairpersons - Anne Carroll & Lin Fisher (see hard copy for phone numbers)

Person with prayer concern calls a chairperson who then starts the chain.

The chairpersons will first contact the Pastor, then the Communications Coordinator, who will send out a mass email.

Chairperson prays immediately, and then calls the first person on the list.

- This person prays immediately, then calls next person; if no answer, continues down list; if answering machine, leave message, then call next person on list.
- Process is repeated until everyone on the list is contacted.
- Do Not: Add to message, give personal comment or opinion on message, give personal opinion or comment on person or family for whom prayer was requested.
- Don't gossip or then or later.
- Continue to pray daily for these persons and their needs.

Barbara Brackett

Peggy Pruitt

Louise Sowell

Hugh & JoAnn Foster

Julia Wilson

Joyce Evington

FOOD SERVICE GROUPS

The food groups are a vital ministry in our church. They are one of the ways we can show our love for one another. The food groups have two primary areas of responsibility:

- 1: To provide food when our church family experiences a death
- 2: To make arrangements for our major church fellowships

Funerals:

All the members of Gramling United Methodist Church always show their concern when there is a need in the community. One of these times is when a family experiences the loss of a loved one. Each of our ladies should be included in one of six groups who will provide a meal for the bereaved family on the day of the funeral. To ensure that we as a church treat each family equally, we've established this policy or rule as follows: We will serve lunch on the day of the funeral when a member passes away or when the family of the deceased is at the home of a member, and when an immediate family member dies who has no church home. If there are other churches involved, of course we will work with them in deciding when we will serve.

Along with the groups, a menu has been planned and you will be asked to prepare enough of your dish to serve 12 to 13 people - one group should serve 25 people. Plates, cups, forks, and napkins are available in the Social Hall - to be picked up by the Chairperson.

The Chairpersons will take the food to the home and leave it with the family--unless the family requests that we stay and help with the serving. If the family so desires, the meal can be served in the church Social Hall.

If there is any reason why you cannot serve when asked, or if your name is not on one of these lists, or if your phone number is not listed or is not correct, please call the church office at 472-2551 or Anita Nussman (Church Secretary).

Please do not use your best china or serving dishes for your food, and put your name on any dish that you wish to have returned to you. Empty dishes are to be returned to the church kitchen by the families, so they may be picked up by their owners.

If possible, please purchase some of the disposable containers in the foil section of your grocery store. This will make it much easier for the families if they do not have to worry about returning dishes.

Fellowships:

So that tasks are evenly distributed throughout the congregation, food groups will handle some of our church-wide fellowships throughout the church year. The Nurture Committee will notify each group's chairpersons in advance, and the chairpersons will help their group arrange for any decorations, set-up, serving, or clean up.

FOOD GROUP #1 Chairperson: Laura Gramling

| | | |
|-----------------|--|--------------|
| Charlene Lane | | |
| Lula Mae Atkins | | Green Beans |
| Betty Hook | | Chicken |
| Brenda Johnson | | Corn |
| Peggy Dean | | Rolls & Tea |
| Laura Gramling | | Chicken |
| Faye Woodfin | | Dessert |
| Pat Hope | | Potato Salad |
| Sandra Wingo | | Macaroni Pie |
| Cindy Riddle | | Potato Salad |

FOOD GROUP #2 Chairpersons: Sue Pruitt Anne Carroll

| | | |
|-----------------------|--|-------------------|
| Cindy Buff | | Green Beans |
| Anne Carroll | | Macaroni Pie |
| Martha Condrey | | Potato Salad |
| Georgianna Connell | | Dessert |
| Julia Wilson | | |
| Missy Bright | | Macaroni Pie |
| Sue Pruitt | | Creamed Corn/Cake |
| Jenny Bryan | | Potato Salad |
| Mary Wilks Roberts | | Bread/Tea |
| Sandra Stanley | | Green Beans |
| Kathy Sisk | | Creamed Corn |

FOOD GROUP #3 Chairpersons: Ellen Gramling & Gwen Gramling
Delightful Dishes

| |
|------------------|
| Wanda Ballenger |
| JoAnn Foster |
| Ellen Gramling |
| Gwen Gramling |
| Anita Nussman |
| Frances Shults |
| Katie Woodfin |
| Kathryn Mitchell |
| Lorna Burrell |

FOOD GROUP #4 Chairpersons: Paige Weissenberger & Donnette Griswold

| | | | |
|---------------------|--|---------------------|-------------------|
| Bonnie Gramling | | Green Beans | |
| Cindy Gramling | | | Chicken |
| Donnette Griswold | | Potato Salad & Corn | |
| Paula Rhymer | | | Green Beans |
| Paige Weissenberger | | Broccoli Casserole | |
| Barbara Brackett | | Cake | |
| Diane Martin | | | Macaroni Pie |
| Kris Johnson | | | Chicken |
| Gloria Neely | | | Casserole |
| Fran Davis | | | Cake |
| Dana Wilson | | | Tea, Bread, & Ice |
| Mary Lou Ridgeway | | Macaroni Pie | |

FOOD GROUP #5 Chairpersons: Nona Morgan & Ann Hodge

| | |
|--------------------|--------------|
| Nikki Williams | Chicken |
| Nona Morgan | Chicken |
| Donelle Finch | Green Beans |
| Beth Edmondson | Potato Salad |
| Catherine Gramling | Green Beans |
| Sarah Harrison | Chicken |
| Ann Hodge | Cake |
| Louise Sowell | Cake |
| Cynthia Woodfin | Chicken |
| Peggy Campbell | Macaroni Pie |
| Nancy Ramsay | |

FOOD GROUP #6 Chairpersons: Ruba Nix & Lucy Granger

| | |
|----------------|-------------------|
| Colette Duncan | Ice & Tea |
| Lucy Granger | Macaroni & Cheese |
| Ruba Nix | Dessert |
| Peggy Pruitt | Chicken |
| Sue Turpin | Green Beans |
| Carlene Miller | Green Beans |
| Lynn McDole | Chicken |
| Sue Maley | Chicken |
| Amy Beeson | Bread & Fruit |
| Nancy Bell | |

AGE LEVEL & FAMILY MINISTRY

Chairperson: Paula Rhymer

This is a Church Council position and holds a box in the shelf outside the church office.

The Coordinator is on the Nurture Committee.

The responsibilities of the Age Level and Family Ministry/Athletic Director is to coordinate the activities in the gym and work with the Nurture Committee to plan a calendar of yearly events.

The programs allowed within the gym should have a wide range of activities that will complement our church. Each activity will include at least one church member.

The use of the gym can also be scheduled by our church members for events as time permits.

OLDER ADULT MINISTRY

Chairperson: Sandra Stanley

This is a Church Council position.

Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers. Galatians 6:9-10

Duties are:

- 1-Taking CD copies of the worship service.
- 2-Spending time with sick and shut-ins.
- 3-Keeping them with new materials, Sunday Schools books, upper room, etc.
- 4-Make them feel loved and important to us.

Hospice Representative: Nancy Bell

This position serves as Hospice's official contact with Gramling UMC and brings information to the Church Council when necessary.

CHILDREN'S COORDINATOR

Chairperson: Nancy Bell

This is a Church Council position and holds a box in the shelf outside the church office.

The Coordinator is on the Nurture Committee.

"Train a child in the way he should go, and when he is old he will not turn from it."

Proverbs 22:6

The Children's Coordinator is responsible for planning, supporting, and organizing education and activity times for the church's children. Specific responsibilities of the coordinator are as follows:

- 1- Assess class structure yearly to better minister to each particular group of children within the church
- 2- Find volunteers to assist in implementing our Easter Egg Hunt, Vacation Bible School, and the Fall Festival
- 3- Plan Birthday Party for Jesus in December
- 4- Coordinate creation and mailing of the Valentine's cards for the shut-in members
- 5- Mail birthday cards to each child in the church
- 6- Submit information for the bulletin and newsletter as needed
- 7- Work with the Nurture Committee to plan a calendar of yearly events

NURSERY COORDINATOR

Cynthia Woodfin **This is a Church Council position.**

The Nursery Coordinator is responsible for scheduling church members to be nursery workers during the Sunday morning worship service. We welcome children from newborn age through preschool, and we ask that school-age children attend the worship service. The nursery coordinator is responsible for devising a schedule of nursery volunteers, providing the church secretary and newsletter editor with the schedule of nursery workers, and making sure the nursery has proper supplies.

To Parents: We are very happy to have your children in our nursery. We hope it will be a pleasant experience. There are several things you can do to help us as we care for your child.

1. You may bring your child's bottle or sippy cup if they need it during the worship hour.
2. Please provide diapers and wipes; however, we do usually have some on hand for emergencies.
3. You may pass your baby over the safety gate to a worker, but if your child needs a few minutes with you before you go, please feel free to come in. We will do everything to keep your child calm and entertained so that you can enjoy the worship service.
4. If you have any instructions concerning your child, writing them down for the nursery worker will be helpful.
5. If your child is new to the nursery leave the location in the church where you will be sitting.

To Nursery Workers: Thank you for your faithfulness and service to our church. You make it possible for our parents to attend church and sing in our choir. Please follow these guidelines each time you keep the nursery.

1. Arrive in the nursery at least by 10:45. Designate one worker to greet children.
2. Be sure the child's belongings are labeled and/or hung under their name card.
3. The safety gate must remain latched at all times possible. Also it is best to keep the door closed during the service, to keep the noise from entering the Sanctuary as well as keeping little ones from wanting to go find Mommy & Daddy.
4. When changing diapers: Use diapers and wipes provided in child's bag, dispose of diaper in plastic bag before throwing it away, wash hands.
5. Give children only what parents have sent for them to eat or drink except water.
6. Keep children busy. Read to them. Play with them. Talk to them. Require older children to help put away toys and be sure everything is in its place before leaving.

WEDNESDAY NIGHT LIVE COORDINATOR

Sean Cobourn

This is a Church Council position and holds a box in the shelf outside the church office.

WNL is held in the gym. Everyone is invited.

Responsibilities include:

1. Recruit and assign teachers.
2. Meet yearly in the summer to reevaluate and plan for the following year.
3. Recruit and schedule volunteers to prepare food.
4. Recruit and schedule volunteers to clean up after WNL meals.
5. Purchase plates, forks, & napkins as needed for WNL (gym) supplies.
6. Report information to newsletter editor or bulletin as needed.
7. Work with the Nurture Committee to plan a calendar of yearly events

We start at 6:00 for a meal prepared by gracious volunteers. Childcare is provided for children under two, whose parents are teaching or attending Bible Study. Please continue to support and pray for Wednesday Night Live and all other programs, as this is vital to the nurturing of our church family.

UNITED METHODIST YOUTH FELLOWSHIP

Coordinator: Catherine Gramling

UMYF President: Adaline Granger

The UMYF President serves on the Church Council representing the youth of the church.

The UMYF at Gramling United Methodist Church is open to all youth in grades 6-12th.

We meet on Sunday nights at 5pm for food, fun, and fellowship.

The responsibilities of the youth stewards are to:

1. Be spiritually accountable and responsible for guiding, teaching, and mentoring the youth of our church in the Christian faith.
2. Work with the Nurture Committee to plan a calendar of yearly events
3. Hold gatherings according to the public school calendar. Meeting weekly during the school year and for additional summer activities.
4. Provide opportunities for our youth to serve the needs of our community.

YOUNG ADULT REPRESENTATIVE

Joe Woodfin (2020) The Young Adult Representative serves on the Church Council representing the young adults of the church for a three year term.

CHURCH HISTORIAN

Bruce Woodfin

This is a Church Council position.

“Ask the former generations and find out what their fathers learned, for we were born only yesterday and know nothing, and our days on earth are but a shadow. Will they not instruct you and tell you?

Will they not bring forth words from their understanding?” Job 8: 8-10

It is the responsibility of the church historian to help collect, organize, preserve, and present historical information about our church. In doing so, it is hoped that our members as well as visitors will better understand that our church would not exist without a great deal of effort, sacrifice, and faith on the part of those who preceded us.

Churches, like families and nations, have distinct characteristics that set them apart. The special character of Gramling church is the summation of the beliefs and personalities of not only our present membership but also of the pioneers of our church. Today, our challenge is to meet the needs of our growing community while maintaining the friendly, family-like atmosphere that has always been our trademark. In order to do so, it is important for all our members to be aware of our origins and the way in which our church has responded to opportunities and adversities during its history.

SUNDAY SCHOOL SUPERINTENDENT

Kathryn Mitchell (2018) (This is a Church Council position.)

The Sunday School Superintendent is responsible for distributing Sunday School curriculum to the appropriate classes. Sunday School curriculum is on a standard shipping order sent directly to the church.

On Sunday mornings the superintendent distributes the books that record attendance, offering, and concerns for class and church members, then collects all the books after Sunday School to monitor total attendance, offerings, and to present concerns to the Pastor before the Worship Service. This person is also responsible for ringing the bell to signal the end of Sunday school.

We strive to have a Sunday School class for anyone who wishes to participate. Sunday school is a class setting for studying God’s Word so we may incorporate his teachings into our everyday lives.

The Sunday School Superintendent is also responsible for ordering the Bibles for our rising 3rd graders and presenting the Bibles during the worship service on Promotion Sunday, which is always the first Sunday in September.

They also send a letter in the summer to each Sunday School teacher making sure they are able to return in September. If not, they find a replacement.

COMMUNICATIONS COORDINATOR

Colette Duncan (This position holds a box in the shelf outside the church office.

The Lord given the word; the women who announce the news are a great host: Psalm 68:11

The Communications Coordinator is responsible for publishing the newsletter and publicizing church activities via email: gramling@umcsc.org, our website: gramlingumc.org, local papers, and the U.M. Advocate.

The purpose of the Gramling United Methodist Church newsletter, *The Visitor*, is to keep current and former members and pastorate families informed of the activities, news and events going on at Gramling United Methodist Church. Each edition includes the birthday calendar, the pastor's message as well as any church-related news, opportunities, announcements and events of interest to our members. Every attempt is made to have the newsletter completed and sent by the first week of each month or sooner if possible.

Submissions will be edited for content, spelling, and punctuation and will be included at the discretion of the editor and pastor. All submissions can be placed in the newsletter box outside the church office, given to the church secretary, or submitted by e-mail address: newsletter@gramlingumc.org by the 20th of each month.

Please include name or nature of event, day, date, time, and pertinent details including, for example, whether and what type of food items are to be brought or whether the sponsoring group will supply them. Please include a name and telephone number in case more information is needed.

Acceptable submissions include:

- Any upcoming church-related events open to the membership as a whole or to any Sunday School class or other group within the church.
- Any Christ-centered community, state or national events sponsored by the United Methodist Church or other Christ-centered churches, colleges, organizations and denominations.
- Birth, death, and wedding announcements of members and their families.
- School, individual or career awards or accomplishments of members or former members and pastors' families.
- Financial reports of the church and overview reports from the boards, committees, and groups as are allowed by The United Methodist Book of Discipline.

OUTREACH:

MISSIONS COMMITTEE **Chairperson: Will Gramling** **Co-Chair: Jeff Harrison**

The mission chair serves on the Church Council and Benevolence Committee.

They hold a box in the shelf outside the church office.

They are to do good, to be rich in good works, to be generous and ready to share, 1 Timothy 6:18

The purpose and goals of the missions committee are as follows:

- To examine our obligation and opportunities to spread the Gospel of Jesus Christ through loving service and outreach to others locally, nationally, and internationally.
- Enable each member of the congregation (regardless of age) to support mission work whether through action or finance.
- Pay special attention to our own members needs and provide assistance to meet those needs
- To be a beacon in the community providing needed mission services while also working as a recruiter to both the church and the un-church in our community.

A few areas of concentration:

- Salkehatchie Summer Work Camp
- Samaritan's Purse
- Construction / Repair work for those in need
- Operation Magi (Christmas assistance for area children)
- Mobile Meals
- Food Pantry

** We welcome volunteers to assist with all of our projects!

** If you know of any needs within our church, please contact the church office.

BENEVOLENCE COMMITTEE

The Benevolence Committee decides on all benevolence requests over \$100.00

The committee members are Chair of Council, Chair of Finance, and Chair of Missions.

RESOLVED, that GUMC benevolence assistance to families and individuals in need be administered according to the following policies and practices:

- 1.) Benevolence assistance will be confined to applicants within the 29348 and 29322 zip codes for the time being:
 - A.) Applicants residing outside the 29348 and 29322 zip codes who are sponsored by a GUMC member will be considered;
 - B.) Expansion to other areas will be considered following experience with established parameters;
- 2.) An approved application form will be required of all seeking assistance;
- 3.) The GUMC minister will exercise discretion in acting on every request for assistance not in excess of \$100 from applicants within the 29348 and 29322 zip codes;
- 4.) Applications for assistance in excess of \$100 for non-members and \$500 for members will be referred to a Benevolence Committee, whose membership shall be the Chair of the Missions Committee, the Chair of the Finance Committee, and the Chair of the Church Council.
The approval of 2 of the 3 members will be required for dispersal to an applicant;

- 5.) No request will be considered or granted from the same applicant/family with in a 6-month period since the time of the original disbursement of funds to the same applicant/family;
- 6.) Requests for assistance from GUMC members will take precedence over all non-member requests;
- 7.) There must be a balance of at least \$500 in the Benevolent Fund account before any requests for assistance may be granted;
- 8.) No loans may be made from the Benevolence Fund; all assistance will be in the form of gifts;
- 9.) No funds from GUMC bank accounts may be issued to the order of recipients of Benevolent Fund requests. Funds will only be issued to utilities and/or providers for the account and benefit of recipients.

WITNESS:

EVANGELISM

Chairperson: Julia Wilson This is a Church Council position and holds a box in the shelf outside the church office.

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit. Matthew 28:19

As members of GUMC, we have a responsibility to take the Gospel of Jesus Christ into the world to save the lost.

Our responsibilities are

- 1 Promote yearly endeavors of evangelism to witness about Jesus Christ to bring others to accept Him as their Lord.
- 2 See that any visitor we have at any function is contacted by calls, cards, or visits.
- 3 Seek ways to have an evangelistic witness in each mission outreach endeavor.

MEMBERSHIP SECRETARY

Faye Woodfin: The Membership Secretary serves on the Church Council.

The Membership Secretary's main responsibility consist of, under the direction of the pastor, collecting the attendance books and reporting any and all visitors to the pastor and shall keep accurate records of the membership and shall report at least annually to the church council.

EPWORTH CHILDREN'S HOME REPRESENTATIVE

Chairpersons: Rev. Will Brown This job has an ongoing relationship with the children's home in order to interpret the purpose and promote the cause for helping children and troubled families through Epworth Children's Home. This person will keep in contact with the church office making sure offering envelopes are on hand for the special Sundays supporting the ministry of the home.

WORSHIP:

WORSHIP

Stewards: Cliff & Cindy Buff This is a Church Council position and holds a box in the shelf outside the church office.

The Worship committee will work with the Pastor and the musicians of the church in the planning of worship opportunities for the church. Some areas of responsibility for the worship committee are Altar Guild, Ushers, Acolytes, assistants to help with the service of Holy Communion and other areas which provide spiritual nurture for the congregation. Special services will be planned in collaboration with the Pastor and the church musicians. The Worship committee guides the work of the congregation with respect to worship.

Members: Worship Stewards, Organist, Choir Director, Pastor, Altar Guild Chair & Acolyte Coordinator

ACOLYTES: Coordinator: Laura Gramling The Coordinator is on the Worship Committee.

“I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life.” John 8:12

We are blessed at Gramling with many children who wish to serve God in his house as Acolytes during the Sunday Morning worship service and during other special services and weddings. We are both thankful for these children for their contribution to our worship service and proud of their devotion to God.

The Acolyte Coordinator is responsible to train and schedule Acolytes for Sunday Morning worship services. Our church uses three Acolytes at the worship service. Acolytes are children in the third through eighth grades. Rising third graders who would like to serve as Acolytes are trained in the spring of each year and presented with the Methodist Church Acolyte Book.

The schedule is prepared each spring after the Acolyte training session so newly trained Acolytes are included.

Acolytes have traditionally been recognized during a Sunday Morning worship service in the spring with crosses on neck chains per the following schedule:

| | |
|------------------------------------|---------------------|
| First Year Acolyte | Wooden Cross |
| Second Year Acolyte | Silver Cross |
| Third Year Acolyte | Gold Cross |
| Four or More Year’s Acolyte | Special Gift |

USHERS

Marion Gramling, Bruce Woodfin, Bob Hamilton, Farroll Campbell, Herbert Sisk, and Jerry Wingo
The ushers will:

1. Greet members and visitors and pass out bulletins.
2. Seat members or guests if assistance is needed.
3. Count people for attendance records
4. Receive the offering
5. Assist with communion by directing people to the altar.

ALTAR GUILD
Cliff & Cindy Buff

The Coordinator is on the Worship Committee.

The Altar Guild changes the altar paraments according to the liturgical calendar, makes sure we have communion supplies for our monthly communion services, and would arrange for sanctuary flowers if needed. The Altar Guild is also responsible for the ordering, arranging, and maintaining of Easter lilies, palms for Palm Sunday, and poinsettias. Additionally, they prepare the sanctuary for the advent season and remove the decorations after January 6, which is the 12th day of Christmas.

CHILDREN'S CHOIR
Director: Ann Hodge

The Director is on the Nurture and Worship Committee

Kindergarten and up group meets on Wednesday evenings and begins with supper at 6:00, followed by choir from 6:30 to 7:15. We spend our time praying together, learning scripture passages, and singing. We also work on one musical each year, either at Christmas or in the spring. The enthusiasm of these children, the earnestness of their praying, and the openness of their hearts, makes being with them one of the great joys of my life. All are welcome. Please join us.

The Children's Choir Director will work with the Nurture Committee to plan a calendar of yearly events and with the Choir Director and Pastor for worship services.

HANDBELL CHOIR
Director: Fran Davis

Currently, Handbell Choir is available for grades 4-6. This group practices as part of the WNL Program. **Music reading is not necessary.** Those interested can be trained to play. The group performs as part of morning worship occasionally, and for special programs.

CHOIR DIRECTOR AND CHANCEL CHOIR
Mindy Burgin

This is a Church Council position and holds a box in the shelf outside the church office.

The Director is on the Nurture and Worship Committees.

The Choir Director leads the congregation in musical praise during all Sunday morning worship services by singing prepared pieces, usually an introit, an anthem, and a choral Amen. The choir also leads the congregation in singing during the congregational hymns.

New members are encouraged to join the choir. Chancel choir membership is open to any one that wishes to use their singing talent to praise and worship our Lord with the group. Being able to read music is not required ó just a willingness to come to rehearsals on Wednesday nights (7:00 ó 8:00pm) and learn the music with the group. We sing pieces in four-part harmony: soprano, alto, tenor and bass.

The high points of our year include special music during Christmas and Easter seasons with an annual Christmas Cantata usually on the Sunday evening just before Christmas.

The Chancel Choir Director is responsible for selecting music, directing rehearsals and coordinating all aspects of any adult choir performance. Occasionally, additional rehearsals are scheduled before special performances (Christmas). The Chancel Choir Director is a paid staff position and is responsible to SPRC. The Chancel Choir Director shall work with the Pastor in planning worship.

The Chancel Choir Director will work with the Nurture Committee to plan a calendar of yearly events.

ADMINISTRATIVE:

BOARD OF TRUSTEES

Chairperson: Dale Morgan (2018) Vice-Chairperson: Bruce Woodfin (2018) /Secretary: Beth Edmondson (2018)

The chairperson calls, sets meeting agenda, and implements decisions of the Trustees and serves on the Church Council and Finance Committee. This position holds a box in the shelf outside the church office.

I thank Christ Jesus our Lord, who has given me strength, that He considered me faithful, appointing me to His service. 1 Timothy 1:12

The Trustees are responsible for the maintenance of all church properties. This includes:

1. The main church building interior, exterior, landscaping and grounds keeping
2. The social hall building interior, exterior, landscaping and grounds keeping
3. The recreational building interior, exterior, landscaping and grounds keeping
4. The cemetery-including electing one trustee and at least 2 other church members to be on the cemetery committee
5. The parsonage interior, exterior, landscaping and lawn care
6. Insurance needs and all legal matters of the church

The Trustees vote for a chairperson, vice-chairperson and secretary each year after January 1st.

Board of Trustee Members:

| <u>2018</u> | <u>2019</u> | <u>2020</u> |
|-----------------------|--------------------|----------------------|
| Jerry Wingo | Tom Ramsay | Sue Pruitt |
| Edgar Woodfin | Dale Morgan | Donnie Hodge |
| Beth Edmondson | | Bruce Woodfin |

CEMETERY GUIDELINES

Cemetery Committee Members: Marion Gramling, Donnette Griswold, Dale Morgan & Peggy Pruitt

1. Members of Gramling United Methodist Church, their spouses, and their dependent children shall be allowed to be buried in the cemetery as long as spaces are available.
2. The spouse of a member already buried in the cemetery will be allowed to be buried in the cemetery as long as space is available.
3. Previous pastors or currently attending pastors and their spouses will be allowed to be buried in the cemetery as long as space is available.
4. A past member that given service to GUMC of ten years or more shall be allowed to be buried in the cemetery as long as space is available. Present church records are definitive.
5. Non-members other than those listed above, will not be allowed to be buried in the cemetery.
6. Spaces may be reserved on a first come basis by members of GUMC for the member and spouse only, but will be returned to the Trustees if membership is moved or otherwise terminated before the ten year requirement, as stated in item 4.
7. Unused reserved spaces are non-transferable between members but are to be given back to the Trustees for later use.
8. There shall be an on-going cemetery committee consisting of at least one Trustee and no less than two other members to be appointed by the Board of Trustees. This committee shall meet as needed.
9. There shall be no markers or tombs above ground in Section 2.
10. Cremation urns shall be marked with a flat stone directly where the urn is buried.
11. It is expected that each grave will have a permanent marker within one year of burial. A \$500.00 deposit will be given to GUMC to ensure that a marker is placed on the grave site. The deposit

will be returned upon the marker being placed on site as long as it is done within one year of the family member's death. If no marker has been placed within the one year period then GUMC will purchase a marker to be placed on the grave site and the \$500.00 deposit will be retained by GUMC.

12. All casket graves are required at a minimum to have a concrete liner.
13. These policies shall be in effect until changed by the Trustees, and supersede any and all previous guidelines.

FINANCE COMMITTEE

Chairperson: Ty Granger (2020) This position holds a box inside the church office.

The chairperson calls, sets meeting agenda, and implements decisions of the Finance Committee. Serves on the Church Council and Benevolence Committee.

*Each man should give what he has decided in his heart to give,
not reluctantly or under compulsion, for God loves a cheerful giver. 2 Corinthians 9:7*

The Finance Committee has the responsibility of insuring that there are sufficient funds to meet all these new demands. The Committee will complete this task by conservative and educated budgeting and maintenance of funds available. These efforts along with clear communication with the Church Council will provide the financial foundation for future success.

All financial requests to be included in the annual budget shall be submitted to the Finance Committee. The Committee will then compile a complete annual budget for review and approval by the Church Council.

Along with designing the budget, the Finance Committee is responsible for developing plans that raise sufficient funds to meet the budget. After formatting and raising the funds, the Committee administers the funds according to the budget's plan.

Finance Committee Members:

Henry Gramling (2018) (Church Council Chair), John Gramling III (2018) (Lay Leader), Katie Woodfin (2018) (Lay Member to A.C.), Bonnie Gramling (2020) (Financial Secretary), Dale Morgan (2018) (Trustee Chair), Cliff Buff (2020) (SPRC Chairperson) Colette Duncan (Church Treasurer) who serves without a vote holding a paid position.

| <u>2018</u> | <u>2019</u> | <u>2020</u> |
|--------------------|-------------|-----------------|
| Dale Morgan | Lin Fisher | Marion Gramling |
| Mary Wilks Roberts | | |

TREASURER

Colette Duncan: This position holds a box inside the church office.

Pay to all what is owed to them: taxes to whom taxes are owed, revenue to whom revenue is owed, respect to whom respect is owed, honor to whom honor is owed. Romans 13:7

The treasurer is responsible for making monthly payments to the S.C. Conference office to cover our apportioned amount of support for ministries beyond our local area; also for paying all bills incurred through the weekly operation of the church and any other bills deemed necessary by the Church Council or any expense necessary by the Trustees for maintenance and upkeep of physical facilities. The treasurer is to pay all staff salaries and present a report of all expenditures to the Church Council as well as a weekly report in Sunday's bulletin. The treasurer is on the Finance Committee and Church Council (without a vote if it is a paid position).

FINANCIAL SECRETARY

Bonnie Gramling (2020)

“What is more, he has chosen by the churches to accompany us as we carry the offering, which we administer in order to honor the Lord himself and to show our eagerness to help. We want to avoid any criticism of the way we administer this liberal gift. For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men.”

2 Corinthians 8:19-21

The Financial Secretary's main responsibilities consist of maintaining an accurate financial record of giving for individual church families. In January, the church secretary will provide those families with a year-end print-out of all of their financial support for tax purposes. Additional responsibilities include counting Sunday's offering and matching bank deposits along with the church secretary. The Financial Secretary serves on the Finance Committee and Church Council (without a vote if it is a paid position).

STAFF-PARISH RELATIONS COMMITTEE

Chairperson: Cliff Buff (2020)

The chairperson calls, sets meeting agenda, and implements the decisions made by the SPRC, serves on the Church Council and Finance Committee. This position holds a box in the shelf outside the church office.

*Therefore encourage one another and build each other up,
just as in fact you are doing. 1Thessalonoans 5:11*

The Staff-Parish Relations Committee is composed of five to nine members plus the Lay Leader and the Lay Member to Annual Conference. The members are selected by the Lay-Leadership Committee and serve a three-year term. The terms are staggered in order to maintain continuity.

The duties of this committee are as follows:

1. Confer with the minister and staff in regard to their relationship to the congregation.
2. Evaluate annually the effectiveness of the pastor and consult with him/her in that regard.
3. Evaluate the church program annually.
4. Consult with the minister on matters pertaining to pulpit supply, salary proposals, travel expense, vacation, continuing education, housing and other practical matters affecting the work and family.
5. Interview, review, and recommend annually to the Charge Conference any candidates for ministry.
6. Confer with the minister and District Superintendent on appointments to the Charge for effective ministry.
7. Make salary recommendations for the staff.
8. Oversee the Parsonage Committee.

The meetings of the SPRC Committee are not open to the congregation due to the confidential nature of its business. However, members of the congregation may bring concerns or issues to the committee by contacting one of the members or by addressing the committee directly with approval from the chairperson.

Members of the SPRC Committee are:

John Gramling III (2018) (Lay Leader), & Katie Woodfin (2018) (Lay Member to A.C.)

2018

Cindy Gramling

Ben Gramling

2019

Lenny McDole

Jenny Bryan

2020

Mark Weissenberger

Cliff Buff

PARSONAGE COMMITTEE CHAIRPERSON: Ellen Gramling

The Parsonage Committee should meet at least twice each year in the parsonage (having coordinated those meetings with pastor and spouse). This committee is responsible for the non-structural maintenance of the parsonage, i.e., furniture, appliances, painting, carpet, etc.

The Committee consists of Anne Carroll, Lucy Granger & Ellen Gramling.

LAY LEADERSHIP/NOMINATIONS COMMITTEE

Pastor Presides over Meetings

“The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry for building up the body of Christ.”

Ephesians 4:11-12

The committee on nominations and leadership development is charged to identify, develop, deploy, evaluate and monitor Christian spiritual leadership for the local congregation. It shall provide a means of identifying the spiritual gifts and abilities of the membership. It shall serve throughout the year to guide the church council on matters regarding the leadership so as to focus on mission and ministry as the context for service; guide the development and training of spiritual leaders; recruit, nurture, and support spiritual leaders.

Gramling has a written rule that all leaders elected by the charge conference can serve only three consecutive years in that position and that at least one year must lapse before that person is eligible to serve in that same position.

Members of this committee are:

2018

Lucy Granger

John Gramling III (Lay-Leader)

Peggy Campbell

2019

Jeff Harrison

Bonnie Gramling

2020

Bruce Johnson

Nona Morgan

CHURCH COUNCIL MEMBERS AT LARGE

The members at large serve on the Church Council to be a voice from various perspectives of the local church body. They are able to make motions and vote.

Go, assemble the elders of Israel and say to them, ‘The Lord, the God of your fathers – the God of Abraham, Isaac, and Jacob – appeared to me and said: I have watched over you and have seen what has been done to you in Egypt. The elders of Israel will listen to you. Then you and the elders are to go the king of Egypt and say to him, ‘The Lord, the God of the Hebrews, has met with us. Let us take a three-day journey into the desert to offer sacrifices to the Lord our God.’ Exodus 3: 16 and 18