

Ministry Descriptions for Local Church Officers

Table of Contents

1. Church Council Chairperson.....	Page 2
2. Church Council.....	Page 2
3. Lay Leader.....	Page 3
4. Lay Member of the Annual Conference/Alternate.....	Page 3
5. Recording Secretary.....	Page 3
6. Committee on Nominations and Leadership Development.....	Page 3
7. Committee on Staff-Parish Relations.....	Pages 4-5
8. Membership Secretary.....	Page 5
9. Church Treasurer.....	Page 5
10. Counting Team/Financial Secretary.....	Page 5
11. Committee on Finance/Stewardship.....	Page 6
12. Auditing Committee.....	Page 6
13. Board of Trustees.....	Pages 7-8
14. Children’s Ministries Coordinator.....	Page 8
15. Youth Ministries Coordinator.....	Page 8
16. Adult Ministries Coordinator.....	Page 8
17. Worship Team.....	Page 8
18. Vision Team.....	Page 8
19. Communications Coordinator.....	Page 8
20. Camping Secretary.....	Page 9
21. Outreach/Mission Chair.....	Page 9

1. The **Church Council Chairperson** shall be elected annually by the charge conference and shall have the following responsibilities:

- a. Lead the council in fulfilling its responsibilities
- b. Prepare and communicate the agenda of the council meetings in consultation with the pastor, lay leader, and other appropriate persons
- c. Review and assign responsibility for the implementation of actions taken by the council
- d. Communicate with members of the council and others appropriate to permit informed action at council meetings
- e. Coordinate the various activities of the council
- f. Provide the initiative and leadership for the council as it does the planning, establishing of objectives and goals, and evaluating
- g. Participate in leadership training programs as offered by the annual conference and/or district
- h. 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.

2. The **Church Council** may consist of as few as eleven persons or as large as the charge conference deems appropriate. The membership shall include but not be limited to the chairperson of the church council, the lay leader, the chairperson and/or representative of the staff-parish relations committee, the chairperson and/or representative of the committee on finance, the chairperson and/or representative of the board of trustees, the church treasurer, a lay member to annual conference, the president and/or representative of the U.M.M., the president and/or representative of the U.M.W., a young adult representative, a representative of the U.M.Y.F., the pastor.

- a. The council shall provide for planning and implementing a program of nurture, outreach, witness, and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church.
- b. The council shall meet at least quarterly. The chairperson or the pastor may call special meetings.
- c. Other responsibilities:
 1. In order for the council to give adequate consideration to the missional purpose of the local church, it is recommended that the first agenda item at each meeting be related to its ministries of nurture, outreach and witness. The administrative and supportive responsibilities of the church will then be given attention. It is recommended that the council use a consensus/discernment model of decision-making.
 2. Review the membership of the church;
 3. Fill interim vacancies occurring among the lay officers of the church between sessions of the annual charge conference;
 4. Establish the budget on recommendation of the committee on finance and insure adequate provision for the financial needs of the church;
 5. Recommend to the charge conference the salary and other remuneration of the pastor and staff members after receiving recommendations from the committee on staff-parish relations;
 6. Review the recommendation of the committee on staff-parish relations regarding provision of adequate housing for the pastor, and report the same to the charge conference for approval. Housing provisions shall comply with the annual conference housing policy and parsonage standards. Housing shall not be considered as part of compensation or remuneration.
 7. The members present and voting at any duly announced meeting shall constitute a quorum.

3. The **Lay Leader** shall function as the primary lay representative of the laity in the 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 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 speaker.

4. The **Lay Member of the Annual Conference** and the **Alternate** shall be elected annually or quadrennially as the annual conference directs. If the lay member shall cease to be a member of the charge or shall for any reason fail to serve, the alternate member shall serve in place. Both the lay member of the annual conference and the alternate 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. The lay member of the annual conference, along with the pastor, shall serve as 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.

5. The **Recording Secretary** shall keep an accurate record of the proceedings of the church council. The recording secretary shall be secretary of the charge conference, 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.

6. The **Committee on Nominations and Leadership Development** is to be composed of professing members of the local church. This committee is to be composed of not more than nine persons in addition to the pastor and the lay leader. At least one young adult shall serve as a member. One or more members may be a youth. The pastor shall be the chairperson. A layperson elected by the committee on nominations and leadership development shall serve as the vice chairperson of the committee.

- a. The charge of this committee is to identify, develop, deploy, evaluate, and monitor Christian spiritual leadership for the local congregation. Members of the committee shall engage in and be attentive to developing and enhancing their own Christian spiritual life in light of the mission of the Church.
- b. The committee shall recommend to the charge conference the names of people to serve as officers and leaders of designated ministries of the church council required for the work of the church.

7. The **Committee on Staff-Parish Relations** shall be no fewer than five nor more than nine persons representative of the total charge. One of the persons shall be a young adult. One may be a youth. All shall be professing members of the local church or charge. In addition, the lay leader and a lay member of annual conference shall be members. No immediate family member of the pastor shall serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee. Retiring members of the committee shall be able to succeed themselves for one three-year term. The committee shall meet at least quarterly. It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any member of the professional staff, or the chairperson of the committee. The pastor should be present at each meeting of the committee on staff-parish relations except where he or she voluntarily excuses himself or herself. The committee shall meet only with the knowledge of the pastor and/or the district superintendent. The committee shall meet in closed session, and information shared in the committee shall be confidential.

People serving on this committee must be engaged in and attentive to their Christian spiritual development so as to give proper leadership in the responsibilities with which the committee is entrusted. The committee shall reflect biblically and theologically on the role and work of the pastor and staff as they carry out their leadership responsibilities. The committee shall assist the pastor and staff in assessing their gifts, maintaining health holistically and work-life balance, and setting priorities for leadership and service. It is the responsibility of the committee to communicate with the committee on nominations and leadership development and/or the church council when there is a need for other leaders or for employed staff to perform in areas where the utilization of the gifts of the pastor and staff proves an inappropriate stewardship of time.

The duties of the committee shall include the following:

- a. To encourage, strengthen, nurture, support, and respect the pastor and staff and their families.
- b. To promote unity in the church.
- c. To confer with and counsel the pastor on matters pertaining to the effectiveness of ministry; relationships with the congregation; the pastor's health and self-care, conditions that may impede the effectiveness of ministry; and to interpret the nature and function of ministry.
- d. To confer with, consult, and counsel the pastor and staff on matters pertaining to priorities in the use of gifts, skills, and time and priorities for the demands and effectiveness of the mission and ministry of the congregation.
- e. To provide evaluation at least annually for the use of the pastor and staff in an ongoing effective ministry and for identifying continuing educational needs and plans.
- f. To communicate and interpret to the congregation the nature and function of ministry in the United Methodist Church regarding open itinerancy, the preparation for ordained ministry, and the Ministerial Education Fund.
- g. To develop and approve written job descriptions and titles for other staff members in cooperation with the pastor
- h. To consult with the pastor and staff concerning continuing education, work-life balance, dimensions of personal health and wellness, and spiritual renewal, to arrange with the church council for the necessary time and financial assistance for the attendance of the pastor and/or staff at such continuing education, self-care, and spiritual renewal events as may serve their professional and spiritual growth, and to encourage staff members to seek professional certification in their fields of specialization.
- i. To enlist, interview, evaluate, review, and recommend annually to the charge conference lay preachers and persons for candidacy for ordained ministry and for candidacy for missionary service.
- j. To confer with the pastor and/or other staff members if it should become evident that the best interests of the charge and pastor will be served by a change of pastor. The committee shall cooperate with the pastor, the district superintendent, and the bishop in securing clergy leadership. Its relationship to the district superintendent and the bishop shall be advisory only.
- k. To recommend to the church council, after consultation with the pastor, professional and other staff positions (whether employee or contract) needed to carry out the work of the church or charge. The committee and the pastor shall recommend to the church council a written statement of policy and procedures regarding

the process for hiring, contracting, evaluating, promoting, retiring, and dismissing staff personnel who are not subject to Episcopal appointment as ordained clergy. The committee shall further recommend to the church council a provision for adequate health and life insurance and severance pay for all lay employees. In addition, the committee shall recommend that the church council provide, effective on and after January 1, 2006, 100 percent vested pension benefits of at least three percent of the compensation for lay employees of the local church who work at least 1040 hours per year, are at least 21 years of age, and have at least one year of permanent service. The church council shall have authority to provide such pension benefits through either a denominational pension program administered by the General Board of Pension and Health Benefits or another pension program administered by another pension provider.

l. To educate the church community on the value of diversity of selection in clergy and lay staff and develop a commitment to same.

m. Members of the committee shall keep themselves informed of personnel matters in relationship to the Church's policy, professional standards, liability issues, and civil law. They are responsible for communicating and interpreting such matters to staff. Committee members should make themselves available for educational and training opportunities provided by the conference, district, and/or other arenas that will enable them to be effective in their work.

n. To consult on matters pertaining to pulpit supply, proposals for compensation, travel expense, vacation, health and life insurance, pension, housing (which may be a church-owned parsonage or housing allowance in lieu of parsonage if in compliance with the policy of the annual conference), and other practical matters affecting the work and families of the pastor and staff, and to make annual recommendations regarding such matters to the church council, reporting budgeted items to the committee on finance. The parsonage is to be mutually respected by the pastor's family as the property of the church and by the church as a place of privacy for the pastor's family. The committee will follow up to assure timely resolution of parsonage problems affecting the health of the pastor or the pastor's family. The chairperson of the committee, along with the chairperson of the trustees and the pastor, shall inspect the parsonage annually to insure proper maintenance and to give immediate resolution to parsonage issues affecting the family's health and well-being.

o. To encourage, monitor and support clergy and lay staff pursuit of health and wholeness.

8. The **Membership Secretary**, under the direction of the pastor, shall keep accurate records of all membership rolls and shall report at least annually to the church council.

9. The **Church Treasurer** shall disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the church council may determine. The treasurer shall remit each month to the conference treasurer all World Service and conference benevolence funds then on hand. Contributions to benevolence shall not be used for any cause other than that to which they have been given. The church treasurer shall make regular and detailed reports on funds received and expended to the committee on finance and the church council. The treasurer shall be adequately bonded.

10. The **Counting Team** shall be composed of at least two persons not of the immediate family residing in the same household, appointed by the finance/stewardship committee. They are to count the offering. The counting team shall work under the supervision of the **Financial Secretary**. A record of all funds received shall be given to the financial secretary and treasurer. Funds received shall be deposited promptly in accordance with the procedures established by the committee on finance. The financial secretary shall keep records of the contributions and payments. The positions of treasurer and financial secretary should not be combined and held by one person, and the persons holding these two positions should not be immediate family members.

11. The **Committee on Finance/Stewardship** shall be composed of the chairperson, the pastor, a lay member of the annual conference, the chairperson of the church council, the chairperson or representative of the committee on staff-parish relations, a representative of the trustees selected by the trustees, the chairperson of the ministry group on stewardship, the lay leader, the financial secretary, the treasurer, the church business administrator, and other members to be added as the charge conference may determine. The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote.

- a. The committee on finance shall give stewardship of financial resources as their priority throughout the year. It should plan, strategize, and implement ways to generate more resources for mission and ministries of local churches and beyond. It is strongly recommended that the committee on finance, in collaboration with the church council, find creative ways to turn their congregations into tithing congregations with an attitude of generosity.
- b. All financial askings to be included in the annual budget of the local church shall be submitted to the committee on Finance. The committee on finance shall compile annually a complete budget for the local church and submit it to the church council for review and adoption. The committee shall be charged with the responsibility for developing and implementing plans that will raise sufficient income to meet the budget adopted by the church council. It shall administer the funds received according to instructions from the church council.
- c. The committee on finance shall establish written financial policies to document the internal controls of the local church. The written financial policies should be reviewed for adequacy and effectiveness annually by the committee on finance and submitted to the charge conference annually.
- d. The committee shall recommend to the church council proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church.
- f. Contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose.
- g. After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the church council.
- h. The committee shall prepare annually a report to the church council of all designated funds that are separate from the current expense budget.

12. The finance/stewardship committee shall make provision for an annual audit of the records of the financial statements of the local church and all its organizations and accounts and shall make a full and complete report to the annual charge conference. The **Auditing Committee** shall be composed of persons unrelated to the treasurer, financial secretary, pastor, finance/stewardship committee chair, those who count offerings, and church secretary. The audit may be performed by an independent certified public accountant (CPA), accounting firm, or equivalent.

- a. A local church audit is defined as an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons. The audit shall be conducted for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and determining compliance with local law, local church policies and procedures, and the *Book of Discipline*.
- b. The audit may include: 1) a review of the cash and investment reconciliations; 2) interviews with the treasurer, financial secretary, pastor, finance/stewardship committee chair, business manager, those who count offerings, church secretary, etc., with inquiries regarding compliance with existing written financial policies and procedures; 3) a review of journal entries and authorized check signers for each checking and investment account; and 4) other procedures requested by the committee on finance/stewardship.

13. The **Board of Trustees** shall consist of not fewer than three nor more than nine persons, and it is recommended that at least one third be laywomen and at least one third be laymen. The trustees shall be of legal age as determined by law, and at least two thirds shall be professing members of The United Methodist Church. No pastor is a voting member of the board of trustees unless elected as a member. A trustee may succeed themselves, provided that nothing herein shall be construed to prevent the election of a trustee to self-succession. Within thirty days after the beginning of the ensuing calendar or conference year (whichever applies to the term of office), the board of trustees shall convene at a time and place designated by the chairperson, or by the vice chairperson in the event that the chairperson is not reelected a trustee or because of absence or disability is unable to act, for the purpose of electing officers of the said board for the ensuing year and transacting any other business properly brought before it. The board shall elect from the membership thereof, to hold office for a term of one year or until their successors shall be elected, a chairperson, vice chairperson, secretary, and if need requires, a treasurer; *provided*, however, that the chairperson and vice chairperson shall not be members of the same class; and *provided* further, that the offices of secretary and treasurer may be held by the same person; and *provided* further, that the chairperson shall be a professing member of the local church. The duties of each officer shall be the same as those generally connected with the office held and which are usually and commonly discharged by the holder thereof. The board of trustees shall meet at the call of the pastor or of its chairperson at least annually at such times and places as shall be designated in a notice to each trustee and the pastor at a reasonable time prior to the appointed time of meeting. Waiver of notice may be used as a means to validate meetings held legally where the usual notice is impracticable. A majority of the members of the board of trustees shall constitute a quorum.
- a. Subject to the direction of the charge conference, the board of trustees shall have the supervision, oversight, and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission, or similar organization connected therewith, provided that the board of trustees shall not violate the rights of any local church organization elsewhere granted in the *Discipline*; provided further, that the board of trustees shall not prevent or interfere with the pastor in the use of said property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of the United Methodist Church, or permit the use of said property for religious or other meetings without the consent of the pastor or, in the pastor's absence, the consent of the district superintendent; and provided further, that pews in The United Methodist Church shall always be free; and provided further, that the church local conference may assign certain of these duties to a building committee as set forth in ¶ 2544 or the chairperson of the parsonage committee, if one exists.
 - b. The board of trustees shall review annually the adequacy of the property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. The trustees shall also review annually the adequacy of personnel insurance. The purpose of these reviews is to ensure that the church, its properties, and its personnel are properly protected against risks. The board shall include in its report to the charge conference (¶ 2550.7) the results of its review and any recommendations it deems necessary.
 - c. When a pastor and/or board of trustees are asked to grant permission to an outside organization to use church facilities, permission shall be granted only when such use is consistent with the Social Principles and ecumenical objectives
 - d. The chairperson of the board of trustees, the chairperson of the committee on staff-parish relations, and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance.
 - e. Subject to the direction of the charge conference, the board of trustees shall receive and administer all bequests made to the local church; shall receive and administer all trusts; and shall invest all trust funds of the local church in conformity with laws of the country, state, or like political unit in which the local church is located. Nevertheless, upon notice to the board of trustees, the charge conference may delegate the power, duty, and authority to receive, administer, and invest bequests, trusts, and trust funds to the permanent endowment committee or to a local church foundation and shall do so in the case of bequests, trusts, or trust funds for which the donor has designated the committee or the local church foundation to receive, administer, or invest the same. The board of trustees are encouraged to invest in institutions, companies, corporations, or

funds that make a positive contribution toward the realization of the goals outlined in the Social Principles of our Church.

f. The board of trustees shall conduct or cause to be conducted an annual accessibility audit of their buildings, grounds, and facilities to discover and identify what physical, architectural, and communication barriers exist that impede the full participation of people with disabilities and shall make plans and determine priorities for the elimination of all such barriers. The Accessibility Audit for churches shall be used in filling out the annual charge conference reports.

14. The **Children's Ministries Coordinator** shall be responsible for insuring that children are considered and included within the life of the congregation. 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. At Trinity, the children's coordinator serves as Sunday School Superintendent who is responsible for helping to organize and supervise the total program for nurturing faith, building Christian community, and equipping children for ministry in daily life.

15. The **Youth Ministries Coordinators** shall plan and develop activities, program emphases, and settings for youth in the local church. The coordinators shall encourage and educate youth on possible careers in professional ministry and how to consider any vocational calling and opportunity to serve; educate youth on The United Methodist Church as a connectional church by encouraging and supporting the participation of youth in district, annual, and jurisdictional conferences, and other general Church ministries; promote the camping and retreat ministries within the local church; promote, introduce, and encourage youth to become active in United Methodist campus ministry when they attend a college or university; and empower youth to be full participants and active leaders in The United Methodist Church.

16. The **Adult Ministries Coordinators** serve as adult Sunday School Superintendents, one for the classes in the Fellowship Center and one for the classes in the church building. The coordinators are responsible for the total program to nurture faith, build Christian community, and equip adults for ministry in daily life.

17. The **Worship Team** shall cooperate with the pastor in planning and conducting worship. Leading in worship is the responsibility of the pastor (§340.1). The worship team, led by the pastor, shall outline all worship services, including the use of scripture, music, and special services. The worship team shall cooperate with the pastor to encourage the study of worship in individuals and groups; to plan ministry of lay persons as worship leaders; to care for furnishings, paraments, and sacramental elements for congregational worship; to enable the congregation to experience the worship style and contributions of various racial and ethnic groups; to recommend the placement and use of memorial gifts for worship; to encourage wider use and understanding of visual arts, dramatic arts, and architectural design as expressions of faith and means of proclamation of the gospel. The worship team shall encourage and support the recognition and support of musicians in the local congregation, and discover and develop persons to serve as church musicians. This responsibility may also include teaching persons of all ages our heritage and the use of music in worship.

18. The **Vision Team** shall develop and present ideas to church council to enrich, challenge and lead Trinity United Methodist Church into the future.

19. The **Communications Coordinator** shall assist the local church and its members with communication tasks by making available ideas, resources and skills.

20. The **Camping Secretary** serves as the liaison between the church and the Susquehanna Conference Camp and Retreat Ministries. The secretary shall inform the youth Sunday School classes and the Youth Fellowship Group of upcoming camps; shall encourage youth to attend camp; shall provide registration booklets and keep youth informed of registration deadlines; and shall make sure that all registration information is completed, all necessary signatures have been obtained, and all required checks are included for each youth attending camp.

21. The **Outreach/Mission Chair** shall recommend to the Church Council plans for local mission and service projects. The Chair shall organize the participation of Trinity church in the My Brother's Keeper hunger program. The chair shall plan, coordinate, and inform the church secretary of the monthly Mission Can ministry.