



## **LEADERSHIP COMMITTEE DESCRIPTIONS**

### **ADMINISTRATIVE BOARD**

Plan a program of nurture, outreach, and witness; implement the plan; provide an administrative infrastructure; align the plan with the mission of the church; evaluate the effectiveness of the plan; act as the administrative agency of the charge conference.

The administrative board exists to create a strategic plan for a local congregation. Therefore, its primary work is one of leadership rather than management. Leadership is the visionary, "big picture" work that assesses critically where the congregation is at the present moment, where God is calling it to be in the future, and what resources will be required to move from the current reality into the desired reality. Management is the essential "detail work" that must be accomplished on a daily basis to make the congregation effective.

Serves as the primary administrative body of the charge conference and oversees the management and programming of the local church.

Plans and carries out programs that fulfill the congregation's nurturing, outreaching, and witnessing ministries.

Leads the visioning and strategic planning process within the church.

Fills vacancies in lay leadership positions that occur between meetings of the charge conference.

Approves the church budget and ensures that the financial needs of the church are met.

Makes recommendations for the compensation, benefits, and housing for the pastor(s) and other church staff.

### **STAFF-PARISH RELATIONS COMMITTEE**

The Staff-Parish Relations Committee is the administrative unit in a local church where staff and congregational interests are integrated to focus on the mission of the church. The Staff-Parish Relations Committee relates to all staff, both bishop-appointed staff and employed staff. The SPRC has some of the same functions of a personnel office or Human Resources department in other organizations.

explaining the nature and function of ministry to the staff and the congregation

conferring with the congregation and the staff/pastor about ministry direction

assessing the ministry of the congregation and the staff/pastor at least annually

conferring and consulting with the district superintendent

supporting lifelong learning for all staff (continuing education)

identifying and supporting individuals from the congregation whom God seems to be calling for ordained ministry

making recommendations regarding compensation, travel, benefits and housing to the administrative board

recommending needed staff positions and develop written job descriptions/titles for associate pastors and staff

### **FINANCE TEAM**

The job of the committee on finance is to identify, perfect, and manage the finance system for the congregation. The finance system is the processes of raising, managing, and dispersing the finances so that the mission and vision of the congregation can be achieved.

Provides financial direction for the congregation and regularly reports to the administrative board

Recommends an annual budget to support the mission and ministry of the church

Develops plans for the annual funding program to ensure that the financial needs of the church are met

Arranges for the annual audit of church financial records

## BOARD OF TRUSTEES

The board of trustees supervises and maintains all property belonging to your congregation so that the ministries of the congregation can be effective. The primary purpose of the church building and facilities is to enable the vision and ministry of the congregation. Good stewardship, common sense, and prudence dictate that the church, parsonage, facilities, property, equipment, furnishings, and other physical property be well maintained.

Oversee, maintain, and supervise all local church property. This would include conducting an annual inspection and inventory of all church property, including the parsonage.

Report annually to the charge conference on the state of the church's property, equipment, investments, and resources.

Ensure that the articles of incorporation of the congregation are kept up-to-date, if applicable.

Be responsible, in conjunction with the pastor, for all use of the church buildings and grounds.

Maintain adequate insurance coverage on all church property and develop appropriate risk management policies.

Submit to the committee on finance the annual budget requests for insurance, property maintenance and improvement, and new property purchases.

Be accountable to charge conference and to the administrative board.

## ENDOWMENT

Receive and administer all gifts made to the endowment; make certain that all trust funds of the congregation are invested properly. Develop guidelines for receiving and managing wills, trusts, bequests, and other investments given to the church.

Define the purpose(s) of the endowment fund, and communicate those purposes to the organization's donors;

Plan and carry out activities that create visibility for the fund;

Consider and make decisions about special purpose gifts;

Plan for making grant distributions from the endowment fund; and

Plan and carry out fundraising activities for memorial gifts, bequests and major lifetime gifts

## NOMINATIONS AND LEADERSHIP DEVELOPMENT

The charge conference elects members for the committee on Nominations and Leadership Development to guide the administrative board or alternative structure on matters regarding the lay leadership (other than employed staff) of the congregation.

get to know members of the congregation and identify (and help them to discern) their skills, gifts, knowledge, and level of commitment

identify leadership and service opportunities in your congregation

prepare job descriptions for leadership positions

match potential leaders with leadership positions and invite persons to serve in those positions, making sure that these persons

represent the makeup of your congregation

present recommendations to the charge conference

equip leaders through training and support

## ADULT DISCIPLESHIP TEAM

The adult discipleship team is responsible for developing a comprehensive strategy for adult faith formation. This team works to identify and articulate the needs of adults of all ages and life situations; serve as liaison with organizations, people and resources that relate to adults and their concerns for personal growth and service; support the work of pastors and staff as they plan and carry out faith formation programming throughout the year; and review and evaluative resources and programs that address the faith formation needs and passions of adults at various life stages and stages of faith. This team provides ways for the local congregation to connect and build relationships through faith formation opportunities including small groups.

## CHILDREN MINISTRIES TEAM

The children's ministry team is responsible for planning, visioning and advocating for children within the congregation, the community and the world. The team sets policies and procedures related to children, oversees the planning of short-term experiences, considers children's ministry needs within the whole of the congregation's ministries and communicates with parent and the congregation. The team works closely with the Director and Assistant Director of Children's Ministries and other church staff responsible for ministry with children, including children's choirs and weekday preschool ministries. The team is accountable to Education Ministry (or other named group responsible for the church's educational ministry).

- Provide and maintain a consensus for the direction of Children's Ministry
- Listen to and support the children and families, teaching volunteers, and childcare staff
- Develop mission and vision statements
- Set short-term and long-term goals
- Advocate for the involvement of children in the life of the church
- Make budget recommendations
- Pray for the children and families we serve

## YOUTH MINISTRIES TEAM

The youth's ministry team is responsible for planning, visioning and advocating for youth within the congregation, the community and the world. There shall be a comprehensive approach to development and implementation of ministry with middle and high school youth at all levels of the Church. The comprehensive approach is based on the understanding that the primary task is to love young people where they are, to encourage them in developing their relationship to God, to provide them with opportunities for nurture and growth, and to challenge them to respond to God's call to serve in their communities. The team sets policies and procedures related youth, oversees the planning of short-term experiences, considers the youth ministry needs within the whole of the congregation's ministries and communicates with parent and the congregation. The team works closely with the Director and other church staff responsible for ministry with youth. The youth ministry team holds the ministry accountable to their annual and structural goals.

## MERCY AND JUSTICE TEAM

The Mercy & Justice team plans and coordinates ministry opportunities that help bring healing and wholeness to individual lives and communities. The team provides opportunities that inform and motivate the congregation to support ministries of mercy and justice; mission experiences that address identified needs in our local community, country, and around the world; and mission support that helps fund local mission outreach and the global mission work of The United Methodist Church. This team specifically encourages and supports ministries with the hungry, the homeless, and the marginalized within and beyond our community; plans events and programs to educate the congregation about social justice issues; and leads the congregation in advocating for systemic change.

## CONNECTIONS TEAM

The Connections Team seeks to provide ways to lead members and guests into active participation in ministry. They oversee the path toward membership in the church, including the First Steps class. They seek and develop new ways to help others move toward involvement in Sunday School classes, small groups, service opportunities, music ministries, children and youth ministries, and ministries of justice.

## COMMUNICATIONS/MARKETING TEAM

The Communications/Marketing Team oversees both internal and external communications of the Church. Internally, the team facilitates awareness of ministry needs and opportunities through the Weekly newsletter, eNews, brochures, signage and posters. Externally, the team shares the ministry of the church with others through the website, social media, press releases, direct mail, video production, as well as other avenues. The team oversees use and development of the FUMC brand and facilitates distribution of stories and news to create wider awareness of FUMC in the Austin community and beyond.

## CONGREGATIONAL CARE TEAM

The Congregational Care Team oversees the network of ministries that extend God's loving care both within and outside the congregation. These ministries include the following:

- Knit Wits – prayer shawl knitting ministry
- Stephen Ministry – confidential one-on-one caring ministry
- Prayer Callers – phone calls to those in need of care
- Homebound/Assisted Living Visitors
- Hospital Visitors
- Drive-a-Senior

## RECONCILING MINISTRIES TEAM

With origins leading up to the 2013 church vote to become a Reconciling Church, the Reconciling Team helps lead the church in advocacy for full inclusion of LGBTQI persons into the United Methodist Church. Recent activities include participation in the Pride Parade and petitioning the 2016 General Conference.