

COUNCIL And MINISTRY
POSITION DESCRIPTIONS
Of
First United Methodist Church
Quitman, Tx

First United Methodist Church
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CHURCH COUNCIL CHAIRPERSON

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

1. leading the council in fulfilling its responsibilities (see sec 248 of church discipline)
2. preparing and communicating the agenda of the council meetings in consultation with the pastor, lay leader, and other appropriate persons;
3. reviewing and assigning responsibility for the implementation of actions taken by the council;
4. communicating with members of the council and others as appropriate to permit informed action at council meetings;
5. providing the initiative and leadership for the council as it does the planning, establishing of objectives and goals, and evaluating;
6. 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 the annual conference.

The church council chairperson shall have the responsibility of administering the Purpose of the church council which includes but is not limited to the following:

1. Purpose---The church 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. The church council shall be amenable to and function as the administrative agency of the charge conference.
2. Mission and Ministry---Nurture, outreach, and witness ministries and their accompanying responsibilities include:
 - a) The nurturing ministries of the congregation shall give attention to but not be limited to education, worship Christian formation, membership care, small groups, and stewardship. Attention must be given to the needs of individuals and families of all ages.
 - b) The outreach ministries of the church shall give attention to local and larger community ministries of compassion, justice, and advocacy. These ministries include church and society, global ministries, higher education and campus ministry, health and welfare, Christian unity and interreligious concerns, religion and race, and the status and role of women.
 - c) The witness ministries of the church shall give attention to developing and strengthening evangelistic efforts of sharing of personal and congregational stories of Christian experience, faith, and service; communications; lay speaking ministries; and other means that give expressions of witness for Jesus Christ.
 - d) The leadership development and resourcing ministries shall give attention to the ongoing preparation and development of lay and

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clergy leaders for the ministry of the church (sec258.1 of the discipline)

3. Meetings---
 - a. The council shall meet at least quarterly. The chairperson or the pastor may call special meetings.
 - b. 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.
4. Other Responsibilities—It will also be the responsibility of the church council to:
 - a. review the membership of the local church;
 - b. fill interim vacancies occurring among the lay officers of the church between sessions of the annual charge conference;
 - c. establish the budget on recommendation of the committee on finance and ensure adequate provision for the financial needs of the church;
 - d. recommend to the charge conference the salary and other remuneration of the pastor and staff members after receiving recommendations from the committee on pastor-parish relations (staff-parish relations);
 - e. review the recommendation of the committee on pastor-parish relations regarding provision of adequate housing for the pastor and report the same to the charge conference for approval. Housing shall not be considered as part of compensation remuneration.
5. Membership—The charge conference will determine the size of the church council. The membership of the council may consist of as few as eleven persons or as many as the charge conference deems appropriate. The membership shall include but not be limited to the following:
 - a. the chairperson of the church council;
 - b. the lay leader;
 - c. the chairperson and/or a representative of the pastor-parish relations committee;
 - d. the chairperson and/or a representative of the committee on finance;
 - e. the chairperson and/or a representative of the board of trustees;
 - f. the church treasurer;
 - g. a lay member to annual conference;
 - h. the president and/or representative of the United Methodist Women;
 - i. the president and/or a representative of the United Methodist Men;
 - j. a representative of the United Methodist Youth;
 - k. the pastor.
6. Quorum---The members present and voting at any duly announced meeting shall constitute a quorum.

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CHURCH COUNCIL VICE-CHAIR

It shall be the responsibility of the Vice-Chair to assist the Chairperson in all areas of the church council responsibilities with particular attention given to the Ministries of the Local church.

Term: Council chair and vice-chair elected annually by the Charge Conference

Meeting Frequency: Determined by vote of the Council

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LAY LEADER AND LAY DELEGATE TO ANNUAL CONFERENCE

The lay leader shall function as the primary lay representative of the laity in the local church and shall have the following responsibilities:

1. fostering awareness of the role of laity both within the congregation and thought their ministries in the home, workplace, community, and world, and finding ways within the community of faith to recognize all these ministries;
2. meeting regularly with the pastor to discuss the state of the church and the needs for ministry;
3. membership in the charge conference and the church council, the committee on finance, and the committee on lay leadership, 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);
4. 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;
5. assisting in advising the church council of opportunities available and the needs expressed for a more effective ministry of the church through is laity in the community;
6. 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.

The lay members of the annual conference and one or more 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 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. 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.

ALTERNATE LAY DELEGATE TO ANNUAL CONFERENCE

The responsibilities of the Alternate shall be the same as those of the Lay Delegate when he or she attends any annual conference function in place of the Lay Delegate.

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RECORDING SECRETARY

The recording secretary shall keep an accurate record of the proceedings of the church council and shall be the custodian of all records and reports, and with the council chair, shall sign the minutes. A copy of the minutes shall be provided for the pastor and others as needed, and a permanent copy shall be retained for church files.

Term: Elected by the Charge conference annually.

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FINANCE COMMITTEE CHAIRPERSON

It is the responsibility of the Chair of the committee on finance to carry out the church council's directions in guiding the members of the finance committee consisting 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 pastor-parish relations; a representative of the trustees to be 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. It is recommended that the chairperson of the committee on finance shall be a member of the church council. The financial secretary, treasurer, and church business administrator, in paid employees, shall be members without vote. Where there is no stewardship ministry area, stewardship shall be the responsibility of a subgroup of the committee on finance or shall be assigned to a task group that shall report to the church council.

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 on finance shall be charged with 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.

The committee shall carry out the church council's directions in guiding the treasurer and financial secretary.

- a) The committee shall designate at least two persons not of the immediate family residing in the same household to count the offering. They 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.
- b) 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.
- c) The committee shall make provision for an annual audit of the records of the financial officers of the local church and all its organizations and shall report to the charge conference.

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- 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.
- e) 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.
- f) After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the church council.
- g) The committee shall prepare annually a report to the church council of all designated funds that are separate from the current expense budget.

THE ABOVE LISTS OF RESPONSIBILITIES OF THE FINANCE COMMITTEE ARE TAKEN FROM THE BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH.

FOLLOWING ARE RESPONSIBILITIES OF THE COMMITTEE ON FINANCE AS LISTED BY THE CHAIRMAN OF THE FINANCE COMMITTEE OF FIRST UNITED METHODIST CHURCH, QUITMAN, WHICH MORE DIRECTLY APPLY TO LOCAL CHURCH NEEDS AND DIRECTION.

Duties of the Finance Committee

The duties of the Committee are 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. The composition of the Committee is stated by the guidelines of the United Methodist Church. Generally there is also an identified Chairperson, a Treasurer, and a Financial Secretary. The policies of the Church are set by the Church Council.

Duties of the Finance Chairperson

The duties of Chairperson are to organize Committee Meetings, set agenda, provide guidance and oversight on required financial matters (both internal and external) and to present financial information to the Church Council and at the annual Charge Conference. He/she is authorized to make deposits and sign checks for the Church and is a voting member of the Church Council.

Term: Committee chair elected annually by the Charge Conference

Membership: Members of the Finance committee include Council Chair, Pastor, Lay Delegate to annual Conference, Lay Leader, Trustees Chair, Treasurer, Financial Secretary, Church Business Administrator, and COLL Chair, as prescribed by the *Book of Discipline*. Charge conference stipulates addition of representatives serving 3-year terms, elected annually.

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Reporting: Verbal and written reports presented as part of each Church Council meeting's regular agenda, and to the annual Charge Conference.

Duties of the Treasurer

The duties of the Treasurer are to review the financial records of the Church, make the required federal payroll reports and remittances. He/she is authorized to make deposits and sign checks for the Church and is a voting member of the Church Council.

Primary Committee Responsibilities, Required Reports and Date Deadlines:

1. Establish and manage all bank accounts. Reconcile bank statements monthly.
2. Establish and manage all investment accounts. Reconcile investment accounts quarterly.
3. Provide oversight of all receipts and disbursements of the Church.
4. Ensure that all disbursements are consistent with the Annual Budget.
5. Review special funding requests from the Church Council and salary requests/changes from the Staff-Parish Relations Committee.
6. Provide all payroll functions for staff. This includes completing the required federal tax reports due quarterly and annually.
7. Negotiate contract terms with approved vendors (i. e. property insurance, etc.).
8. Remit by mail all individual members' Pledge Reports and report, (total church giving as compared to the budget), to the Church Council each quarter.
9. Coordinate staff Christmas bonuses.
10. Prepare monthly financial reports (balance sheet, income statements, etc.) to be presented to the Church Council. These reports are due the 3rd week following the end of the previous month.
11. Coordinate the Annual Budget process and compile the final report. The Chairperson will present the final Annual Budget at the annual Charge Conference generally held in the fall.
12. Prepare the required financial information for the Annual Statistical Report for the Methodist Church due electronically each January.

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COMMITTEE ON LAY LEADERSHIP CHAIRPERSON

It shall be the responsibility of the Chairperson of the Staff-Parish Relations committee to direct the committee to accomplish the charge of the local church and the annual conference. 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.

In conducting its work, the committee shall identify and clarify its values for ministry. It shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church.

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 and setting priorities for leadership and service. It is the responsibility of the committee to communicate with the committee on lay leadership and/or the church council when there is a need for other leaders or for employed staff to perform in areas where utilization of the gifts of the pastor and staff proves an inappropriate stewardship of time.

- a) The committee shall be composed of not fewer than five nor more than nine persons representative of the total charge. One of the members shall be a young adult and one member may be a youth. In addition, the lay leader and a lay member of the annual conference shall be members. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee.
- b) In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term. The lay member of the annual conference and the lay leader are exempt from the three-year term. To begin the process of rotation where such a process has not been in place, one the first year class shall be elected for one year, one class for two years, and one class for three years. Retiring members of the committee shall not succeed themselves. When vacancies occur during the year, nominees shall be elected at the church council.
- c) 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. To fulfill his or her obligation under ordination, his or her connectional responsibility under appointment, and his or her duty as a pastor, the pastor should be present at each meeting of the committee on pastor-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. It may meet with the district superintendent without the pastor being present. However, the pastor or any member of the staff under consideration shall be notified prior to such meeting at which a pastor's or clergy staff member's continued appointment or a

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lay staff member's employment is discussed and be brought into consultation immediately thereafter. The committee may meet in closed session upon recommendation of the pastor, any other person accountable to the committee, the chairperson of the committee, or the district superintendent

- d) The duties of the committee shall include the following:
- (1) To confer with and counsel the pastor and staff on the matters pertaining to the effectiveness of ministry; relationships with the congregation; conditions that may impede the effectiveness of ministry; and to interpret the nature and function of the ministry.
 - (2) 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.
 - (3) 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.
 - (4) 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.
 - (5) To develop and approve written job descriptions and titles for associate pastors and other staff members in cooperation with the senior pastor. The term associate pastor is used as a general term to indicate any pastoral appointment in a local church other than the pastor in charge. Committees shall be encouraged to develop specific titles for associate pastors that reflect the job descriptions and expectations.
 - (6) To consult with the pastor and staff concerning continuing education 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 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.
 - (7) Where applicable, enlist, interview, evaluate, review, and recommend annually to the charge conference lay preachers and persons for candidacy or ordained ministry. To interpret preparation for ordained ministry and the Ministerial Education Fund to the congregation.
 - (8) To confer with the pastor and/or other appointed members of the staff 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. (See Discipline 430-433).
 - (9) To recommend to the church council, after consultation with the pastor, the 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,

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evaluating, promoting, retiring, and dismissing staff personnel who are not subject to Episcopal appointment as ordained clergy. Until such a policy as been adopted, the committee and the pastor shall have the authority to hire, contract, evaluate, promote, retire, and dismiss non-appointed personnel. When persons are hired or contracted, consideration shall be given to the training qualifications and certification standards set forth by the general Church agency to which such positions are related. The committee shall further recommend to the church council a provision for adequate health and life insurance, pension benefits, and severance pay for all lay employees.

- (10) To recommend to the charge conference, when the size of the employed staff of the charge makes it desirable, the establishment of a personnel committee. This committee shall be composed of such members of the committee on pastor-parish relations as it may designate and such additional members as the charge conference may determine.
- (11) To educate the church community on the value of diversity of election in clergy and lay staff and develop a commitment to same.
- (12) Members of the committee on pastor-parish relations (or staff-parish relations) 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.

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TRUSTEES CHAIRPERSON

It shall be the responsibility of the Trustees Chairperson to prayerfully administer and direct the accomplishment of the duties of the Board of Trustees as follows:

1. Within thirty days after the beginning of the ensuing calendar or conference year (whichever applies to the term of office), each 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.
2. The board of trustees 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 the secretary and treasurer may be held by the same person; and provided further, that the chairperson shall be a 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 church local conference may, if it is necessary to conform to the local laws, substitute the designations president and vice president for and in place of chairperson and vice chairperson.
3. The board of trustees shall meet at the call of the pastor or of its president 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 the meeting. Waiver of notice may be used as a means to validate meetings legally where the usual notice is impracticable. A majority of the members of the board of trustees shall constitute a quorum.
4. 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 any of the 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 Pg 2543 of The Discipline or the chairperson of the parsonage committee, if one exists.
5. 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 board of trustees shall also review annually the adequacy of personnel insurance. The purpose of these reviews is to ensure that the church, its

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- properties, and its personnel are properly protected against risks. The board shall include in its report to the charge conference the results of its review and any recommendations it deems necessary.
6. When a pastor and/or a board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when such use is consistent with the Social Principles (Prg 166-166 of the Discipline) and ecumenical objectives.
 7. The chairperson of the board of trustees or the chairperson of the parsonage committee, if one exists, the chairperson of the committee on pastor-parish relations, and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance.
 8. Subject to the direction of the charge conference as hereinbefore provided, 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.
 9. The board of trustees is 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. The board of trustees is to act as a socially responsible investor and to report annually to the charge conference regarding its carrying out this responsibility.
 10. The board of trustees, in cooperation with the health and welfare ministries representative, 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 church and/or charge conference reports.

THE ABOVE LISTS OF RESPONSIBILITIES OF THE TRUSTEES CHAIRPERSON AND TRUSTEES AS TAKEN FROM THE BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH.

THE FOLLOWING IS A LIST OF RESPONSIBILITIES OF THE TRUSTEES CHAIRPERSON AND TRUSTEES PREPARED BY THE CHAIRMAN OF THE BOARD OF TRUSTEE OF FIRST UNITED METHODISE CHURCH, QUITMAN, WHICH APPLY MORE DIRECTLY TO THE LOCAL CHURCH NEEDS AND DIRECTION—2007

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Important Ongoing Responsibilities of the Board of Trustees

1. Conduct an annual inventory of all real property.
2. With the committee on staff/pastor-parish relations, conduct at least one inspection and inventory of the parsonage(s) each year.
3. Inspect and inventory all equipment and set up a maintenance schedule.
4. Set up a schedule for painting and redecorating.
5. Consider the merits of service contracts on large equipment such as air conditioners, refrigerators, heating systems, typewriters, copiers, computers, and other such equipment.
6. Ensure that our facilities are accessible to persons with disabilities.
7. Develop guidelines for receiving and managing wills, trusts, bequests, and other investments given to the church.
8. Contact the local utility company for an energy audit.
9. Evaluate the insurance coverage annually. Work with the insurer to develop risk management policies for the church.
10. Take care of anything that breaks or needs attention.

Meetings of the Board of Trustees

1. Meetings may be called by the chairperson, the vice-chairperson, or the pastor.
2. Meetings should be held as often as necessary but at least once a quarter.
3. A majority of the members of the board of trustees constitutes a quorum.
4. At the first meeting of the year, develop a schedule of meetings and tasks to be considered for the entire year.

Reports of the Board of Trustees

CHURCH COUNCIL: Help the entire church's leadership experience what is being done by the trustees and seek their guidance and support. A good process is to present to the church council a brief digest of the minutes of all meetings held since the last report.

CHARGE CONFERENCE: Report in writing to the charge conference at its annual meeting. Use report forms located with the other charge conference report forms from Cokesbury. The Book of Discipline, paragraph 2549, states the items for inclusion in the report to charge conference.

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EVANGELISM COMMITTEE CHAIRPERSON

Evangelism is, at its heart, sharing faith with others, particularly with those who are unchurched or disconnected, and inviting them to follow Jesus Christ as Christian disciples.

As leader of the evangelism ministry of The First United Methodist church, you have various responsibilities. These include:

1. Working with the Church Council and Pastor to select an adequate team to help you complete each program you undertake. The Church Council and Pastor are committed to provide you with a sufficient team consistent with your goal and agendas to accomplish your plans.
2. Serving as team leader for those assigned to work with you, guiding the work of the team, helping them to work from a biblical and theological foundation, creating work space in which Christian faith formation happens, planning agendas, presiding at meetings, and representing the ministry of evangelism in meetings of the church council and charge conference.
3. Working with the pastor and team in assessing your congregation's vital statistics that relate to growth, such as membership (paying particular attention to professions of faith) and attendance trends as well as the way in which new people are received into the congregation and empowered for ministry.
4. Envisioning what God's will and dream for the congregation's future might be and setting goals that are consistent with that vision.
5. Developing a plan for an overall evangelism strategy and system that reaches out to persons, welcomes them into the congregation, relates them to God, and equips and empowers them for ministry.
6. Implementing your plan.

Term: Committee chair elected annually by the Charge Conference.

Membership: Members serve voluntarily, selected by the chairman.

Reporting: Written reports presented as part of each Church Council meeting's regular agenda. Membership dynamics included in annual reporting to the Conference.

Meeting Frequency: Discretion of team leader

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FELLOWSHIP MINISTRIES CHAIRPERSONS

It shall be the responsibility of the Fellowship Ministries Chairpersons to organize church wide functions and other functions as needed to promote and encourage the congregation to share their talents, food and blessings in a Christ like, joyous assembly.

The members of the Church Council are encouraged to help promote The Fellowship committees functions so as to provide the volunteer team members needed to successfully complete the function.

The fellowship committee is asked to provide reports as appropriate to the church council with their planned agenda as far in advance as possible so as to promote attendance. It is requested that a concerted effort be made to include as many members of the community as possible in the functions other than members of the congregation. It is suggested that a church wide function be planned once quarterly or as appropriate.

Term: Committee chair elected annually by the Charge Conference.

Membership: Members serve voluntarily, selected by the chairman.

Reporting: Written reports presented as part of each Church Council meeting's regular agenda.

Meeting Frequency: Discretion of team leader

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MISSION AND OUTREACH COMMITTEE CHAIRPERSON

The responsibilities and opportunities of the Mission and Outreach Committee entail but are not limited to the following:

1. To sponsor and remind the congregation to donate foods and clothing to the Quitman C.O.M.E. house. See that representative foods are dedicated each third Sunday at the beginning of each worship service. Communicate to the congregation via phone tree or in the bulletin the need of this outreach. See that foods are delivered to those in need in a timely manner.
2. Promote “hands on” Mission Projects such as preparing a play yard for a mission in Alaska, or going to needed areas in the state to help repair hurricane damage or whatever other needs are reported. Encourage anyone and everyone who wishes to be part of the mission team.
3. Solicit Communion Rail offerings to benefit the following agencies or areas of mission or others as they arise:
 - a) January- Crafty Christians
 - b) February-Friends of Barnabas
 - c) March- Pastor’s Discretionary Fund
 - d) April- UMCOR – One Great Hour of Sharing.
 - e) May- Methodist Retirement Home
 - f) June- Golden Cross
 - g) Plumpy Nut
 - h) August- Quitman Volunteer Fire Department
 - i) September-Lakeview Methodist conference Center
 - j) October- World Communion Sunday
 - k) November-Christmas Sharing
 - l) December- Methodist Children Home

A member of the committee should explain each month’s emphasis at the beginning of the first Sunday worship service.

4. Individual Mission Projects as an example: Campbell Soup Labels and Box Tops for Education to be collected and given to Quitman ISD for the use of purchasing school equipment.
5. Encourage the children of the church to engage in a mission offering each year during Vacation Church School such as Heifer Project which could involve the whole congregation.
6. Offer use of the church facilities for community such as ESL classes when they are unable to meet at other facilities in town.
7. Promote UMCOR Projects such as The One Great Hour of Sharing going to United Methodist Committee on Relief or the donation of Health Kits for UMCOR. Other UMCOR projects include book bags, baby layettes and flood buckets.

First United Methodist Church
Position Responsibilities

8. In order for the congregation to be better informed the committee encourages members of the Church subscribe to UMC publications: a. New World Outlook, b. Response Magazine or c. The Prayer Calendar.
9. Maintain a Missions and Outreach bulletin board in the Fellowship hallway or in an appropriate area to keep the congregation informed of Mission and Outreach opportunities.
10. The Mission and Outreach Committee should be responsible to the church and community to respond to whatever local emergencies arise and see that members of our congregation offer aid where needed.

Term: Committee chair elected annually by the Charge Conference

Membership: Members serve voluntarily, selected by the chairman.

Reporting: Written reports presented as part of each Church Council meeting's regular agenda.

Meeting Frequency: Discretion of team leader

First United Methodist Church
Position Responsibilities

WORSHIP COMMITTEE CHAIRPERSON

The Worship Committee deals with coordination of all facets of any worship service, 11 a.m. service on Sundays, and special services such as Christmas Eve, Holy Thursday, Good Friday, revivals, etc.

The worship chairperson works directly with the pastor and ministerial assistant (if appropriate)

Duties of Worship Chair (2007)

1. Assignment of Acolytes – done on a monthly spreadsheet and also monthly emails to parents of acolytes scheduled to serve. Acolytes are also assigned for special services.
 - a) maintain wicks in lighters used by acolytes
 - b) offer annual training for existing and new acolytes every August
 - c) assign a worship comm. Member or acolyte parent to supervise acolytes each Sunday.
2. Assignment of Lay Readers- done on a monthly assignment basis plus and special services.
3. Assignment of Greeters- 3 per Sunday
4. Assignment of Children’s Moment leaders for each Sunday except the first (Communion) Sunday of the month.
5. Maintains a list of Communion Assistants, assigned on an annual basis.
6. Oversees or assigns Communion Stewards to prepare, set up, and clean up Communion service.

All of the above are done in spreadsheet format, and a letter is sent out by church secretary notifying all servers. The church office then calls weekly to remind those serving.
7. Change out paraments and banners according to Worship Calendar and/or special events.
8. Order poinsettias for Christmas season, and lilies for Lent/Easter.
9. Coordinate any readers needed for Advent readings each Sunday of Advent, and readers for Lenten/Easter.
10. Decoration of sanctuary and Hanging of the Greens service
11. Decoration of the altar table – this is done by “Awesome Altar” committee
12. Coordinates the All Saints Sunday service – prepares candles of departed members.
13. Order special handouts or gifts for both Mother’s Day and Father’s Day service.

The committee works hand in hand with Hospitality to a great extent as far as greeters and ushers.

The chair makes certain that wicks for acolyte lighters, candle fuel, communion supplies (juice, bread, and wafers) are always on hand. Acolyte cassocks and cottas are laundered/cleaned on a regular basis.

First United Methodist Church
Position Responsibilities

It is recommended that the committee helping the chairperson include 2 Communion Stewards, music director, 2 acolyte assistants, and at least 2 additional congregation members to assist the chair as requested.

Term: Committee chair elected annually by the Charge Conference

Membership: Members include key worship service personnel, plus volunteers selected by the chairman.

Reporting: Written reports presented as part of each Church Council meeting's regular agenda.

Meeting Frequency: Discretion of team leader

First United Methodist Church
Position Responsibilities

COMMUNICATIONS COMMITTEE CHAIRPERSON

It is the responsibility of the Communications Committee Chair to work with the church staff and church council to create and distribute flyers, press releases, ads, marketing pieces, brochures, signage, and etc. for The First United Methodist Church of Quitman. Examples are ads for church wide events that need to be communicated to the community, VBS, fundraisers, outreach events, youth related activities, adult trips, etc.

Communications Committee Chair is also responsible for the upkeep and updating of bulletin boards, marquees and memo boards around church campus. The outside marquee located on Lane Street is to be changed /updated weekly. She/he is responsible for assembling/coordinating a group of individuals who are responsible for updating this sign each week.

Monthly attendance at Church Council meetings is encouraged and a written report of current activities and future plans is submitted at each of these meetings.

Term: Committee chair elected annually by the Charge Conference

Membership: Members serve voluntarily, selected by the chairman.

Reporting: Written reports presented as part of each Church Council meeting's regular agenda.

Meeting Frequency: Discretion of team leader

First United Methodist Church
Position Responsibilities

CARING MINISTRIES CHAIRPERSON

The Charge of the Caring Ministries Chairperson is to coordinate the various teams and individuals who are committed to minister to church members who are ill, hospitalized or in need and assure that they are supported with visits, calls, cards, meals, etc.

The Caring Ministries Chairperson is to coordinate the efforts of those assigned and are committed to serve the various ministries as follows:

1. Senior Adult Activities. They provide monthly meals and game days. 2007 activities were provided the 3rd Thursday in the Blue Room.
2. Prayer Ministry. Anyone can ask for a prayer through this program. Request forms are located at the back of each church pew and a prayer request can be made through the church office.
3. Grief Ministry.
4. Tape Ministry- Each weekly sermon is taped and the tapes are distributed to the members who are shut-in and/or unable to attend the services.
5. Bereavement Ministry.—three teams rotate cooking and serving meals to families who have lost a loved one.
6. Nursing Home Visitation. Visits and fellowship are encouraged weekly.

In addition, The Chairperson of this ministry maintains a current list of all church members who will act as drivers that take people to the doctor, stay with family members during surgery, help provide meals while a family member is in the hospital, and etc.

The chairperson is encouraged to work closely with the Church Council in order to look for opportunities to serve the congregation and seek help from members of the congregation to assure that the special needs of the congregation are served.

Term: Committee chair elected annually by the Charge Conference

Membership: Members and sub-team leaders serve voluntarily.

Reporting: Written reports presented as part of each Church Council meeting's regular agenda.

Meeting Frequency: Discretion of team leaders

First United Methodist Church
Position Responsibilities

PRESIDENT OF UNITED METHODIST MEN

The President of United Methodist Men shall have the responsibility of directing the United Methodist Men at The First United Methodist Church at Quitman to become a dedicated ministry for building men spiritually and involving men in the total ministry of the Church. Under his direction the goals of the UMM should include but not be limited to the following:

1. Local church resource material for supporting effective men's ministries shall be provided by the district, conference, and jurisdictional organizations of United Methodist Men and the General Commission on United Methodist Men.
2. United Methodist Men exists to declare the centrality of Christ in every man's life. Men's ministry leads to the spiritual growth of men and effective discipleship. This purpose is served as men are called to model the servant leadership of Jesus Christ.
3. Individual and group strategies form the foundation of United Methodist Men ministry.
 - a) Enhance Evangelism, Mission, and Spiritual Life as men become servant leaders.
 - b) Advocate programs that train men within our church to promote specific ministries including prayer, missions, stewardship, and civic/youth serving ministries.
 - c) Forge pastoral partnerships by men committed to the effective support and service of clergy and local congregations.
 - d) Enhance organizational strength through effective leadership, resources, membership growth, and financial accountability.
 - e) Assist men in their ever-changing relationships, roles, and responsibilities in the family setting, workplace, and society.
 - f) Understand the organization, doctrines, and beliefs of The United Methodist Church.
 - g) Fulfill the membership vows through the commitment to prayer, presence, gifts, and service in congregational life.
 - h) Fulfill the Great Commission with and through The United Methodist Church as one part of the Body of Christ.
4. Men seeking membership in a local unit of United Methodist Men will be asked To subscribe to the major strategies listed in Para 3 above and to these personal objectives:
 - a) To engage daily in Bible study and prayer.
 - b) To bear witness to Christ's way in daily work and in all personal contacts through words and actions.
 - c) To engage in Christian service.
5. United Methodist Men may be organized in one or more components within the local church as needed. Multiple local churches may also form a single unit of United Methodist Men according to their needs.
6. Membership shall be open to any man who indicates his desire to belong and to participate in the ministry of the church through United Methodist Men.

First United Methodist Church
Position Responsibilities

7. The appointed clergy of the local church or charge shall be ex officio members of the unit and its executive committee.

The President shall submit oral and/or written reports to the Church Council at each meeting and to the annual charge conference. Every effort should be made to coordinate the programs of the UMM with other ministries' programs so as to enhance the effectiveness of each undertaking.

Term: President elected annually by the UMM

Membership: Members serve voluntarily.

Reporting: Written reports presented as part of each Church Council meeting's regular agenda.

Meeting Frequency: Meetings occur on the 3rd Tuesday of each month.

First United Methodist Church
Position Responsibilities

YOUTH REPRESENTATIVES

The youth representatives to the church council shall attend each church council meeting and make written or oral reports to the council regarding the activities of the youth at FUMC. Those reports should include but not be limited to information of the meetings and accomplishment of the groups including the following:

1. What are the goals of the youth groups?
2. What materials are being used in study groups?
3. How many youth are attending each session?
4. What are your plans for coming months and for the year?
5. What plans are being made to include other friends and classmates in your group?
6. What kind of help do you need from the council and congregation to make your group grow in knowledge and numbers?
7. Become involved in other ministries of the church who might need your assistance.

Term: Elected annually by the Charge Conference

Reporting: Reports of recent and upcoming Youth activities and group dynamics invited at Church Council meetings.

Meeting Frequency: See Church Council Calendar.

First United Methodist Church
Position Responsibilities

ENDOWMENT COMMITTEE CHAIRPERSON

It shall be the duty of the Endowment committee chairperson to guide the endowment committee in administering the funds contributed.

- See that the funds are invested in a safe institution on which to achieve maximum growth.
- Promote awareness to the congregation of the endowment fund and its potential for a lasting help to the church by their contributions to the fund.

Hold meetings as needed to administer the funds and promote contributions.

Term: Chairperson elected annually by the Charge Conference

Membership: Members elected annually by the Charge Conference, and serve 3-year terms.

Reporting: Written reports presented as part of each Church Council meeting's regular agenda.

Meeting Frequency: Discretion of chair person

First United Methodist Church
Position Responsibilities

SAFE SANCTUARY ADMINISTRATOR

In 2005 a Safe Sanctuary Committee prepared a Safe Sanctuary Policy for FUMC and was adopted by the church council in December 2005. After the committee prepared the policy it was dissolved due to the need for only an administrator or chairperson to see that the policy is followed.

It is the duty of the Safe Sanctuary Administrator to see that computer based background checks on all individuals(staff members or volunteers) who work with our children at the church. Anyone interested in working with our children must fill out an application/questionnaire and attend a Safe Sanctuary training session. The names of all applicants are then checked through the Safe Churches Project, a background check agency, which is contracted to perform criminal background checks through the Texas Conference and FUMC Quitman. Results of the background checks are maintained in a set of notebooks along with the original application paperwork completed by each applicant. All applications and results of background checks are kept in complete confidentiality and are not available to anyone other than the Chairperson of the committee. Background checks should be redone annually.

The Safe Sanctuary Administrator is responsible for receiving and investigating any violations of our Safe Sanctuary Policy. Written results of any investigations are maintained in complete confidentiality and are not available to the general population of the church, however the results are discussed with the pastor and other church officials, as necessary.

The Safe Sanctuary Administrator is responsible for advising the Church Council and pastor of the need to update the FUMC Safe Sanctuary Policy and training program, as necessary, and should be consulted if there are any concerns about the safety of our children during any activities arranged by our church, either on or off the premises. Since the committee which originated the policy has been dissolved it will be the responsibility of the Church Council to appoint a new committee headed by the Safe Sanctuary Administrator if the policy or training program needs to be updated.

Term: Elected annually by the Charge Conference

Membership: Currently there is no committee, though the Administrator may form a support team as needed.

Reporting: Written reports presented as part of each Church Council meeting's regular agenda.

First United Methodist Church
Position Responsibilities

AT LARGE MEMBERS OF THE CHURCH COUNCIL

It is the responsibility of the at large member of the church council to attend meetings of the church council and be available to serve the church as directed by the council.

At large members are voting members of the council and are encouraged to participate in all discussions and decisions of the council.

At large members are encouraged to be constantly aware of the needs of individuals in the congregation and the congregation as a whole and make suggestions to the council as to how to address those needs.

At large members should be aware of all of the responsibilities of each member of the council and bring to the attention of the council any time the council fails to represent its obligation to the congregation.

Term: Class elected annually by the Charge Conference, for a 3-year term.

Reporting: No reporting required – but feedback to the Council is encouraged.

Meeting Frequency: See Church Council Calendar.