

Administrative Council

Description:

- Administrative agency of the charge conference to envision, implement and annually evaluate the ministry of the congregation.
- Accountable to the charge conference and serves as the executive agency of the charge conference between meetings to oversee the administration and ministry of the congregation.
- Initiates planning, establishes goals, implements action plans and evaluates effectiveness for congregational ministries of nurture, outreach, witness, and administration.
- Works with the Staff/Parish Relations and Lay Leadership Development Committees for effective pastoral, staff, and lay leadership.
- Recommends to the charge conference the compensation, needs and benefits for the pastor(s) and other staff based upon the recommendations from the Staff/Parish Relations Committee.
- Provides for the financial support, physical facilities and the legal obligations of its local congregation based on recommendations from the Finance Committee and Board of Trustees.
- Maintains the congregation's connection with appropriate district and annual conference programs and structures.
- Communicates to the congregation Council information through conversation, sharing of minutes, etc.

Meetings:

- Administrative Council meets quarterly.
- Chairperson communicates date/time of meetings.

Structure:

- All members must be professing members of the congregation.
- Chairperson and Vice-Chairperson are recommended by the Lay Leadership Development Committee (LLDC) and approved at Charge Conference.
- Members are: Chairperson, Vice-Chairperson, Secretary, Church Treasurer, Assistant Treasurer, Financial Secretary, 2 Lay Leaders, 4 Lay Delegates and 2 Alternates to Annual Conference, 4 or more Administrative Council Members at Large, Each Chairperson of church committees, other church representatives, and Church Staff (ex-officio), as approved by the Charge Conference.
- Most members serve 3 years.

Administrative Council Chair

Description:

- Leads the council in fulfilling its responsibilities (see Book of Discipline ¶249).
- Prepares and communicates the agenda of the council meetings in consultation with the pastor(s), lay leader, and other appropriate persons.
- Prepares and communicates the agenda of the lead team meetings in consultation with the pastor(s).
- Reviews and assigns responsibility for the implementation of actions taken by the council.
- Communicates with members of the council and others as appropriate to permit informed action at council meetings.
- Coordinates the various activities of the council.
- Provides the initiative and leadership for the council as it does the planning, establishing of objectives and goals, and evaluating.
- Participates in leadership training programs as offered by the annual conference and/or district.
- Mentors the Administrative Council Vice-Chair.
- Communicates to the congregation Council information.

Meetings:

- Administrative Council meets quarterly.
- Lead Team meets monthly, 8 or more times a year.
- Administrative Council meetings announced to congregation at least 3 weeks prior to meeting.
- Administrative Council agenda sent out 2 weeks prior to the meeting. Reports can be sent ahead of time to Admin. Secretary for minutes.
- Meetings are run on time and last no more than 2 hours unless Council is notified in advance. The meeting should be an update unless a topic is to be discussed for a consensus. If material can be sent out in advance for people to review prior to the meeting's discussion, all the better.
- Chairperson communicates date/time of meetings for both Admin. Council and Lead Team.

Structure:

- Must be a professing member of the congregation.
- Chairperson and Vice-Chairperson are recommended by the Lay Leadership Development Committee (LLDC) and approved at Charge Conference.
- Term of service: 2 terms 1st 2 year term as Vice Chairperson following immediately with a 2nd 2 year term as Chairperson.
- Term of service in year 2021: 1-year term for Chair and Vice-Chair. In 2022, returning to the 2-year rotation for Chair and Vice-Chair.

Administrative Council Vice Chair

Description:

- Assists the Chair with leading the council in fulfilling its responsibilities (see Book of Discipline ¶249).
- Helps with preparing and communicating the agenda of the council meetings in consultation with the pastor(s), council chair, lay leader, and other appropriate persons.
- Assists with preparing and communicating the agenda of the lead team meetings in consultation with the pastor(s) and council chair.
- Leads the meetings if the chair is unable to do so.
- Assists the chair with reviewing and assigning responsibility for the implementation of actions taken by the council.
- Communicates with members of the council and others as appropriate to permit informed action at council meetings.
- As delegated, helps with coordinating the various activities of the council.
- Assists in providing the initiative and leadership for the council as it does the planning, establishing of objectives and goals, and evaluating.
- Participates in leadership training programs as offered by the annual conference and/or district.
- Mentored by the Administrative Council Chair.
- Communicates to the congregation Administrative Council information.

Meetings:

- Administrative Council meets quarterly.
- Lead Team meets monthly, 8 or more times a year.
- Administrative Council meetings announced to congregation at least 3 weeks prior to meeting.
- Administrative Council agenda sent out 2 weeks prior to the meeting. Reports can be sent ahead of time to Admin. Secretary for minutes.
- Meetings are run on time and last no more than 2 hours unless Council is notified in advance. The meeting should be an update unless a topic is to be discussed for a consensus. If material can be sent out in advance for people to review prior to the meeting's discussion, all the better.
- Chairperson communicates date/time of meetings for both AC & LT.

Structure:

- Must be a professing member of the congregation.
- Chairperson and Vice-Chairperson are recommended by the Lay Leadership Development Committee (LLDC) and approved at Charge Conference.
- Term of service: 2 terms 1st 2 year term as Vice Chairperson following immediately with a 2nd 2 year term as Chairperson.
- Term of service in year 2021: 1-year term for Chair and Vice-Chair. In 2022, returning to the 2-year rotation for Chair and Vice-Chair.

Administrative Council Secretary

Description:

- Voting member of the Administrative Council. See Administrative Council Description.
- Stays informed of workings of the church and represent the congregation at large.
- Takes attendance and minutes at each Administrative Council meeting.
- Distributes minutes to council members within one week after the meeting and to the webmaster for posting on the church's website.
- Communicates to the congregation Council information through conversation, sharing of minutes, etc.

Meetings:

- Attend Quarterly Administrative Council meetings.
- Attend Charge Conference meeting to take attendance and minutes as requested.
- Administrative Council Chairperson communicates date/time of meetings.

Structure:

- Must be a professing member of the congregation.
- Term is for 3 years unless otherwise specified.

Administrative Council Members at Large

Description:

- Voting members of the Administrative Council. See Administrative Council Description.
- Stays informed of the workings of the church and represent the congregation at large.
- Communicates to the congregation Council information through conversation, sharing of minutes, etc.

Meetings:

- Administrative Council meets quarterly.
- Administrative Council Chairperson communicates date/time of meetings.

Structure:

- All members must be professing members of the congregation.
- 4 or more members, at least one member should be a young adult.
- 1 year term for each member. Members can serve consecutive terms and are recommended by the Lay Leadership Development Committee.

Lay Leaders

Description:

- The Lay Leaders discern a broad view of the interests of the congregation and communicate that view with the clergy, staff, and church leaders to align the entire ministry toward the mission of the church.

Meetings:

- Meets with the Pastor regularly, preferably every quarter, to discuss the state of the congregation and the needs for ministry.
- Serves as voting members on: Charge Conference, Administrative Council, Finance Committee, Lay Leadership Development Committee and Staff/Parish Relations Committee.
- Attends as ex-officio members on: Board of Trustees, Outreach Committee and any other meetings, as needed, to stay informed of the work of the church.
- Attends Lead Team meetings conducted 8-12 times annually.

Structure:

- Must be professing members of the congregation.
- Recommended by the Lay Leadership Development Committee.
- It is not a requirement, but Lay Leaders are traditionally a married couple to better represent the entire laity and share the duties of attending various committee meetings.
- Serves a 3-year term.

Lay Delegates to Annual Conference (and Alternates)

Description:

- Represents CUMC at Annual Conference by attending and voting.
- Reports the actions of the annual conference within 3 months of the close of the annual conference session.
- Must be a professing member of the congregation for at least 2 years and an active participant for at least 4 years preceding their election.
- Voting members of the Administrative Council.

Meetings:

- Attends Annual Conference in Brentwood, which is typically the 2nd week in June.
- Attends quarterly Administrative Council meetings.
- Administrative Council Chairperson communicates date/time of meetings.
- Administrative Council Meetings typically last around 1.5 hours.

Structure:

- 4 Delegates and 2 Alternates.
- 1 year term for each. Delegates can serve indefinite consecutive terms.
- Recommended by the LLDC and elected by the Administrative Council at the Charge Conference.

Lay Leadership Development Committee (LLDC)

Description:

- Identifies, develops, deploys, and monitors individuals in the congregation for a potential Church committee and other leadership roles based upon their gifts, skills, and experience in order to accomplish the mission God has for the congregation.
- Invites (preferably in person or by phone call) the identified individuals to positions of spiritual leadership, receive their responses, and provide support.
- Presents leadership candidates to be approved at Charge Conference.
- Works with the Administrative Council to determine the diverse ministry task of the congregation and skills needed for leadership.
- Writes and revises descriptions of the Lay leadership committees and lay positions for CUMC.
- Submits descriptions to the Administrative Council every year for approval.
- Communicates any changes to Lay Leadership roles as approved by Admin. Council throughout the year.
- Positions to be nominated:
 - Administrative Council Chair and Vice Chair
 - Administrative Council Members At Large
 - Administrative Council Secretary
 - Church Treasurer and Assistant Treasurer
 - Lay Leaders
 - Lay Delegates to Annual Conference
 - Staff Parish Relations Committee
 - Board of Trustees
 - Finance Committee
 - Endowment and Memorials Committee
 - Stewardship Committee (Year 2021 designate a member on the Finance Committee to be responsible for Stewardship focus.)
 - Outreach Committee
 - Youth Representatives (Paul)
 - Children's Ministry Team Representative (Amy)
 - Older Adult Ministry Representative
 - Other ministry positions as needed: Librarians, Wedding Coordinators, Sunday School Secretary, Hospitality Coordinator, Communion Guild, Stephen Ministry, Prison Ministry Team Chairs, and Security Team
 - See individual descriptions

Meetings:

- Contacts all committee chairs before August to get input and recommendations for upcoming membership positions.
- Makes sure each committee has a Vice-Chairperson that will become Chairperson the following year.
- Meetings are primarily in the late Summer and early Fall months prior to the annual Charge Conference, which is typically in September or October.
- Typically meets every other week at a convenient day/time for the members until the nominations list is complete.
- Meetings typically last around 1 hour.

Structure:

- 6 members, one of whom should be a young adult. Additionally, Lay Leaders are official members.
- Members must be from different households.
- All members must be professing members of the congregation.
- 3-year term for each member, 1/3 of the committee is elected annually and are recommended by LLDC.
- Pastor is the Convener and Chair. A Lay Leader is the Vice-Chair and may represent the committee at Administrative Council meetings.

Board of Trustees

Description:

- Subject to the direction of the charge conference, Trustees have oversight and care of all local church property, buildings, and equipment in order to accomplish the mission of the church. This is done in consultation with the pastor and Business Administrator.
- Prices, hires, and manages outside contractors and/or church volunteers performing building maintenance and improvements.
- Manages the ownership and use of church-owned vehicles.
- Manages and administers church safety and security policies, including management and participation on the Safety and Security Team.
- Responsible for reviewing and signing church contracts.
- Receives and administers all gifts made to the congregation in coordination with the Finance and Endowment committees.
- Ensures the Articles of Incorporation of the congregation are kept up to date.
- Annually reviews property, liability, Workers Compensation and crime insurance coverage on church-owned property, buildings, and equipment. Also reviews personnel insurance for protection against risk and consults with Staff/Parish about other personnel insurance in coordination with Business Administrator.
- Submits annual budget requests to the finance committee for property maintenance and improvement, as well as new property purchases.

Meetings:

- Meets monthly, typically on the second Monday of each month at 6 pm.
- Meetings typically last 1.5 - 2 hours.
- Chair will attend Lead Team meetings conducted 8-12 times annually.

Structure:

- All members must be of legal age as defined by law.
- Members: 6 minimum, 9 maximum.
- All members must be professing members of the congregation.
- 3-year term for each member, 1/3 of the committee is elected annually and are recommended by the Lay Leadership Development Committee.
- Committee elects its own officers. The committee must elect a Secretary, Vice-Chair, and Chair each year at the first meeting of the year. A 2nd year member is elected Vice-Chair. A 3rd year member is elected Chair. The Secretary is elected from a willing remaining member.
- Lead Pastor, Lay Leaders, Prior Year Trustee Chair (as needed), and Business Administrator attend meeting as ex-officio members. A quorum is based on Trustees members, not ex-officio members.

Staff/Parish Relations Committee (SPRC)

Description:

- Leads the congregation to encourage, strengthen, nurture, support and respect the pastor(s) and staff and their families. Help the staff set priorities to strengthen the congregation's total ministry.
- Consults with the lead pastor to recommend staff positions to support the strategy of the church leadership team.
- Recommends staff compensation, travel, and other financial matters to the church council through the Finance Committee.
- Creates and update written policy (in compliance with local and state laws) for hiring, evaluating, promoting, retiring, and dismissing staff members who are not subject to episcopal appointment.
- Conducts proper screening (including background checks) for lay employees and volunteer staff.
- Meets with the district superintendent and/or the bishop in an advisory capacity related to clergy leadership in relation to the status of the congregation and the culture and needs of the church community.
- Enlists, evaluates, and annually recommends to the charge conference candidates for professional ministry.

Meetings:

- Meets monthly at the church, usually on the first Tuesday, at 6 pm in the Library/Commons.
- Meetings typically last around 2 hours.
- Meetings are closed and confidential.
- Chair will attend Lead Team meetings conducted 8-12 times annually

Structure:

- All members must be professing members of the congregation.
- Members should be diverse in age, experience, and interests.
- 9 members, one of whom should be a young adult and one member may be a youth. Additionally, Lay Leaders are official members.
- No staff member or immediate family member of a staff person may serve on this committee.
- Members must be from different households.
- Members must be able to maintain confidentiality.
- 3-year term for each member, 1/3 of the committee is elected annually and are recommended by Lay Leadership Development Committee.
- Chair and Vice-Chair recommended by Lay Leadership Development Committee. Term of Service – 1st year Vice-Chair, 2nd year Chair and 3rd year Former Chair.

Finance Committee

Description:

- Identify, perfect, and manage the processes of raising, managing, and dispersing the finances so that the mission and vision of the congregation can be achieved.
- Prepare written financial policies to document the internal controls of the church. Review annually for adequacy and effectiveness and submit a report annually to the charge conference.
- Provides financial direction for the congregation and regularly reports to the Church Council and to individual members.
- Prepares an annual budget to support the mission and ministry of the Church.
- Provide annual report to the Administrative Council of all designated funds.
- Develops plans for the annual funding program to ensure that the financial needs of the Church are met by working closely with the Stewardship Committee.
- Arranges for the annual audit of Church financial records.
- Designate two persons to count the offering. The designated persons shall not be of the same family or household.
- Oversees the Endowment and Memorials Committee and their stewardship of these designated funds.

Meetings:

- Meets monthly at the church on the third Sunday, right after late service or any other time as agreed upon by members of the committee.
- Meetings typically last 1 to 1.5 hours.
- Chair will attend Lead Team meetings conducted 8-12 times annually.

Structure:

- 9 members
- For 2021 one member designated to be responsible for Stewardship.
- 3-year term for each member, 1/3 of the committee is elected annually and are recommended by Lay Leadership Development Committee.
- Chair and Vice-Chair recommended by Lay Leadership Development Committee. Term of Service – 1st year Vice-Chair, 2nd year Chair and 3rd year Former Chair.
- Ex officio members: Business Administrator/Financial Secretary, Treasurer, Administrative Council Chair, Pastor(s), Lay Leaders, Board of Trustees Representative, SPRC Representative. (Stewardship Chair will be added when Stewardship Committee is reinstated.)
- All members must be professing members of the congregation.

Outreach Committee

Description:

- Mission: To be in relationship with God's hurting world and to share God's love and grace by working for peace, justice, and healing.
- Committee members oversees the Outreach portion of the Church Budget.
- Selects and Promotes the local and global outreach ministries of CUMC.
- Each Committee member is a liaison for 1 or more of the outreach ministries supported by CUMC and which has a CUMC representative.

Meetings:

- Meets monthly at the church, typically on the second Tuesday of each month at 6 pm.
- The meetings usually last about 2 hours.
- Chair will attend Lead Team meetings conducted 8-12 times annually.

Structure:

- 6 members and Associate Pastor.
- 3-year term for each member, 1/3 of the committee is elected annually and are recommended by the Lay Leadership Development Committee.
- Chair and Vice-Chair recommended by Lay Leadership Development Committee. Term of Service – 1st year Vice-Chair, 2nd year Chair and 3rd year Former Chair. Lay Leaders are ex-officio members.
- All members must be professing members of the congregation.