

MINISTRY LEADERS HANDBOOK



Mt Pleasant United Methodist Church
4136 Mt Pleasant Rd - Sherrills Ford, NC 28673

Table of Contents

Foreword.....	iii
---------------	-----

Church Council Committees

Pastor.....	4
Lay Member of Annual Conference	5
Lay Leader	6
Administrative Council Chairperson	7
Recording Secretary	8
Members-at-Large	9
Committee on Finance Chairperson.....	9
Staff-Parish Relations Chairperson	10
Trustees Chairperson	11
Endowment Committee Chairperson	12
Christian Formation Chairperson	13
Sunday School Superintendent.....	14
Keenagers Ministry Chairperson	14
Children’s Ministry Coordinator	15
Youth Ministry Coordinator	16
Outreach Chairperson	17
Missions Chairperson	18
Nominations Committee	18
Meaning of Church Membership	19

Senior Pastor (Elder)

Our Discipline is clear on the duties of an elder:

¶332

1. Preaching and general church ministry:

- a. To preach the Word of God, lead in worship, read and teach the Scriptures, and engage the people in study and witness.
- b. To counsel persons with personal, ethical or spiritual struggles.
- c. To perform marriages and funerals.
- d. To visit in the homes of the church and the community, especially among the sick, aged, imprisoned, and others in need.
- e. To maintain all confidences inviolate, including confessional confidences except in the cases of suspected child abuse or neglect, or in cases where mandatory reporting is required by civil law.

2. Sacrament:

- a. To administer the sacraments of baptism and the Supper of the Lord according to Christ's ordinance.
- b. To encourage the private and congregational use of the other means of grace.

3. Order:

- a. To be the administrative officer of the local church and to assure that the organizational concerns of the congregation are adequately provided for.
- b. To administer the temporal affairs of the church in their appointment, the annual conference, and the general church.
- c. To participate in denominational and conference programs and training opportunities.
- d. To lead the congregation in racial and ethnic inclusiveness.

4. *Service:*

- a. To embody the teachings of Jesus in servant ministries and servant leadership.
- b. To give diligent pastoral leadership in ordering the life of the congregation for discipleship in the world.
- c. To build the body of Christ as a caring and giving community, extending the ministry of Christ to the world.
- d. To participate in community, ecumenical and inter-religious concerns and to encourage the people to become so involved and to pray and labor for the unity of the Christian community.

Lay Member to the Annual Conference

The *Lay Member of the Annual Conference (LMAC)*, along with the pastor(s), will interpret the actions of each annual conference session. The *LMAC* will report to the local church council on actions of the annual conference.

The *LMAC* shall be the voting lay representative from the local church at the annual conference session, unless prevented from attending, in which case the alternate *LMAC* shall attend and vote on behalf of the local church.

The *LMAC* is seated on the following teams by virtue of their office:

- Staff-Parish Relations Committee
- Finance Committee
- Nominations Committee

Tasks include:

- Pray for a deepening growth in Christ for all persons of the church.
- Attend and report on actions of the Annual Conference.
- Attend Church Council meetings.

- Model responsible and faithful discipleship
- Build awareness within the congregation
- To serve as a conduit of information from the annual conference to the congregation.

Lay Leader

The Lay Leader's duties vary from church to church depending upon the make-up of the congregation, the interaction of its people, the leadership abilities of the minister, leadership abilities of the Administrative Council/Church Board, etc. There are certain core facets of the lay leader's duties that remain consistent throughout every church.

Tasks include:

- Pray for a deepening growth in Christ for all persons of the church.
- Attend Church Council meetings.
- Help lay people realize their role in the congregation and community to live out their faith in ministry.
- Consult with pastor regularly on the state of the church and the needs for ministry.
- Sit on these committees:
 - The Charge Conference
 - Committee on Finance
 - Lay Leadership Selection Committee
 - Staff-Parish Relations Committee
- Interpret the actions and programs of the Annual Conference and the general Church.
- Study and attend training to deepen your understanding of the Church's reason for existence and the kinds of ministry that will help fulfill the Church's mission.

- Aid the Council in being aware of opportunities for ministry to needs expressed in the congregation and community.
- Inform congregation of training opportunities provided by the annual conference.

Chairperson of the Administrative Council

An effective chairperson brings initiative, coordination, and collaboration to the group that does planning, goal-setting, implementation, and evaluation of ministry for the congregation.

Tasks include:

- Pray for a deepening growth in Christ for all persons of the church.
- Attend the regular monthly meetings of the Church Council.
- Lead the Church Council in fulfilling its responsibilities.
- Prepare and communicate the agenda of the Church Council in consultation with the pastor, lay leader, and others.
- Review and assign responsibility for the implementing of actions taken by the Church Council.
- Communicate with members of the Church Council, and others as appropriate, to permit informed action at the Team meetings.
- Coordinate the various activities of the Church Council.
- Provide the initiative and leadership for the Church Council as it does the planning, establishing goals and objectives, and evaluation of ministry.
- Participate in leadership training programs as offered by the annual conference and/or district.

The Council Chairperson is eligible to attend meetings of all boards and committees of the church unless specifically limited by the Book of Discipline. This position is specifically included on the Finance Committee.

Administrative Council Vice-Chairperson

The Council Vice-Chairperson is expected to:

- Pray for a deepening growth in Christ for all persons of the church.
- Attend all regular meetings of the Council.
- Preside over Council meetings from which the Chairperson must be absent, following the duties listed in the Book of Discipline for the Chairperson.

Recording Secretary

The Recording Secretary is expected to:

- Pray for a deepening growth in Christ for all persons of the church.
- Attend meetings of the Church Council.
- Take minutes of all Church Council meetings.
- Write up the minutes in a timely manner and give to the appropriate person for printing and distribution to Church Council members.
- Attend and record the minutes of the church's annual charge conference.
- Submit all minutes to the church office for appropriate reference.
- Assist in maintaining reports presented to the annual Charge Conference.

Administrative Council Members-at-Large

The Nominations Committee may place additional members-at-large on the Church Council. Their election is meant to provide a broader representation of the congregation. They have full voice and vote, and they are expected to perform these tasks:

- Pray for a deepening growth in Christ for all persons of the church.
- Attend all meetings of the Church Council.

These members are usually set-up in three-year classes, with one-third being replaced annually.

Committee on Finance: Chairperson and Committee

The Finance Committee is made up of the Finance Chairperson, Pastor, LMAC, Church Council Chairperson, Staff-Parish Relations Chairperson, Board of Trustee Representative, Lay Leader, Financial Secretary, Treasurer, and At-large members as determined by the charge conference.

Tasks include:

- Pray for a deepening growth in Christ for all persons of the church.
- Chair attends all meetings of the Church Council.
- Each year, ask for budget requests from all areas, ministries, and chairpersons.
- Each year, compile a complete budget for the church, and submit it to the Church Council for review and adoption.

- Develop and implement plans to raise sufficient income to meet the budget adopted by the Church Council.
- Administer all funds received according to instructions from the Church Council.
- Designate a counting committee for weekly offerings.
- Make provision for an annual audit of the records of the financial officers of the local church, and all its organizations, with report to the Charge Conference.
- Recommend to the Church Council proper depositories for the church's funds.
- After the Church Council approves the budget, all other changes must be approved by the Church Council.
- Annually prepare a report to the Church Council of all designated funds separate from the current expense budget.

Staff / Pastor Relations: Chairperson and Committee

The Staff Parish Relation Committee (SPRC) is the administrative unit in a local church where staff and congregational interests come together to focus on the mission of the church. The SPRC serves as the church's human resources department and is involved in all personnel activities, including hiring and disciplinary actions.

Tasks include:

- Pray for a deepening growth in Christ for all persons of the church.
- Chair attends all meetings of the Church Council.
- Encourage, strengthen, nurture, support, and respect the pastors, staff, and their families.
- Promote unity in the church.

- Confer with and counsel Pastor and Staff on matters pertaining to the effectiveness of ministry; relationships in the congregation; conditions that may impede the effectiveness of ministry. Include counsel in setting priorities in the use of gifts, skills, and time to meet the demands of ministry.
- Provide at least annual evaluation for pastor and staff for use in designing ongoing effective ministry.
- Interpret to the congregation how ministry works in the United Methodist Church (open itinerancy, preparation for ordained ministry, etc.)
- Develop job descriptions for all hired personnel.
- Consult with and support pastor/staff concerning continuing education and spiritual renewal.
- To enlist, interview, evaluate, review, and recommend annually to the charge conference lay preachers and persons for candidacy for ordained ministry.
- Confer with pastor when need for change is evident.

Board of Trustees: Chairperson and Board

The Board of Trustees, while nominated by the Nominations Committee, shall organize themselves from within with their membership with these officers:

- 1) Chairperson and Vice-Chairperson
- 2) Secretary
- 3) Representative to the Finance Committee

The board of trustees may also want to have one or more members give special attention to the Nursery (to give the best impression to parents and children). Others may serve as a Parsonage Committee, while others could see to other needs (church van, other buildings, etc.)

Overall duties mandated by the Discipline include:

- PRAY for a deepening growth in Christ for all persons of the church.
- Chair attends all meetings of the Church Council.
- The supervision, oversight, and care of all real property owned by the local church.
- Develop the budget for insurance, property maintenance and improvement and new property purchases.
- Review annually property and liability insurance.
- Develop written policies for building usage.
- Perform annual accessibility audit of the buildings.

Parsonage Chairperson

The Parsonage Committee is a sub-subcommittee of the Board of Trustees and oversees the parsonage to ensure that it is being properly maintained. A yearly 'walk through' in order to see what needs repaired is encouraged.

Endowment Committee Chairperson

The Endowment Chairperson and Committee oversees and is responsible for the administration of the various endowments for the benefit of our church and community.

These funds have diverse purposes as described below:

- *Sherrill and White Grounds and Cemetery Foundation* (established on January 1, 1988). This fund was given by J.P. and Blanche Sherrill White in memory of their ancestors. The foundation provides funds to maintain the church grounds and cemetery. Only interest from this fund may be spent as the principal is to be left for perpetuity.
- *Richard S. Howard Scholarship and Humanitarian Fund* (established in 1998). This fund was established to provide scholarships to the youth of the church and community. The fund also equally provides aid to

members of the community primarily for food and clothing needs

- *William Alexander and Nannie R. Sigmon Physical Plant Trust* (established in December 2006). This Trust provides funds for extraordinary maintenance and upkeep of the church's physical property and equipment which are not covered by the church's annual budget.
- *Tammy Lutz Memorial Scholarship Fund* (established in May, 1987). This fund was given by Bob & Janice Lutz in memory of their daughter, Tammy Lutz. The fund provides an annual \$1000 scholarship to a Bandy's High School student for the purpose of promoting academic excellence and encouraging the high moral standards espoused by their late daughter.

Christian Formation Chairperson

In a sense, everything we do in the church is about being a disciple of Jesus, but the Christian Formation Chairperson has specific interest in how we help each other GROW in the Lord.

Tasks include:

- Pray for a deepening growth in Christ for all persons of the church.
- Attend and report to the Church Council meetings in order to stay in tune with the leadership of our church.
- Gather a group of people around you who will share concern for the Sunday School, prayer ministry, Bible Study, small group ministry, etc.
- Your task is to explore how we can help each other GROW in Christ. The area is wide open as to what might be done to help others grow in their faith. Ideas are plentiful!

Sunday School Superintendent

The Sunday School Superintendent is charged with many responsibilities that support our Sunday morning classes.

These responsibilities include, but are not limited to:

- PRAY for a deepening growth in Christ for all persons of the church.
- Adhere to our Safe Sanctuary policy.
- Attend the Christian Formation Committee meetings.
- Arrange for teachers for our children/youth classes.
- Monitor classes to make sure a teacher is on site.
- Order and distribute curriculum each quarter.
- Collect, verify and record offering and attendance from all SS classes.
- Assist in forming new classes and potential teachers.

Keenager Ministry Chairperson (older adult)

The Older Adult Ministry Chairperson is attentive to the hopes, concerns, and needs of older adults in our community.

These responsibilities include, but are not limited to:

- PRAY for a deepening growth in Christ for all persons of the church.
- Attend the Church Council meetings in order to stay in tune with the leadership of our church. (why? not to report, right?)
- Gather a group of people around you who will share your hopes and concerns for the older adults in the church and our community.
- Your task is to plan times of fellowship and nurture for older adults. The area is wide open as to what might be done to help others grow in their faith. Ideas are plentiful!

Children's Ministry Chairperson

To work with the Children and Youth Coordinator to design and put into practice a ministry to children within an atmosphere of Christian growth through Bible Study and training through the use of age-appropriate materials and activities.

Tasks include:

- PRAY for our children.
- Chair attends all meetings of the Church Council.
- Involve the children in worship within the church.
- Assist in leading the children's ministry committee planning meetings.
- Help plan and implement children's ministry activities and events. (VBS, Fall Festival, etc.)
- Help prepare an annual children's budget for submission to Finance Committee.
- Enlist and schedule people to help in the Children's Ministry to ensure a cohesive ministry.
- Be an encourager to children, parents, and those serving in this ministry area.
- Strive to attend one children's ministry conference/spiritual growth retreat each year.

Youth Ministry Chairperson

To work with the Children and Youth Coordinator to design and put into practice a ministry to students (youth) within an atmosphere of Christian growth through Bible Study and training through age-appropriate materials and activities. (Emphasis on a personal relationship with Christ should be a strong component of the program.)

Tasks include:

- PRAY for our Youth!
- Help to plan growth experiences through Bible study, recreational activities, retreats, and mission activities.
- Help planning weekly youth gatherings.
- Involve youth in congregational worship.
- Help prepare an annual youth ministry budget for presentation to the Finance Committee. Design fundraising opportunities for the group, following guidelines in the detailed job description.
- Assist in enlisting and training volunteers to ensure a cohesive ministry.
- Represent Student ministry at all meetings of the Church Council.
- Be an encourager to parents and youth through counseling, visitation, etc.
- Strive to attend a youth ministry conference/spiritual life retreat once a year.

Outreach Chairperson

Plan and coordinate an overall service outreach ministry for the congregation. Encourage individuals and small groups to participate in service outreach activities in the community.

Tasks include:

- Pray for a deepening growth in Christ for all persons of the church.
- The committee oversees the outreach budget involving sending donations to church/ committee approved mission organizations and/or missionaries.
- The Outreach team determines the vision and plan for service outreach ministries for the congregation.
- The team publicizes service outreach activities and special events and invite the congregation to participate by both general announcements and personal invitation.
- The team coordinates with the church calendar and groups within the church the collection of items for local ministries.
- The team will encourage congregational participation in service efforts led by local organizations.

Mission Chairperson

To plan and organize and oversee opportunities for hands on mission locally, nationally, and abroad.

Tasks include:

- Pray for a deepening growth in Christ for all persons of the church.
- The committee will approve the formation and sending out of all adult short term mission teams, including the destination of the teams.
- Oversee the planning and fundraising for adult mission trips.

Nominations Committee

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.

Tasks include:

- Pray for a deepening growth in Christ for all persons of the church.
- The Pastor is the leader of this committee.
- Guide the Church Council on matters regarding the leadership (other than employed staff) of the congregation, and in assessing changing leadership needs.
- Match potential leaders with opportunities for spiritual leadership.
- Invite people to positions of leadership.

- Recommend to the annual Charge Conference the names of people to serve as leaders and officers of designated ministries within the church for the ensuing year.

The Meaning of Membership or a “Job Description” for Church Members

Do you know what the United Methodist Book of Discipline says about your job description as a full member of a United Methodist Church? The following is distilled from ¶¶216-221. How are you doing?

¶ 216. 1. Christ constitutes the church as his body by the power of the Holy Spirit (1 Corinthians 12:13, 27) The church draws new people into itself as it seeks to remain faithful to its commission to proclaim and live out the gospel. Baptism is the sacrament of initiation and incorporation into the body of Christ. After baptism, the church provides the nurture that its members need to take part in a lifelong growth in grace. Becoming a professing member requires that the answer of faith of the baptized person be made visible in a service of profession of Christian faith and confirmation using the vows of the Baptismal Covenant.

2. a) Formation in the Baptismal covenant and in the call to ministry in daily life is a lifelong process and is carried on through all the activities that have educational value. The pastor gives specific leadership that prepares youth for their profession of faith and commitment to discipleship and for the Holy Spirit's action confirming them in their faith and empowering their discipleship and the need for members to be in mission in all of life's relationships.
- b) There are many occasions as people mature in the faith when the Holy Spirit's confirming action may be

celebrated, such as in the reaffirmation of the Baptismal Covenant or other services related to life passages. Unlike baptism, which is a once-made covenant and can only be reaffirmed and not repeated, confirmation is a dynamic action of the Holy Spirit that can be repeated.

¶ 217. When persons unite as professing members with a local United Methodist church, they profess their faith in God, the Father Almighty, maker of heaven and earth; in Jesus Christ his only son, and in the Holy Spirit. Thus, they make known their desire to live their daily lives as disciples of Jesus Christ. They covenant together with God and with the members of the local church to keep the vows which are a part of the order of confirmation and reception into the Church:

1. To renounce the spiritual forces of wickedness, reject the evil powers of the world, and repent of their sin;
2. To accept the freedom and power God gives them to resist evil, injustice, and oppression;
3. To confess Jesus Christ as Savior, put their whole trust in his grace, and promise to serve him as their Lord;
4. to remain faithful members of Christ's holy church and to serve as Christ's representatives in the world;
5. To be loyal to the United Methodist church and do all in their power to strengthen its ministries;
6. To faithfully participate in its ministries by their prayers, their presence, their gifts, and their service;
7. To receive and profess the Christian faith as contained in the Scriptures of the Old and New Testaments.

¶ 218. Growth in Faithful Discipleship — Faithful membership in the Local church is essential for personal growth and for developing a deeper commitment to the will and grace of God. As members involve themselves in

private and public prayer, worship, the sacraments, study, Christian action, systematic giving, and holy discipline, they grow in their appreciation of Christ, understanding of God at work in history and the natural order, and an understanding of themselves.

¶ 219. Mutual Responsibility — Faithful discipleship includes the obligation to participate in the corporate life of the congregation with fellow members of the body of Christ. A member is bound in sacred covenant to shoulder the burdens, share the risks, and celebrate the joys of fellow members. A Christian is called to speak the truth in love, always ready to confront conflict in the spirit of forgiveness and reconciliation.

¶ 220. The Call to Ministry of All the Baptized — All members of Christ's universal church are called to share in the ministry which is committed to the whole church of Jesus Christ. Therefore, each member of The United Methodist Church is to be a servant of Christ on mission in the local and worldwide community. This servanthood is performed in family life, daily work, recreation and social activities, responsible citizenship, the stewardship of property and accumulated resources, the issues of corporate life, and all attitudes toward other persons. Participation in disciplined groups is an expected part of personal mission involvement. Each member is called upon to be a witness for Christ in the world, a light and leaven in society, and a reconciler in a culture of conflict. Each member is to identify with the agony and suffering of the world and to radiate and exemplify the Christ of hope.

¶ 221. Accountability — 1. All members are to be held accountable for faithfulness to their covenant of baptism.
2. If a baptized member neglects faithfulness and discipline in terms of the Baptismal Covenant, every

means of encouraging that member to return and of nurturing him or her to assume the vows of professing membership should be made.

3. If a professing member should be accused of violating the covenant and failing to keep the vows as stated in ¶ 217, then it shall be the responsibility of the local church, working through its pastor and its agencies, to minister to that member in compliance with the provisions of ¶ 228 in an effort to enable the member to faithfully perform the vows and covenant of membership.
4. Should those efforts fail, provision is made by the Book of Discipline for third-party mediation, and failing that, pursuit of ¶¶ 2702.3, 2706.5, and 2714 may be made.

- ¶ 228. 1. The local church shall endeavor to enlist each member in activities for spiritual growth and in participation in the services and ministries of the Church and its organizations ... to aid the members to keep their vows to uphold the Church by attendance, prayers, gifts, and service.
2. b) While primary responsibility and initiative rests with each professing member to faithfully perform the vows of the Baptismal Covenant that have been solemnly assumed, if the member should be neglectful of that responsibility, these procedures shall be followed:
 - (1) If a professing member residing in the community is negligent of the vows or is regularly absent from the worship of the church without valid reason, the pastor and the membership secretary shall report that member's name to the church council, which shall do all in its power to reenlist the member in the active fellowship of the church.

(Additional provisions are found in the [Book of Discipline](#))

Notes: