

CHURCH LEADERSHIP – Salmon Creek UMC

Key Role Descriptions

The following descriptions are given to inform and educate the congregation of the role each leadership / committee plays in the operation of our church. Volunteers for all committees are always needed. If you seek further information regarding any of the committees, please speak with the Pastor.

1. ADMINISTRATIVE BOARD - aka Church Council

- Administrative agency of the charge conference to envision, plan, implement and annually evaluate the ministry of the congregation.
- The Chair of the group is elected annually by the Charge Conference.
- Accountable to the Charge Conference
- Determines God's call to the congregation for ministry that is transformative
- Initiates planning, establishes goals, implements action plans, and evaluate the effectiveness of all
- Strategizes to make disciples of Jesus Christ for the transformation of the world
- Works with SPRC, Finance and Nominations for effective pastoral, staff, and lay leadership
- Works with Pastor, Finance, and Trustees to provide for financial support, physical facilities and the legal obligations of the congregation
- Members include the Chair, Secretary, Chairs from Finance, Trustees, SPRC and COM, as well as Financial Secretary, Lay Leader, Treasurer, Preschool Representative, Youth Representative, the Lay Delegate to Annual Conference. and the Pastor

2. NOMINATIONS AND LEADERSHIP DEVELOPMENT COMMITTEE

- Identifies the gifts and strengths of persons in the congregation
- Develops their gifts and skills and nurtures them in their mission or ministry roles
- Deploys persons according to their gifts and passion in areas of service within the church, community and the world
- Evaluates the effectiveness of their service and provides necessary training and support
- Monitors the progress of their development and celebrates their accomplishments and service
- Members include the Pastor, Lay Leader and the Admin Board Chairman as well as 1-2 At-large members

3. FINANCE COMMITTEE

- Oversees stewardship campaign
- Compiles a budget annually
- Raises sufficient income to meet the budget
- Administers funds received by the church and disburses as appropriate
- Provides for an annual audit of the church financial statements
- Reports to the annual conference on the audit
- Members include the Chair, Lay Leader, Treasurer, Chairs from Admin Board, Trustees, SPRC, Financial Secretary, the Pastor and 2-3 At-large members

4. TRUSTEES

- Oversee, maintain, and supervise all church property
- Report annually to the Charge Conference on the state of the church's property, equipment, investments, and resources
- Receive and administer all gifts made to the congregation; make certain that all trust funds of the congregation are invested properly
- Ensure that the articles of incorporation of the congregation are kept current
- Responsible, or in conjunction with the Pastor, for all use of the church buildings and grounds
- Maintain adequate insurance coverage on all church property and develop appropriate risk management policies
- Submit to the Finance Committee the annual budget requests for insurance, property maintenance and improvement, and new property purchases
- Be accountable to the Charge Conference and to the Administrative Board
- Members include the Chair, Pastor, Secretary, 4-5 At-Large members

5. SPRC (STAFF PARISH RELATIONS COMMITTEE)

- Encourages, strengthens, nurtures, supports and respect the Pastor and staff and their families, including advocating for a healthy work/life balance
- Promotes unity in the church
- Confers with the staff on the effectiveness of ministry and impediments to effectiveness, including conflict of interest and sexual misconduct
- Conducts annual staff evaluations
- Writes job descriptions of staff

- Confers with staff about continuing education and spiritual formation
- Confers with the district superintendent about the clergy leadership for the congregation
- Recommends staff positions to the Administrative Board
- Creates written personnel policies and sexual misconduct policies for the congregation
- Consults on matters of staff support including housing, vacation, insurance, pension and other matters as deemed appropriate for each staff member
- Members include the Chair, Pastor, Lay Leader, Secretary, and 3-4 At-Large members

6. COM (COUNCIL OF MINISTRIES)

- Plans, implements and evaluates the mission and ministry of the congregation
- Nurtures ministries with a focus on education, worship, membership, small groups, music, children, youth and families
- Engages in outreach ministries including local and world-wide mission projects
- Members include the Chair, Secretary, Pastor, Coordinators of Family and Youth Ministries, Director of Music Ministry, Membership Secretary, Chairs of Missions and Worship Teams, Representatives from Friends in Faith, Preschool and Stephen Ministers

7. LAY LEADER

- Member of the laity who has been chosen either by the Pastor, peers, or other leadership members
- Works with the Pastor and other leaders to strengthen ministries that build discipleship
- Serves on most committees such as Administrative Board, Nominations, SPRC and Finance
- Must be a professing member of the congregation
- Acts as a congregational advocate and liaison
- Assists the Pastor with various duties when needed

8. CHURCH TREASURER

- Carries out most of the financial decisions made by the Finance Committee
- Disburses funds
- Reports on funds received and expended to the Finance Committee and the Administrative Board
- Makes monthly remittances to the conference treasurer
- Is a member of the Charge Conference, the Administrative Board and the finance Committee
- Works with the Financial Secretary and the Finance Committee

9. FINANCIAL SECRETARY

- Supervises the offering count and counters
- Makes prompt deposits from the offering
- Keeps record of contributions
- Keeps congregation updated on individual giving with quarterly reports
- Is a member of the Finance Committee
- Works with the Chair of the Finance Committee and the Church Treasurer

10. MISSIONS

- Carries out the mission of the UMC – to make disciples of Jesus Christ for the transformation of the world
- Educates and informs the congregation about the needs of the community and world
- Provides opportunities to reach out in service where needed
- Organizes events, fundraisers, and awareness to serve our community
- Reports to the Chair of the COM and Pastor

11. WORSHIP COMMITTEE

- Responsible for decorating / preparing the Sanctuary for worship services for the various church seasons
- Prepares communion elements
- Organizes communion servers
- Organizes Liturgists for the Sunday service
- Reports to the Chair of the COM and Pastor

12. WELCOME COMMITTEE

- Organizes volunteers for Coffee Fellowship
- Organizes Greeters and Ushers
- Greets Sunday morning guests and visitors with information about the church
- Follow-up with guests/visitors via phone, email, letter
- Reports to the Chair of the COM and Pastor

13. WOMEN'S / MEN'S MINISTRIES

- Women / men gathering as a community to know God and develop creative supportive fellowships
- Expand concepts of mission through participation in the global ministries of the church
- Brings women / men together in faith, hope and love in action
- Promotes spiritual growth

14. FRIENDS IN FAITH

- Organizes visits to shut-ins and congregants in care facilities
- Sends cards of support, caring and love to those in need
- Emotional support and prayers when needed
- Reports to the Chair of COM and Pastor

15. STEPHEN MINISTERS

- Specialized, trained lay ministers that offer support in times of crisis and need
- Assists the Pastor when needed
- Offers individual prayer time and sharing

16. PRESCHOOL BOARD LIAISON

- Acts as an advocate for the newly-formed Preschool

- Reports to the Administrative Board with current updates and status of operations
- Promotes the health and growth of the Preschool

17. MEMBERSHIP SECRETARY

- Responsible for recording keeping of all members
- Keeps record of attendance, new members, baptisms, and deaths
- Reports to the Chair of the COM
- Learns and uses the computer recording system (CDM)

18. CHURCH HISTORIAN / ARCHIVIST

- Maintains and preserves church records, documents, and historical memorabilia
- Keeps records organized in the Archives Room
- Contributes new information to be kept through pictures, articles, documents and events

19. AV BOOTH / SANCTUARY SOUND

- Learns operation of the sound board and all equipment necessary to provide adequate AV media
- Maintains all equipment in a responsible manner
- Assists with Sunday morning services and various special events

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