

## **MGMC Leadership 2025**

### **Administrative Board (voting Members with Secretary serving from within board)**

<b>Chair</b>	Michael Sells
<b>Vice Chair</b>	Amanda Cody
<b>Treasurer</b>	Shanda Barringer
<b>Nominations Team Leader &amp; Secretary of the board   Co-leader (Pastor)</b>	Marilyn Hoffmeyer   Martha Hayes
<b>Finance Team Leader   Co-leader</b>	Larry Huneycutt   Shanda Barringer
<b>Personnel Team Leader   Co-leader</b>	Randy Huneycutt   Tyler Smith
<b>Property Team Leader   Co-leader</b>	Drew Huneycutt   John Barringer
<b>Worship Team Leader   Co-leader</b>	Joyce Cody   Ashley Cody
<b>Missions &amp; Ministry Team Leader   Co-leader</b>	Joan Sells   Sarah Barringer
<b>Fellowship Team Leader   Co-leader</b>	Lauren Cody   Jody Mauldin
<b>Pastor (non-voting member)</b>	Martha Hayes
All individuals in the church may attend and speak at meetings as desired. In the absence of the team leader, the co-leader will attend the Administrative Board and vote (except for Pastor as co-leader of Nominations).	

These are listed with names of those who have currently agreed to serve listed as elected members. A quorum is made up of the number of voting members who are present at the announced meeting of the board. All team leaders and co leaders must be members of the church.

Within the different teams: If someone is too sick to continue to serve or if there is a blank due to resigning, death or move, or because they are serving as co-leader of this team, the leader and co-leader would fill those places. They would draw from those who have responded by surveys that they have interest in serving. If they have trouble filling the position they could seek the assistance of the Nominations Team.

#### **Job Description of Administrative Board and Its Leadership**

The **Administrative Board** chair should organize an annual planning meeting for church vision and ministry goals. An effective chairperson provides initiative, coordination, and collaborative leadership for the congregational group that does planning, goal setting, implementation, and evaluation of ministry to fulfill the mission and vision of the congregation.

This leader benefits from having one or more of these spiritual gifts: leadership, administration, faith, shepherding, servanthood, discernment, and teaching. This leader should show evidence of prior effective ministry leadership and evidence of active and growing discipleship. Useful skills for this position are the ability to listen to and communicate with people of all ages, work with other ministry leaders, preside over meetings, delegate responsibility, and follow up to complete tasks. This leader should show genuine interest in responding to the hopes and concerns of people in the community.

The Administrative Board provides support to the following volunteer positions as well:

- Treasurer: Shanda Barringer
- Church Clerk/:Secretary: Marilyn Hoffmeyer
- Membership Secretary: Star Huneycutt

#### **Responsibilities of the Chairperson**

- This leader meets and works with the pastor, vice chair, and administrative board, and others to fulfill the mission of the church quarterly
- The administrative board chair, along with the pastor and vice chair, are the primary spokespersons for the vision and mission of the church and encourage all other ministry leaders.
- This person should organize an annual planning meeting for church vision and ministry goals.
- This person should become familiar with Matton's Grove Methodist Church resources and organization.
- During the year, this leader prepares and communicates the agenda for meetings, leads the meetings, follows up actions by assigning responsibility for implementation, coordinates the activities of the leadership teams, and maintains a healthy and growing spiritual life.

## **Nominations Team**

Team Leader: Marilyn Hoffmeyer

Co- leader: Martha Hayes

### **Nominations Team Job description:**

This team helps members of the church identify their calls from God, their leadership gifts, and places for Christian service. This team leads the congregation to understand that God gives gifts, skills, and experiences to every individual within the body of Christ for ministry for the transformation of the world. Individual ministry may be lived out within personal relationships, in work or school settings, and in the congregation.

The Nominations team shall meet once a year to make sure all teams have a full slate of serving members. They will work in coordination with each team leader/ co leader to accomplish this and will utilize the Members who have filled out a survey sheet indicating where they would like to serve as much as possible. If during the year there is a vacancy due to any reason of a team leader/ co leader, the nomination team leader and co leader will meet with the team involved and present the church member who agrees to serve to the Administrative board for approval.

<b>2025-2027 Elected Members</b>	Jim Huneycutt, Mitzi Ward
<b>2024-2026 Elected Members</b>	Michael Sells, Gunnar Barringer
<b>2023-2025 Elected Members</b>	Ruby Barringer , Ashley Hightower
<b>People Willing to Help with Nominations Team:</b>	

## **Finance Team**

Team Leader: Larry Huneycutt  
Co- leader: Shanda Barringer

### **Finance Team Job Description:**

The Finance Team meets once a year to prepare the church budget based on what has been given to the church and allocate the monies to different departments and ministries. We will use the past year as a reference.

To manage and guide the financial health of the church. This helps our church to have a sense of direction for what financial abilities we are capable of. We use our mission statement to determine the financial direction of the church and for long term planning.

### **Church Treasurer Job Description**

- Collect monies each week and make a deposit. Keeping records for who gave the money and what the money is allocated for.
- Pay all bills for the church.
- Prepare a financial statement monthly.
- Maintain all church bank accounts.
- Keep records of all members giving and tally at the end of year.
- Distribute statements of giving to each person(s)
- Keep up with all memorials and send acknowledgments.
- Prepare W-2 for pastor at end of the year

\*= required member of this team

Elected Members= 1 per year

<b>Church Treasurer*</b>	Shanda Barringer
<b>Administrative Board Chair*</b>	Michael Sells
<b>Property Leader*</b>	Drew Huneycutt
<b>2023-2025 Elected Member</b>	Joan Sells
<b>2024-2026 Elected Member</b>	Kayce Ingold
<b>2025-2027 Elected Member</b>	Philip Hightower
<b>People Willing to Help with Finance Team:</b>	

## **Personnel Team**

Team Leader: Randy Huneycutt

Co- leader: Tyler Smith

### **Personnel Team Job Description:**

- Support the pastor and any paid positions within the church.
- Hold meetings every 6 months with the preacher to see what the preacher's and team's goals are for the church and also for themselves.
- Responsible for creating job descriptions and to hire any of the paid positions within Mattons Grove.
- Meet in November to create recommendations to the financial team about employee benefits for any of the paid positions.

All staff positions and their support people would be under personnel, as well as safe sanctuary. (Contract workers would be under property). The pastor is a non voting member of the personnel Team and will be present at all meetings.

<b>2022-2024 Elected Members</b>	Sarah Barringer   Gale Misenheimer
<b>2023-2025 Elected Members</b>	Jimmie Whitley   Brenda Huneycutt
<b>2024-2026 Elected Members</b>	Lauren Cody   Wayne Mauldin
<b>2025-2027 Elected Members</b>	Emma Cody   Will Talbert
<b>Pastor</b>	Martha Hayes

<b>IMPACT Leaders</b>	Billy and Monica Talbert
<b>Volunteers who serve on IMPACT Council</b>	Amanda Cody   Lauren Cody   Youth Represent
<b>Safe Sanctuary Monitor</b>	Bradford Barringer
<b>Organist</b>	Joyce Cody

### **People Willing to Help with Personnel Team:**

## **Property Team**

Team Leader: Drew Huneycutt

Co- leader: John Barringer

Team Chair serves as the designated leader of the Church Property Team. They will be responsible for determining and scheduling meetings of the whole team at least annually to inspect and evaluate needs for upkeep of property and insurance coverage.

### **Job Description:**

- Manages and oversees church insurance, maintenance, repairs, and upkeep of all of the churches real property including the church building, mother church, the parsonage, the cemetery, the playground, the shelter and all vacant property.
- Contacts and schedules contractors as required -Provide basic maintenance services to the church and property
- Oversees any contracts for other maintenance services to be done by others and supervise contract personnel
- Help schedule any events to be held on the premises as needed
- Work with other teams to help provide any special needs associated with special events such as weddings, receptions, etc.
- Ensures the facility is closed and secured
- Ensures property is clean and in order inside and out after any events have taken place

### **Chair of the Property Team:**

- The chair of the property team will convene meetings of the team as needed and respond to emergency situations within the facility.
- The chair of Church Property may serve as long a term as he or she wishes unless asked to step down by the Administrative Board

Elected Members Serve 3 Years Each - two members each year

\*\*Parsonage, Maintenance, & Cemetery will be a part of Property.

<b><u>2023-2025 Elected Members</u></b>	Jim Huneycutt   Kayce Ingold
<b><u>2024-2026 Elected Members</u></b>	Barry Byrd   Brian Cody
<b><u>2025-2027 Elected Members</u></b>	David Cody   Tyler Cody

<b>Cemetery:</b>	Bradford Barringer
<b>Playground:</b>	Brian Hinson
<b>Insurance:</b>	Bradford Barringer
<b>Historic church:</b>	Joan Sells

Unlock/Lock up team:	Timothy Cody   Doug Sells   Wayne Mauldin
<b>People Willing to Help with Property Team:</b> Bradford Barringer, Larry Huneycutt, Wayne Mauldin. Doug Sells	

## **Worship Team**

Team Leader: Joyce Cody

Co- leader: Ashley Cody

### **Worship Team Job description:**

The worship team assists the Pastor in planning meaningful worship services that are purposeful and Biblically-based on the Word of God. Worship services are planned using the *Methodist Church Calendar of Sundays and Special Days* as a guide. The worship team meets in December or early January to plan services through June and meets in June to plan for the worship services for the remainder of the year. Other responsibilities include assessing the needs of the congregation, listening to their suggestions and concerns, and evaluating what is and isn't working in congregational worship. The worship team oversees all positions that have a direct influence on the worship service as listed below. The chairperson or co-chairperson is responsible for reporting the worship team's decisions to the Administrative Board when the board meets.

This team would support all events and duties that enhance worship and are as follows:

Members:	Ruby Barringer   Eric Whitley   Pastor Organist/Choir Leader
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<b>Children's Christmas Eve Program:</b> co-leader serves as leader following year	Ashley Hightower   Kayce Ingold
<b>Nursery Church Planner</b>	Amanda Sells
<b>Children's Church Planner</b>	Amanda Cody
<b>Sound System Operators</b>	David Cody   John Barringer   Wayne Mauldin
<b>Video/Slide show/ Recording</b>	Randy Huneycutt   Drew Huneycutt   Lauren Cody
<b>Church Bulletins</b>	Sarah Barringer   Pastor
<b>Flower Calendar</b>	Joan Sells
<b>Ushers</b>	Timothy Cody   Doug Sells   Michael Sells Galen Sells   Tyler Cody   Maddox Cody Russell Hinson
<b>Greeters</b>	Lysle Misenheimer   Eric Whitley



<b>Communion preparation</b>	Joan Sells   Wayne and Jody Mauldin   Sarah Barringer
<b>Communion Servers</b>	Eric Whitley   Jimmie Whitley
<b>Acolytes</b>	Michael Sells
<b>Poinsettias</b>	Shanda Barringer   Ashley Hightower
<b>Change Altar Clothes</b>	Cathy Barbee
<b>Maintain Altar Candles</b>	Timothy Cody   Doug Sells
<b>Hanging of the Greens</b>	Jamie Huneycutt & Lauren Cody
<b>Christmas Tree Team</b>	Billy, Monica, Addy, & Kynlee Talbert
<b>Other special services with input from worship team (Easter Sunrise, Ash Wednesday, Maundy Thursday, Breast Cancer Awareness Sunday and Heritage/Homecoming)</b>	Pastor
<p style="text-align: center;"><b>People Willing to Help with Worship Team:</b></p> <p>Elaine Plowman</p> <p><b>Greeters:</b> Bradford Barringer, Matt Barringer, Tyler Cody, Elaine Plowman, Doug Sells</p> <p><b>Ushers:</b> Bradford Barringer, Matt Barringer, Wayne Mauldin</p>	

## **Fellowship Team**

Team Leader: Lauren Cody

Co- leader: Jody Mauldin

### **Fellowship Team Job Description:**

The Fellowship team would be all the ways we support, disciple and reach out to those within the church. This team will meet twice a year to make sure that all events have leaders to spearhead events and keep up with a calendar of events that will stay the same each year (for example, the birthday supper will always fall on the \*blank\* Sunday of April each year)The team would include and determine new discipleship and ministry opportunities within the church and determine if the effectiveness of an event or ministry indicates stopping, replacing or changing it. Survey responses would be the first way leaders of events would be found as they are needed.

<b>Adult Sunday School Coordinator</b>	Marilyn Hoffmeyer
<b>Sunday School Attendance</b>	Timothy Cody
<b>Literature Secretary</b>	Shanda Barringer
<b>Wonderful Wednesday Meals</b>	Joan Sells   Joyce Cody
<b>Wonderful Wednesday Programs</b>	Joan Sells   Pastor
<b>Annual Birthday Supper</b>	Gale Misenheimer   Jill Williams   Emma Cody
<b>Church Directory</b>	Ashley Hightower
<b>Phone Tree</b>	Pastor   Randy Honeycutt   Michael Sells Shanda Barringer
<b>Bereavement Meals</b>	Shanda Barringer   Cathy Barbee   Joyce Cody Amanda Sells   Joan Sells
<b>Fellowship Hall/Building Use</b>	Cathy Barbee
<b>Back to School Bash</b>	Joan Sells
<b>Easter Sunday Breakfast</b>	Brian Cody   Tyler Cody
<b>Homecoming Set-Up</b>	

### **People Willing to Help with Fellowship Team:**

Elaine Plowman, Joan Sells

**Wonderful Wed Meals:** Cathy Barbee, Sarah Barringer, Joyce Cody, Kellie Cody, Jamie Barringer, Nancy Huneycutt, Joan Sells, Mitzi Ward

**Special Events:** Brafford Barringer, Matt Barringer, Ruby Barringer, Sarah Barringer, David Cody, Elaine Plowman, Joan Sells, Mitzi Ward

**Transportation (provide a ride to church):** Brafford Barringer, Sarah Barringer

**Church-Wide Breakfast:** Matt Barringer, Sarah Barringer, David Cody, Tyler Cody, Jody Mauldin, Mitzi Ward

**Event Set-Up/Break-down:** Mitzi Ward, Elaine Plowman, Tyler Cody, Joyce Cody, Sarah Barringer

**Hospitality (light meals for sick):** Matt Barringer, Sarah Barringer, Joyce Cody, Jody Mauldin, Joan Sells

**Birthday Dinner:** Ashley Cody, Kellie Cody, Jamie Huneycutt, Nancy Huneycutt, Jody Mauldin

**Phone Encouragement:** Joyce Cody, Elaine Plowman

## **Mission & Ministry Team**

Team Leader: Joan Sells

Co- leader: Sarah Barringerr

### **Mission & Ministry Team Job description:**

The goal of the Mission and Ministry Team is to serve God and others through word, deed, and presence both within our church and throughout our community. We will be need focused and service minded. We believe outreach through both ministry and mission honors God and serves others by connecting our church and our community with the word and deed of God.

- Meet every 4-8 weeks via phone, email, or in person as needed.
- Determine Monthly Mission
- Create a calendar of events, missions, or outreach opportunities.
- Communicate with specific event/mission/outreach coordinators well prior to the time of their specific services to ensure preparedness and to assess needs or aid in overcoming challenges that could hinder the successfulness of each.
- Communicate with the church family and community by adding them to the appropriate outlets such as bulletins, website, social media, etc.

As leaders and helpers for events are needed, those will be filled first by those who have expressed interest in the survey. Team will determine new missions and ministry and determine if the effectiveness of a mission or ministry indicates stopping, replacing or changing it.

Missions and Ministry Team would be all the ways we reach outside the walls of the church.

<b>VBS</b>	Ashley Cody   Jamie Huneycutt/Lauren Cody
<b>Easter Egg Hunt and Lunch:</b>	Ashley Hightower   Terrie Byrd
<b>Fall Festival:</b>	Nikki Hinson(games/crafts), Amanda Sells(trunks), John Barringer(Hayride), Amanda Cody(food), Wayne Mauldin(special event), Shanda Barringer(Bingo)
<b>Habitat Support:</b>	Marilyn Hoffmeyer   Joan Sells
<b>School Projects, Backpacks:</b>	Shanda Barringer   Joyce Cody   Marilyn Hoffmeyer Sarah Barringer
<b>Mobile Food Pantry:</b>	John and Shanda Barringer
<b>Samaritan's Purse: (shoe boxes)</b>	Kellie Cody
<b>Hospice Christmas Tree:</b>	Bradford Barringer
<b>Hospice Christmas Tree Decorate/Remove:</b>	Shanda Barringer   Terri Byrd   Marilyn Hoffmeyer Joan Sells
<b>SCCM Community Table:</b>	Michael Sells   Joan Sells   Billy Talbert

<b>Facebook &amp; Media:</b>	Sarah Barringer
<b>Women of Worship (WOW) President</b>	Marilyn Hoffmeyer
<p style="text-align: center;"><b>People Willing to Help with Mission &amp; Ministry Team:</b></p> <p><b>Special Events:</b> Brafford Barringer, Matt Barringer, Ruby Barringer, Sarah Barringer, David Cody, Elaine Plowman, Joan Sells, Mitzie Ward</p> <p><b>Feedings:</b> Matt Barringer, Sarah Barringer, David Cody, Tyler Cody, Jody Mauldin, Mitzi Ward</p> <p><b>Event Set-Up/Break-down:</b> Mitzi Ward, Elaine Plowman, Tyler Cody, Joyce Cody, Sarah Barringer, David Cody</p>	