

## **Nominations and Leader Development Committee**

### **Result Expected**

An effective committee on nominations and leader development identifies, develops, deploys, evaluates, and monitors Christian spiritual leadership so that the congregation carries out the ministries for transformation of the community. The committee guides church leaders (whether called a church council or administrative board or another name) on matters regarding laity in leadership of the congregation.

### **Spiritual Gifts and Qualifications Helpful for the Committee**

This committee is made up of no more than nine people, one of whom must be a young adult. The committee is to elect people who have one or more of these spiritual gifts: administration, discernment, exhortation (encouragement), helping, knowledge, servanthood, teaching, and wisdom. Members of this committee should show evidence of growing discipleship and willingness to help others identify their places of ministry. The pastor shall be the chair of the group and a layperson shall be vice-chair who may represent the committee at meetings of the church leadership team.

### **Responsibilities of the Committee**

- Members of this committee are to be attentive to their own Christian spiritual lives and engaged in biblical and theological reflection about God's call and the mission of the church. This committee helps members of the church identify their calls from God, their leadership gifts, and places for Christian service.
- This committee 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.
- This committee develops a system for becoming familiar with people in the congregation. It helps people discover their spiritual gifts, name their skills, interests, knowledge, and life experiences in addition to developing a system for tracking this information.
- This committee works cooperatively with other groups or individuals to prepare job descriptions that are adapted to the needs and organizational style of the church.
- This committee becomes familiar with the responsibilities for each leadership position and matches potential leaders with particular opportunities for spiritual leadership.
- This committee invites people to positions of spiritual leadership, receives their responses, and provides training and support for these individuals.
- This committee presents a nomination list to the church leaders for a church council chair, a committee on pastor (staff) parish relations and its chair, a board of trustees, a committee on finance (to include chair, financial secretary, and treasurer), and a lay leader. The committee works with the church council (or other leadership group) throughout the year to name other leaders for the ministry that fulfills the mission of the congregation.

### **Responsibilities of the Chairperson (the Pastor)**

- Work in partnership with the layperson who is co-chair or vice chair to plan agendas and lead meetings.

- Work with the church council to develop a comprehensive plan for connecting growing Christian disciples with leadership opportunities based on the mission and vision of the congregation.
- Report to the church council a list of people nominated by the committee who have agreed to serve in positions that the charge conference elects.
- Provide resource materials and training opportunities for congregational leaders. (See suggestions in other sections of this booklet.)

### **Getting Started**

1. Review this material and read the [\*Guidelines for Leading Your Congregation 2017-2020: Committee on Nominations and Leadership Development\*](#).
2. Meet together as a committee soon after your election to plan your work. Engage the committee in Bible study and theological reflection to understand the work of discerning and articulating God's call to individuals for ministry and leadership.
3. Explore resources for helping Christians understand their God-given gifts and the connection of gifts with a call to ministry. Prepare yourself and the committee for building a congregational culture that links God's call with the mission of making disciples who will be disciple makers. Consider ways to build comprehensive teaching and preaching about God's call of people into the body of Christ to live fully, using their spiritual gifts and life experiences as they participate in God's mission to the world.
4. Check to see what records of potential leaders exist. Update these and plan to gather additional information.
5. Involve all committee members in building a culture of leader development in your congregation. Talk with people about their skills, spiritual gifts, interests, and availability for leadership positions. Begin to think about the best ways to involve new people in leadership roles, paying attention to the rotation of lay leadership.
6. With the church leadership team and others, review the mission and vision of your congregation and the needs of the community to determine which areas of responsibility will require what kinds of leaders during the coming year.
7. Consider ways your committee can plan programs, workshops, and other ways to help individuals uncover their gifts for ministry, support individuals in their ministry, and provide leadership development training.

## **Pastor/Staff-Parish Relations Committee**

### **Result Expected**

An effective committee builds a strong positive relationship between staff and congregation so that the congregation makes disciples of Jesus Christ for the transformation of the world. This committee will work with the lead pastor and other staff to fulfill legal and ethical responsibilities related to staff.

### **Spiritual Gifts and Qualifications Helpful for the Job**

Individuals on this committee should have one or more of these spiritual gifts: exhortation (encouragement), wisdom, discernment, administration, shepherding, helping, servanthood, and leadership. This committee should be diverse in age, experience, and interests, bringing all interests of the ministry to the attention of the staff. Some experience in human relations, personnel management, and communications is helpful. These individuals must listen well to both staff and people of all ages in the congregation, while keeping a focus on the mission of the church. This committee must be able to maintain confidentiality.

### **Responsibilities of the Chairperson**

The chair is the congregation's primary connection related to the appointed leadership of the congregation. This individual leads the committee by preparing and communicating the agenda for meetings, leading the meetings, and following up on actions by assigning responsibility for implementation.

### **Responsibilities of the Committee**

- Committee members maintain a healthy and growing personal spiritual life. They engage in biblical and theological reflection about the mission of the church and biblical leadership.
- This committee encourages, strengthens, nurtures, supports, and respects the pastor(s) and staff and their families. They confer regularly about the personnel conditions and issues that affect the congregation's total ministry, including healthy life-work balance. They help the staff set priorities.
- This committee communicates openly and regularly with the pastor(s), staff, and congregation.
- In consultation with the lead pastor and with awareness of the strategy of the church leadership team, this committee recommends needed staff positions and develops and approves written job descriptions and titles for staff.
- This committee recommends compensation, travel, housing, and other financial matters to the church council through the finance committee.
- In consultation with the pastor(s), the committee recommends to the church council a written statement of policy and procedures for hiring, evaluating, promoting, retiring, and dismissing staff members who are not subject to episcopal appointment (procedures must comply with local and state laws).
- This committee is responsible for carrying out, through appropriate agencies, proper screening (including background checks) for lay employees and volunteer staff.
- This committee weighs several factors related to clergy leadership. Committee members consider the age and stage of the congregation. They must have an understanding of the feelings and desires within the congregation about the

pastor's leadership and appointment. They also consider the culture and needs of the community around the church.

- This committee provides an annual evaluation of the pastor(s) and other staff for ongoing effective ministry.
- This committee enlists, evaluates, and annually recommends candidates for professional ministry.
- The work of the committee may include sub-teams (such as a parsonage committee or a volunteer staff committee). The committee on nominations and leadership development may help identify people for these groups.
- The committee works with the pastor to develop a church profile that reflects the needs, characteristics, and opportunities for mission of the charge consistent with the church's statement of purpose. The profile will be reviewed annually and updated as per paragraphs 427 and 428 in the *Book of Discipline*.

### **Getting Started**

1. Work to understand the mission and vision of your congregation and your leadership role in advancing toward the vision for ministry.
2. Learn what life is like for people in your community. Gather information by being attentive to the congregation and the neighborhood. Ask questions and listen deeply.
3. Set aside time for prayer. Express your concerns, joys, and observations to God. Listen for God's direction for your leadership and your congregation.
4. Convene a meeting of the committee to get acquainted, share hopes and concerns, and begin to plan work for the year. There are responsibilities for each quarter outlined in [\*Guidelines for Leading Your Congregation: Pastor-Parish Relations Committee, 2017-2020\*](#).
5. Participate in training experiences and spiritual growth opportunities.

## **Finance Committee**

### **Result Expected**

An effective finance committee proposes a budget; then raises, manages, and distributes the financial resources of the congregation to support and strengthen the mission and ministry of the congregation.

### **Spiritual Gifts and Qualifications Helpful for the Job**

- The members of this committee benefit from having one or more of these spiritual gifts: giving, faith, wisdom, administration, discernment, helping, leadership, exhortation (encouragement), and teaching.
- Useful skills and experience for this position are the ability to listen to and communicate with people of all ages; skills and interest in financial budgetary matters; a passion for financially supporting the mission of making Christian disciples for the transformation of the world; and the ability to work with individuals and ministry teams.
- The chair of finance needs a strong understanding of biblical stewardship and management of all that God provides. Basic skill with financial matters is helpful and can be supplemented by skills of others on the committee.
- The congregation's committee on nominations and leadership development may establish specific standards for this position.

### **Responsibilities of the Chairperson**

- The finance chair works with the leadership team chair, the church staff, and other ministry leaders to fulfill the mission of the church. The finance chair works with the trustees to handle designated gifts and bequests.
- This person will guide the work of the finance team through the year, including planning agendas and presiding at meetings.
- This leader will gather all budget requests to be reviewed by the committee, ensure that the congregation and pastor(s) are informed about the church's financial situation, and recommend to the church council any changes that need to be made in the budget after it has been approved.

### **Responsibilities of the Committee**

- The finance committee annually compiles a budget for supporting the mission and vision of the local church and submits the budget to the church leadership team for review and adoption. During the year, the finance team recommends any changes to the approved annual budget to the church leadership team.
- This team is responsible for developing and carrying out plans to raise enough income to support the budget that has been approved.
- Both the finance team and individual members need to engage in spiritual practices that attend to God's will and direction. Team members need to hold one another accountable to decisions and actions that fulfill the mission and vision of the church.
- The finance team (or committee) recommends to the church leadership team proper depositories for church funds and carries out the church leadership team's directions about administration and disbursement of funds and about procedures for the church treasurer and the financial secretary.
- There are three tasks not specifically assigned to the treasurer, financial secretary, or the chairperson of the committee on finance. Keeping these

responsibilities separate is essential in maintaining segregation of duties. These tasks are: (1) approving payments for expenditures; (2) signing checks; (3) reconciling bank accounts. While the treasurer, financial secretary, or finance chairperson may be authorized to do any one of these tasks, no person should be authorized to do more than one. No persons related to one another should perform any two or more of these three tasks.

- This team arranges for an annual audit of financial records.
- In congregations in which there is no stewardship team or committee, the finance committee has responsibility for teaching disciples a biblical understanding of abundance and generosity and stewardship of all resources.
- In order to provide leadership for the funding ministry of the congregation, to ensure membership care including compliance with charitable giving documentation requirements, and to provide appropriate pastoral care, the pastor, in cooperation with the financial secretary, shall have access to and responsibility for professional stewardship of congregational giving records.

### **Getting Started**

1. Work to understand how your financial leadership role advances the vision for ministry in your unique congregation, especially how to get funding priorities aligned with your mission and vision.
2. Set aside time for prayer. Express your concerns, joys, and observations to God, and listen for God's direction for your leadership. Ask God for direction about wise management of the congregation's financial resources. Ask God to increase the understanding you and your congregation have for the role of stewardship in forming Christian disciples.
3. Soon after you are elected, convene a meeting of the finance committee to assess the present situation and plan for the year.
4. Talk with people in your congregation who have (or have had) responsibilities similar to yours. Get acquainted with leaders of financial institutions where congregational funds are deposited and keep abreast of the changes in financial processes (institutional regulations as well as cultural changes such as the trend toward electronic money management). Recruit others in the community and church to help you in fundraising, finance management, and teaching financial stewardship.
5. Evaluate the current budget and record keeping processes of your congregation and implement improvements.
6. Study [\*Guidelines for Leading Your Congregation, 2017-2020: Finance\*](#) and participate in training experiences.

## **Trustees**

### **Result Expected**

Effective trustees will function as Christian stewards of property God has entrusted to the congregation. This includes supervising and maintaining both the physical property of the congregation and gifts made to the congregation so that the ministries of the congregation can be effective and all legal requirements related to the property are satisfied.

### **Spiritual Gifts and Qualifications Helpful for the Job**

- Trustees benefit from having one or more of these spiritual gifts: servanthood, helping, discernment, leadership, administration, and giving. The chairperson should show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and this leader should exhibit evidence of active and growing discipleship.
- Useful knowledge and skills for this position are knowledge of property and asset management, ability to listen to and communicate with people of all ages and the ability to work with other ministry leaders. The chair should show prior ability to preside over meetings, the ability to delegate responsibility and to follow up to complete tasks.
- Trustees should show genuine interest in responding to the hopes and concerns of people in the community and show willingness to partner with community interests.
- The congregation's committee on nominations and leadership development may establish specific standards for this position.

### **Responsibilities of the Chairperson**

- This leader guides the work of the trustees throughout the year, including preparing and communicating the agenda for meetings, leading the meetings, following up on plans by assigning responsibility for implementation and coordinating both routine and special maintenance of church property, including endowments, trust funds, and gifts made to the congregation.
- The chairperson should maintain a healthy and growing spiritual life.
- This person needs to become familiar with disciplinary and legal requirements related to church property.
- This person should consult regularly with the pastor about property matters.

### **Responsibilities of the Committee**

- This team has oversight and care of all local church property, buildings, and equipment to further the mission of the church. This work is done in consultation with the pastor.
- This team and individual trustees need to engage in spiritual practices that build attentiveness to God's will and direction. Church administration and attentiveness to daily affairs can distract the team from the mission of making disciples of Jesus Christ for the transformation of the world. Trustees need to hold one another accountable to the mission and vision of the church.
- Trustees receive and administer all gifts made to the congregation and make certain that trust funds of the congregation are invested properly.
- Trustees annually review property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. They also review personnel

insurance for protection against risk and consult with the pastor-parish relations team about other personnel insurance.

- Trustees conduct an annual accessibility audit of buildings and grounds to discover and then work toward eliminating barriers that impede the full participation of all people.
- The team submits annual budget requests to the committee on finance for property maintenance and improvement and new property purchases.

### **Getting Started**

1. Talk with the nominating committee, the pastor, and others to understand their hopes and dreams for the way that trustees can advance the congregation's vision for ministry. Talk with people in the congregation and community about current issues and concerns related to the use of the church property.
2. Set aside time for prayer. Express your concerns, joys, and observations to God, and listen for God's direction for your leadership and for your congregation.
3. Study [\*\*Guidelines for Leading Your Congregation, 2017-2020: Trustees\*\*](#) and participate in training experiences.
4. Convene the first meeting of the board of trustees within thirty days of the beginning of the calendar year to get acquainted, assess needs, and make plans for the year.

## **Lay Leader**

### **Result Expected**

An effective lay leader functions as the primary representative and role model of Christian discipleship and faith lived out in the church and in daily life. The lay leader works with the pastor to fulfill the mission and vision of the congregation.

### **Spiritual Gifts and Qualifications Helpful for the Job**

- This leader should be a growing Christian disciple who understands that everyone has spiritual gifts and experiences that are vital to the body of Christ (see 1 Corinthians 12). This person benefits from having one or more of these spiritual gifts: compassion, discernment, faith, helping, leadership, and servanthood.
- This leader should be a living example of one who “loves God and loves neighbor.” It is important for a lay leader to listen well and communicate with people of all ages. This person should show evidence of working well with both clergy and laity and with various teams and task groups.
- This leader must have the ability to keep a broad view of the separate parts of the congregation and work with the pastor to help align the entire ministry toward the mission of the church.
- This leader should show interest in connecting the congregation with the community and the world as they participate in the *missio Dei*...God’s mission to the world through five main charges: the **Great Commandment** (Matthew 22:37-39) to put love of God and neighbor above all else; the **Great Commitment** (Matthew 16:24) to embody God’s love individually through spiritual disciplines; the **Great Requirement** (Micah 6:8) to live God’s love through our actions; and the **Great Commission** (Matthew 28:19-20) to go and take God’s love into the world by making disciples, baptizing, and teaching faithful obedience.

### **Responsibilities of the Position**

- The lay leader represents the laypeople in the congregation in working with the pastor for the mission and vision of the congregation.
- The lay leader engages in spiritual practices that build a relationship of attentiveness to God’s will and direction.
- The lay leader represents the laypeople in the congregation and serves as a role model of Christian discipleship for the congregation.
- The lay leader works with the pastor and other leaders to launch or strengthen ministries that build discipleship.
- The lay leader assists in advising the church council about opportunities available and the needs expressed for a more effective lay ministry of the church in the community.
- The lay leader plans with other leaders in the congregation for celebrating the ministry of laypeople throughout the year and especially on Laity Sunday.
- The lay leader meets regularly with the pastor to discuss the state of the church and the opportunities for ministry to advance the mission and ministry of the congregation in the community.
- The lay leader continues to study and train and 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 and that will help strengthen the lay leader's own work.

- The lay leader informs the laity of training opportunities.
- Lay leaders are encouraged to become certified lay servants.
- The lay leader is a member of the church council, the pastor-parish or staff-parish relations committee, the finance committee, and the nominations and leadership development committee.
- Lay leaders are voting members of all the aforementioned committees. Each of these committees has specific responsibilities, but the lay leader represents the laity in each situation, as well as serving 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.

### **Getting Started**

1. Meet and talk with the pastor regularly to understand his/her hopes and dreams for the congregation and for the lay leader's role in advancing toward the vision for ministry. Ask how you can engage in shared ministry for a more vital congregation.
2. Explore, with others, the opportunities for intentional mission and ministry using the "why, what, and how" model.
3. Examine ways your congregation as a whole and as individuals can be involved in caring ministries in the community.
4. Work with the pastor and other leaders to launch or strengthen ministries that build an effective discipleship system and increase God's presence of caring, justice, and love in the world.
5. Make plans with leaders in your congregation for celebrating the ministry of laypeople throughout the year, especially on Laity Sunday.
6. Study [Guidelines for Leading Your Congregation, 2017-2020: Lay Leader/Lay Member](#) and participate in training experiences.
7. Lift up and support leadership development through Lay Servant Ministries.
8. Help build a culture of call through the mission and ministry of the congregation.
9. Connect with the district lay leader and take advantage of training opportunities.

## **Financial Secretary**

### **Result Expected**

An effective financial secretary will receive, record, and deposit all funds received by the congregation in a timely, thorough, and confidential manner. The financial secretary works with the treasurer and committee on finance to develop policies and procedures so that funds can be made available to support the ministry of the congregation.

### **Spiritual Gifts and Qualifications Helpful for the Job**

- This leader benefits from having one or more of these spiritual gifts: administration, helping, giving, and faith.
- Useful skills and experience for this position are skills and interest in financial record keeping; ability to keep detailed, accurate records and maintain appropriate confidentiality; passion for financially supporting the mission of making Christian disciples for the transformation of the world; ability to work with individuals and ministry teams.
- This leader needs skill in searching for new revenue sources along with an understanding of biblical stewardship and management of all resources that God provides.
- The financial secretary and treasurer roles should be held by two people who are not immediate family members.
- The congregation's committee on nominations and leader development may establish specific standards for this position.

### **Responsibilities of the Position**

- The financial secretary works according to the guidelines established by the committee on finance to receive funds from whatever source (including through the mail and by electronic deposit), record them, and report them to the church treasurer and to the committee on finance or, in some cases, the trustees.
- The financial secretary arranges for collecting offerings received during worship services and other church gatherings at the conclusion of these events, making certain that more than one person is involved in collecting and counting the money.
- This leader collaborates with the finance committee to establish procedures for collecting and recording all money received through the regular offering, through the mail, and by electronic deposit. Designated gifts and bequests are managed by the trustees.
- The financial secretary deposits cash and checks in a bank as soon as possible after they are received.
- The financial secretary keeps records, whenever possible, of how much money is given by whom and reports amounts received to the appropriate people.
- The financial secretary checks the records quarterly against those of the treasurer.
- The financial secretary helps ensure that the financial records are in good order for an annual audit. The financial statement is reported regularly to the committee on finance.
- The financial secretary should engage in spiritual practices to build attentiveness to God's will and direction. Financial management and attentiveness to daily

administration can detract a leader's attention from the mission of the church to make disciples of Jesus Christ for the transformation of the world.

### **Getting Started**

1. Talk with your pastor and others to understand their hopes and dreams for the congregation and ways your financial leadership will advance the vision for ministry.
2. Set aside time for prayer. Express your concerns, joys, and observations to God, and listen for God's direction for your leadership. Ask God for direction about wise management of the congregation's financial resources. Ask God to increase the understanding you and your congregation have for the role of stewardship in forming Christian disciples.
3. Work closely with the treasurer and chair of the finance committee to keep abreast of the changes in financial processes (institutional regulations as well as cultural changes, such as the trend toward electronic money management).
4. Evaluate the record keeping processes of your congregation. What is working well? What can be improved?
5. Study [\*Guidelines for Leading Your Congregation, 2017-2020: Finance\*](#).
6. Participate in training experiences. Banks and schools may offer courses to update your skills and teach new processes.

## **Church Treasurer**

### **Result Expected**

An effective church treasurer disburses all funds received into the church treasury in a responsible and organized manner, with funds identified and bills paid when due, so that the ministry of the congregation can be effective.

### **Spiritual Gifts and Qualifications Helpful for the Job**

- This leader benefits from having one or more of these spiritual gifts: administration, discernment, giving, faith, and helping.
- Useful skills and experiences for this position are skills and interest in financial matters; ability to keep detailed, accurate records and maintain appropriate confidentiality; passion for financially supporting the mission of making Christian disciples for the transformation of the world; and ability to work with individuals and ministry teams.
- This leader needs skill in searching for new revenue sources along with an understanding of biblical stewardship and management of all resources that God provides.
- The financial secretary and treasurer roles should be held by two people who are not immediate family members.
- The congregation's committee on nominations and leadership development may establish specific standards for this position.

### **Responsibilities of the Position**

- The treasurer will disburse all money contributed to the local church budget, keeping accurate records of how money is spent.
- This leader works with finances according to the guidelines established by the committee on finance for total fiduciary responsibility. This includes maintaining compliance with all applicable governmental tax guidelines.
- The treasurer works with the financial secretary to maintain records of all funds received. Designated gifts and bequests are managed by the trustees.
- This leader works with the financial secretary and chair of the committee on finance to make regular financial reports to the committee on finance, church council, the charge conference and, in some cases, the trustees.
- There are three tasks not specifically assigned to the treasurer, financial secretary, or the chairperson of the committee on finance. Keeping these responsibilities separate is essential in maintaining segregation of duties. These tasks are: (1) approving payments for expenditures; (2) signing checks; (3) reconciling bank accounts. While the treasurer, financial secretary, or finance chairperson may be authorized to do any one of these tasks, no person should be authorized to do more than one. No persons related to one another should perform any two or more of these three tasks.

### **Getting Started**

- Talk with the pastor and others to understand their hopes and dreams for the congregation and for your financial leadership role in advancing toward the vision for ministry.
- Set aside time for prayer. Express your concerns, joys, and observations to God; and listen for God's direction for your leadership. Ask God for direction about wise management of the congregation's financial resources. Ask God to increase

the understanding you and your congregation have for the role of stewardship in forming Christian disciples.

- Talk with people in your congregation who have (or have had) responsibilities similar to yours. Work closely with the financial secretary and chair of the finance committee to keep abreast of the changes in financial processes (institutional regulations as well as cultural changes, such as the trend toward electronic money management).
- Evaluate the financial processes of your congregation and collaborate with other finance leaders to improve these processes.
- [Study Guidelines for \*Leading Your Congregation, 2017-2020: Finance\*](#) and participate in training experiences.

## **Membership Secretary**

### **Result Expected**

An effective membership secretary will keep accurate membership records, will help the congregation know its current reality, and will build a plan for growth in professions of faith, baptisms, members, and discipleship.

### **Spiritual Gifts and Qualifications Helpful for the Job**

The membership secretary position will be enhanced by a person who has gifts of servanthood, helping, and administration. The membership secretary needs to be an adaptable person who understands the changing cultural understanding of membership and can work with individuals and the pastor to facilitate membership categories. Skills for this position include an ability to communicate well by listening, speaking, and writing; a willingness to tend to details; experience in record keeping; and an interest in learning.

### **Responsibilities of the Position**

- This person works with the pastor to keep accurate records for all membership rolls (baptized members, professing members, constituents, affiliate members, associate members, people removed from the roll of professing members, people removed from the roll of baptized members).
- This person maintains a list of members received and those to be removed from the rolls.
- This person understands and maintains the membership records, helps conduct the annual membership audit, and provides an annual report of members attending colleges and universities.

### **Support You Can Expect from the Congregation**

- Through the committee on nominations and leadership development, the congregation will affirm your leadership by providing appropriate resources such as those suggested on this page, as well as basic resources for membership record keeping.
- The work of all leaders may be included in prayers of the congregation, and there may be a time of focused prayer for the ministry of the congregation.
- The reports of the membership secretary will help other leaders build ministry plans for growth in discipleship.

### **Getting Started**

1. Talk with people in your congregation and in other congregations about the record-keeping processes they have found useful. You may want to explore electronic methods for record keeping.
2. Gather the various rolls, the permanent church register and the card index, the loose-leaf books, or the membership records on an electronic information system. (Your pastor will be able to help you locate these items.)
3. Evaluate the present condition of the records you have gathered. What needs to be done to update them?
4. Recruit others to help you in your work.

## **Chair of Church Leadership Team/Church Council/Administrative Board**

*The leadership team may be called the administrative board, church council, or council on ministry. If your church uses the Nurture, Outreach, Witness, Resources Model, this is the job description for the administrative council chairperson.*

### **Result Expected**

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.

### **Spiritual Gifts and Qualifications for the Leader**

- 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 congregation's committee on nominations and leader development can establish specific standards for this position.

### **Structure**

The church council is the administrative agency to envision, plan, implement, and annually evaluate the ministry of the congregation. The chair of this group is elected annually.

### **Responsibilities of the Chairperson**

- This leader meets and works with the pastor, lay leader, and others to fulfill the mission of the church.
- The leadership team chair, along with the pastor and lay leader, 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.
- 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 team, and maintains a healthy and growing spiritual life.

### **Responsibilities of the Committee**

- The team determines God's call to the congregation for ministry that is transformative.
- The team initiates planning, establishes goals, implements action plans, and evaluates effectiveness for congregational ministries of nurture, outreach, witness, and administration.
- The team strategizes so that the congregation makes disciples of Jesus Christ for the transformation of the world.

- The team works with the committee on staff/pastor-parish relations and the committee on nominations and leader development for effective pastoral, staff, and lay leadership.
- The team recommends the compensation, housing needs, and benefits for the pastor(s) and other staff after receiving recommendations from the committee on staff/pastor-parish relations.
- The team fills leadership vacancies between meetings upon the recommendation of the committee on nominations and leader development.
- The team coordinates with the pastor, finance committee, and trustees to provide for financial support, physical facilities, and the legal obligations of its local congregation.
- The team maintains the congregation's connection with appropriate district and annual conference programs and structures.

#### Getting Started

1. Talk with your pastor and others to understand their hopes and dreams for the congregation and the way your leadership will advance the congregation's vision for ministry.
2. Learn what life is like for people in your community. Gather information by being attentive to the neighborhood, asking questions, and listening deeply.
3. Set aside time for prayer. Express your concerns, joys, and observations to God; and listen for God's direction for your leadership and your congregation.
4. Soon after you are elected, convene a meeting of the church council to get acquainted, share hopes and concerns, and begin to plan your work for the year. Engage the leadership team to join you in the actions described above.
5. Evaluate the present ministry of the congregation. What is working well? Where are there weaknesses? What are the gaps?
6. Study [Guidelines for Leading Your Congregation, 2017-2020: Church Council](#) and participate in training and spiritual growth opportunities.