

Summary of Committee Responsibilities

Nominations & Leader Development Committee

Guides the church in identifying, developing, and supporting leaders. Helps members discern gifts and calls, maintains leadership records, prepares job descriptions, and nominates individuals for major roles. As the document states, the committee ensures the congregation *“carries out the ministries for transformation of the community.”* The pastor chairs; a layperson serves as vice-chair.

Pastor/Staff-Parish Relations Committee (SPRC)

Builds healthy relationships between staff and congregation and oversees personnel matters. Responsibilities include supporting pastors and staff, recommending staffing needs, developing job descriptions, evaluating clergy and staff annually, and ensuring legal/ethical compliance. The committee must *“maintain confidentiality”* and listen well.

Finance Committee

Creates, manages, and monitors the church budget. Raises funds, oversees financial procedures, ensures segregation of duties, arranges audits, and teaches stewardship when needed. The committee *“proposes a budget; then raises, manages, and distributes the financial resources of the congregation.”*

Board of Trustees

Stewards church property, facilities, and physical assets. Oversees maintenance, insurance, accessibility audits, and administration of gifts and trust funds. Works closely with the pastor and finance committee. Trustees function as *“Christian stewards of property God has entrusted to the congregation.”*

Lay Leader

Represents the laity and models Christian discipleship. Works with the pastor to advance the church's mission, participates in major committees, advises on lay ministry needs, and strengthens discipleship systems. The lay leader is a *“primary representative and role model of Christian discipleship.”*

Financial Secretary

Receives, records, and deposits all church funds. Maintains giving records, ensures proper counting procedures, collaborates with the treasurer, and prepares records for audits. Works confidentially and promptly to support financial integrity.

Church Treasurer

Disburses funds responsibly, maintains accurate financial records, pays bills, and reports financial status to committees and the charge conference. Ensures compliance with tax guidelines and collaborates with the financial secretary.

Membership Secretary

Maintains accurate membership rolls, tracks additions/removals, conducts annual audits, and provides reports (including for college students). Helps the congregation understand its current membership reality and growth opportunities.

Church Council / Leadership Team Chair

Provides initiative and coordination for planning, implementing, and evaluating ministry. Leads visioning, organizes annual planning meetings, and assigns responsibilities. The council *“envision, plans, implements, and annually evaluates the ministry of the congregation and reports back at the annual meeting.”*