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Compiled by the Lay Leadership Committee of Madison Street United Methodist Church 2007.

Madison Street United Methodist Church is organized and structured in keeping with *The Book of Discipline of the United Methodist Church 2004*. Paragraphs are taken from *The Book of Discipline*.

Phone numbers and/or e-mail address for stewards may be obtained by calling the church office at (931) 647-0221 or referring to your church directory.

Introduction

The structure of Madison Street United Methodist Church includes the administrative committees which are required by *The Book of Discipline*, ¶ 243. The administrative committees are: Lay Leadership (formerly called Nominations--changed in *The 1996 Book of Discipline*), Finance, Board of Trustees (referred to at Madison Street United Methodist Church as "Buildings and Grounds"), and Staff-Parish Relations committee.

In addition to these administrative committees, Madison Street United Methodist Church has identified ten specific ministry areas: Children and Family ministries, Youth Ministries, Adult ministries, Communications, Witness Ministries (evangelism), Community Life Ministries, Congregational Care and Healing Ministries, Health and Recreation (Leisure), Worship/Music/Drama and the Arts, and Outreach Ministries. Over each of the four (4) administrative committees and over each of the ten (10) program ministries two persons are duly identified and nominated by the Lay Leadership Committee and elected by the Charge Conference to serve as "Stewards."

In addition to these, one (1) person is duly identified, nominated and elected to serve as the Presiding Steward, and four (4) persons are duly identified, nominated, and elected to serve as At-Large stewards.

In total 33 stewards comprise the church council or, as it is referred to at Madison Street United Methodist Church, the Council of Stewards.

The role of the At-Large steward is two-fold:

- 1) To serve as both eyes and ears in the congregation, bringing to the Council of Stewards any ideas or concerns pertaining to the ministry and life of the Church as may be present in the congregation.
- 2) To serve as an ambassador of the Council of Stewards, helping to interpret the work of the Council throughout the congregation.

The purpose for each of the aforementioned ministry areas and the responsibilities the stewards are detailed in this booklet.

Martin Methodist Scholarship Committee

Chairperson:

To be selected

Staff Representative:

Rev. Brian Gilbert, Associate Pastor

Responsibilities:

- 1) To oversee the Martin Methodist scholarship available through Madison Street United Methodist Church.
- 2) To receive applications for the Martin Methodist scholarship and to name such recipients.

Meetings: As needed per academic year.

Library Committee

Chairperson:

Karen Scholle

Staff Representative:

Rev. Brian Gilbert, Associate Pastor

Responsibilities:

- 1) To oversee the operation of the Madison Street Church Library.

Meetings: Quarterly

Memorial and Endowment Fund Trustees

Chairperson:

Don Birdwell

Staff Representative:

Phillip Whittinghill, Business Administrator

Responsibilities:

- 1) To promote and finance religious, charitable and educational projects of the church separate, apart and outside of the regular operating budget of the church; and to extend the benevolent program of the church.

Meetings: As needed.

Additional Specialized Committees Nominated by the Lay Leadership Committee

MSUMC Nursery School Board

Chairperson:

Shannon Hadley

Staff Representative:

Emily Gentry, Director of Children and Family Ministries

Committee Members:

Director of Nursery School (ex-officio)

One classroom representative from each class

Two staff members

Six members of Madison Street United Methodist Church

One ex-officio member

Responsibilities of Board Members:

- 1) To oversee the operation and direction of the Madison Street United Methodist Church Nursery School;
- 2) To set policy and address issues which arise during the school year;
- 3) To attend all board meetings;
- 4) To convey to the board any issues or concerns regarding the particular group said board member represents;
- 5) To assist with parties, events, and fundraisers throughout the year;
- 6) To approve policies for the school;
- 7) To review and approve annual budget for the nursery school;
- 8) To represent sub-committees as needed.

Meetings: October and May (others may be called as needed)

¶ 252. The Church Council (Council of Stewards)

Presiding Steward:

A.D. Caldwell

Staff Representative:

Rev. Dr. LeNoir H. Culbertson, Senior Pastor

Responsibilities:

As spelled out in ¶ 252 of *The Book of Discipline*:

1. Purpose: The church council (Council of Stewards) shall provide for planning and implementing a program of nurture, outreach, witness, and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church. The church council (Council of Stewards) shall be amenable to and function as the administrative agency of the Charge Conference (¶ 244).

2. Mission and Ministry: Nurture, outreach and witness ministries and their accompanying responsibilities include:

a) The nurturing ministries of the congregation shall give attention to but not be limited to education, worship, Christian formation, membership care, small groups, and stewardship. Attention must be given to the needs of individuals and families of all ages. *(In the structure of Madison Street United Methodist Church, these areas of ministry are overseen through specific age-level ministries and Worship.)*

b) The outreach ministries of the church shall give attention to local and larger community ministries of compassion, justice, and advocacy. These ministries include church and society, global ministries, higher education and campus ministry, health and welfare, Christian unity and inter-religious concerns, religion and race, and the status and role of women. *(In the structure of Madison Street United Methodist Church, these areas of ministry are overseen through Outreach and Community Life.)*

c) The witness ministries of the church shall give attention to developing and strengthening evangelistic efforts of sharing of personal and congregational stories of Christian experience, faith, and service; communications; Lay Speaking Ministries; and other means that give expressions of witness for Jesus Christ. *(In the structure of Madison Street United Methodist Church these areas of ministry are overseen by Witness and Worship.)*

d) The leadership development and resourcing ministries shall give attention to the ongoing preparation and development of lay and clergy leaders for the ministry of the church (¶ 259.1). *(In the structure of Madison Street United Methodist Church, these areas of ministry are overseen by Lay Leadership and Staff-Parish Relations.)*

(e) The nurture, outreach and witness ministries and their accompanying

responsibilities shall include consideration of (i) the election of a prayer coordinator, (ii) establishing a prayer room or designated place for prayer and prayer resources, and (iii) encouraging intentional prayer for the pastoral leadership of the local church.

3. Meetings:

- a) The Council of Stewards shall meet at least quarterly. The chairperson or the pastor may call special meetings.
- b) In order for the Council of Stewards to give adequate consideration to the missional purpose of the local church, it is recommended that the first agenda item at each meeting be related to its ministries of nurture, outreach, and witness. The administrative and supportive responsibilities of the church will then be given attention. It is recommended that the council use a consensus/discernment model of decision-making.

4. Other Responsibilities: It will also be the responsibility of the church Council of Stewards to:

- a) review the membership of the local church;
- b) fill interim vacancies occurring among the lay officers of the church between sessions of the annual Charge Conference;
- c) establish the budget on recommendation of the Committee on Finance and ensure adequate provision for the financial needs of the church;
- d) recommend to the Charge Conference the salary and other remuneration of the pastor(s) and staff members after receiving recommendations from the committee on Pastor-Parish Relations (Staff-Parish Relations);
- e) review the recommendation of the committee on Pastor-Parish Relations regarding provision of adequate housing for the pastor(s) and report the same to the Charge Conference for approval. Housing provisions shall comply with the Annual Conference housing policy and parsonage standards. Housing shall not be considered as part of compensation or remuneration.

5. Membership:

The Charge Conference will determine the size of the church Council of Stewards. Members of the church council shall be involved in the mission and ministry of the congregation as defined in ¶ 252.2. The membership of the council may consist of as few as eleven persons or as many as the Charge Conference deems appropriate. The council shall include persons who represent the program ministries of the church as outlined in ¶ 243.

The membership shall include but not be limited to the following:

- a) the Presiding Steward;
- b) the Lay Leader-(not applicable to Madison Street United Methodist Church);
- c) the chair (stewards) or a representative of the Pastor-Parish Relations Committee;

Stewardship Committee:

Members of the Stewardship Committee, which is made up of representatives of the Committee on Finance, leaders of the congregational financial campaign, and others work to find ways to build a climate of faithful stewardship within the congregation throughout the year. Stewardship refers not only to the finances of the church, but also the faithful stewardship of time, talents, gifts and service.

Meetings: Second Tuesday of each month at 5:00p.m. in Room 117.

on Finance shall compile annually a complete budget for the local church and submit it to the church council for review and adoption. The Committee on Finance shall be charged with the responsibility of developing and implementing plans that will raise sufficient income to meet the budget adopted by the church council. It shall administer the funds received according to instructions from the church council.

The committee shall carry out the church council's directions in guiding the treasurer(s) and financial secretary.

a) The committee shall designate at least two persons not of the immediate family residing in the same household to count the offering. They shall work under the supervision of the financial secretary. A record of all funds received shall be given to the financial secretary and treasurer. Funds received shall be deposited promptly in accordance with the procedures established by the Committee on Finance. The financial secretary shall keep records of the contributions and payments.

b) The church treasurer(s) shall disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the church council may determine. The treasurer(s) shall remit each month to the conference treasurer all World Service and conference benevolence funds then on hand. Contributions to benevolence shall not be used for any cause other than that to which they have been given. The church treasurer shall make regular and detailed reports on funds received and expended to the Committee on Finance and the church council. The treasurer(s) shall be adequately bonded.

c) The committee shall make provision for an annual audit of the records of the financial officers of the local church and all its organizations and shall report to the Charge Conference.

d) The committee shall recommend to the church council proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church.

e) Contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose.

f) After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the church council.

g) The committee shall prepare annually a report to the church council of all designated funds that are separate from the current expense budget.

5. The church council may appoint such other committees as it deems advisable, including: the Communications Committee, the Committee on

Records and History, Committee on Health and Welfare, and Committee on Memorial Gifts.

d) the chair (stewards) or a representative of the Committee on Finance;

e) the chair (stewards) or a representative of the Board of Trustees;

f) the church treasurer - (filled by business administrator);

g) a lay member to Annual Conference;

h) the president and/or a representative of the United Methodist Men; (not applicable to Madison Street United Methodist Church);

i) the president and/or a representative of the United Methodist Women;

j) a representative of the United Methodist Youth;

k) the pastor(s).

6. Quorum:

The members present and voting at any duly announced meeting shall constitute a quorum.

Meetings: Third Thursday bi-monthly at 6:30p.m.

¶ 253. Coordinators for Age-Level, Family, and Specialized Ministries

The Charge Conference may elect annually a **coordinator of children's ministries, a coordinator of youth ministries, a coordinator of adult ministries, and a coordinator of family ministries.** Where young adult and specific age-level ministries would be enhanced, **coordinators of young adult and/or older adult ministries** may be elected. Where there are civic youth-serving agencies or Scouting ministry units present, there may be elected a Scouting coordinator. Where needs for specialized areas of ministry arise (for example, single adults or persons with disabilities), coordinators of these areas of ministry may be elected.

¶254. Other Ministry Group Coordinators

In order to fulfill the mission of the local church, the Charge Conference may elect annually a coordinator or ministry group chairperson for any or all of these areas: Christian unity and inter-religious concerns, church and society, community volunteers, education, evangelism, higher education and campus ministry, missions, prayer advocacy, religion and race, status and role of women, earth advocacy, stewardship, and worship. Where desirable, the Charge Conference may combine coordinators^ø or ministry group chairpersons^ø assignments. Each coordinator or ministry group chairperson, if elected, shall work with the church council (or other appropriate body), pastor(s), and other church leaders to address the needs and opportunities of the particular area, utilizing all appropriate resources and relationships of the district, Annual Conference, and/or general church. ***In keeping with ¶¶ 253 and 254, Madison Street United Methodist Church has duly elected co-stewards to serve in the following program ministry areas:***

- Children and Family Ministries*
- Youth Ministries*
- Adult Ministries*
- Communications
- Witness Ministries (*Evangelism*)
- Community Life Ministries (*Christian Unity and Inter-religious Concerns/Church & Society*)
- Healing Ministries
- Health and Recreation (*Leisure*)
- Worship/Music/Drama & the Arts
- Outreach Ministries

**Educational Ministries appropriate to the age level are addressed in each of these areas.*

¶ 255. Church-School Superintendent and

Committee on Finance

Stewards: Jack Dillard and Bill Howard

Staff Representative:

Phil Whittinghill, Business Administrator

Responsibilities of Stewards and Committee:

- 1) To chair the nine-member Committee on Finance and prepare for and attend its monthly meetings.
- 2) To observe and study trends in the economic and attitudinal shifts in church giving patterns locally, statewide, and nationally.
- 3) To work with the church business administrator in providing financial information to the Committee on Finance, the council of stewards, and the congregation.
- 4) To serve as members of the Council of Stewards and make reports and presentations relative to the ongoing financial condition of Madison Street United Methodist Church.
- 5) To prepare, in conjunction with the business administrator and the Committee on Finance, an annual budget to present to the council of stewards for their consideration and approval.
- 6) To monitor church expenditures throughout the year for adherence to the budget process.
- 7) To work diligently to maintain the fiscal integrity of Madison Street United Methodist Church presently, as well as avoiding trends that could jeopardize the future fiscal stability of the congregation.

Additional responsibilities are spelled out in ¶258.4 of *The Book of Discipline*:

4. There shall be a Committee on Finance, elected annually by the Charge Conference upon recommendation by the committee on Lay Leadership or from the floor, composed of the chairperson; the pastor(s); a lay member of the Annual Conference; the chairperson of the church council; the chairperson or representative of the committee on Pastor-Parish Relations; a representative of the Trustees to be selected by the Trustees; the chairperson of the ministry group on stewardship; the Lay Leader; the financial secretary; the treasurer; the church business administrator; and other members to be added as the Charge Conference may determine. It is recommended that the chairperson of the Committee on Finance shall be a member of the church council. The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote.

Where there is no stewardship ministry area, stewardship shall be the responsibility of a subgroup of the Committee on Finance or shall be assigned to a task group that shall report to the church council.

All financial askings to be included in the annual budget of the local church shall be submitted to the Committee on Finance. The Committee

d) Each congregation in a shared facility is strongly encouraged to accept an interdependent relationship in reference to use of the facility. Such a relationship affirms cooperatively planned and executed programs and activities as well as independently planned and executed programs and activities. Thus, scheduling programs and using the facility will be implemented in a manner that contributes to the positive growth of each congregation.

e) In situations where local congregations and/or ministries that share facilities cannot negotiate decisions that are supportive mutually by each congregation or ministry, the district superintendent shall consult with the leadership of each congregation and/or ministry prior to implementing any decision that may adversely affect the future of either congregation or ministry.

2. If a United Methodist church is sharing with a congregation of another denomination, the following should apply:

a) Prior to agreeing to share facilities with a congregation that is not United Methodist and is of a different ethnic or language background, the United Methodist pastor and the district superintendent shall first contact district and conference congregational development agencies and ethnic leadership to explore the possibilities of organizing as an ecumenical shared ministry or a new United Methodist congregation with that ethnic or language group.

b) If it is decided that the United Methodist congregation and the congregation of another denomination should share facilities, as part of the covenant of mission, a property-use agreement shall be negotiated in writing in accordance with ¶ 2503; this agreement shall have the consent of the district superintendent and shall be approved by the United Methodist charge or church conference. Shared activities may be entered into to enhance the ministry of both congregations. A liaison committee to both congregations may be appointed to resolve conflicts, clear schedules, and plan cooperative activities.

3. Ninety-day notification of intent to terminate the covenant relationship shall be made to the district superintendent and to the other parties in the covenant relationship. This termination shall require the consent of the district superintendent following consultation with the parties involved.

4. The district Committee on Religion and Race shall monitor all consultations and plans related to the transfer or use of property to ensure fairness and equity in situations involving two or more local congregations or ministries.

Meetings: First Monday of each month at 5:30p.m. in Room 117.

Small-Group Coordinator

The Charge Conference may elect: (1) a superintendent of **the church school or Sunday school** and/or a **coordinator of small-group ministries**, who shall be responsible for helping to organize and supervise the total program for nurturing faith, building Christian community, and equipping people of all ages for ministry in daily life through small groups in the church; (2) a **health-and-welfare ministries coordinator**, who shall assist the local church and its people in being involved in direct service to persons in need; and (3) a **communications coordinator**, who shall assist the local church and its members with communication tasks by making available ideas, resources, and skills.

¶ 256. Program Ministries

The ministries of the local church are offered so that people encounter God's redeeming love for the world and respond by participating in God's action in the world. To achieve this ministry, people need to be involved in a variety of small-group settings. Some will be formed by the church council. Others will emerge with the approval of this body. Another type is historical, expressing itself in organizational structures that are related to counterparts in Annual Conferences and the general Church. These are referred to as **program ministries** and are related to the church council.

¶ 258. Age-Level Councils & Ministry Areas

Where the size of the church and the extent of the program indicate the need, the work of the church council (or other appropriate body) may be facilitated by one or more age-level councils and/or a family council, or such other means as fit the needs of the congregation. The membership of these councils shall be elected by the church council (or other appropriate body).

Adult Ministries

Stewards:

Jason Daugherty and Karen Scholle

Staff Representative:

Rev. Brian Gilbert, Associate Pastor

Responsibilities of Stewards:

Adult Ministries stewards act as a direct liaison between participants in adult ministries and church staff and Lay Leadership:

- 1) To strengthen the quality of faith and life of adults by supporting and enhancing the comprehensive ministries of the Church by, with and for adults.
- 2) To assist in identifying the concerns in adult programming to include young, middle, older and single adults, as well as intergenerational programs involving adults.
- 3) To engage small-group leaders in establishing and maintaining meaningful small group ministries.
- 4) To provide feedback regarding concerns in adult programming.
- 5) To assess the status of ministries by, with and for adults in the United Methodist Church.
- 6) To collect and disseminate pertinent data on issues and programs that inform the leaders and congregation to strengthen the quality of faith and life of adults.

Such a plan would include biblical foundation and study; developmental stages and tasks for adults; faith development and spiritual formation; and leadership training in various models of adult educational ministries (excerpted from *The Book of Discipline* ¶ 1120.3).

Meetings:

As needed in consultation with the staff representative.

Adult Ministries Council:

The Adult Ministries Council in conjunction with the Stewards and Staff Representative coordinate planning events and develop programs for adults.

ensure accessibility to persons with disabilities; and when applicable, a plan and timeline for the development of accessible church properties.

¶ 2550. Exceptions to Requirements of this Chapter

The provisions herein written concerning the organization and administration of the local church, including the procedure for acquiring, holding, and transferring real property, shall not be mandatory in central conferences, provisional central conferences, provisional Annual Conferences, or missions; and in such instances, the legislation in ¶¶ 5406567 and 5756591 shall apply.

¶ 2551. Covenant Relationships in Multi-Ethnic and Multi-Language Settings

In situations where a local church or churches share a building with a congregation or with another group performing ministries in different languages and/or with different racial and ethnic groups, it shall be in accordance with ¶¶ 202, 206, and 212. The district superintendent must consent to any such action before implementation. The district board on church Location and Building must be informed of such action.

1. If the congregations are United Methodist, the following shall apply:

- a) By action of the Charge Conference(s) involved, a covenant relationship shall be mutually agreed upon in written form and shall include a statement of purpose for sharing the facility and shall state whether the agreement is seen as temporary, long-term, or permanent. The covenant of relationship may provide for mutual representation on such bodies as church council and other committees and work groups. The Board of Trustees of the church that holds title to the property may form a property committee composed of representatives of each congregation. The purpose of this arrangement is to enhance communication between the two or more congregations, to coordinate schedules and building usage, to involve the congregations in building maintenance and care under supervision of the Board of Trustees, and to coordinate cooperative programs.
- b) No United Methodist congregation shall pay rent to another United Methodist church. However, each congregation should be expected to pay a mutually agreed share of building expenses.
- c) Congregations that share the same facility and other properties are encouraged to organize and share intentionally in some mutual ministries to strengthen their relationships and their effectiveness when focusing on the same objectives. Cooperative programs may be developed that enhance the ministry of both congregations and their witness to the love of Jesus Christ in the community. Such programs may include joint bilingual worship services and Christian education programs, fellowship meals, and community outreach ministries.

the contents of the cornerstone, of a church that is so declared to be abandoned or otherwise discontinued shall be collected by the district superintendent in whose district said church was located and shall be deposited for permanent safekeeping with the Commission on Archives and History of the Annual Conference.

5. All gifts held in trust, assets of any endowment funds, and assets of any foundation of the church, shall be reviewed as part of the discontinuance or abandonment. All such assets shall pass as directed by the Annual Conference, or, if there is no such direction, to the Trustees of the Annual Conference, unless otherwise directed by operation of law.

6. Any gift, legacy, devise, annuity, or other benefit to a pastoral charge or local church that accrues or becomes available after said charge or church has been discontinued or abandoned shall become the property of the Trustees of the Annual Conference within whose jurisdiction the said discontinued or abandoned church was located or shall pass as directed by vote of the Annual Conference.

¶ 2549. Board of Trustees Report to the Charge Conference

The Board of Trustees shall annually make a written report to the Charge Conference, in which shall be included the following:

1. The legal description and the reasonable valuation of each parcel of real estate owned by the church;
2. The specific name of the grantee in each deed of conveyance of real estate to the local church;
3. An inventory and the reasonable valuation of all personal property owned by the local church;
4. The amount of income received from any income-producing property and a detailed list of expenditures in connection therewith;
5. The amount received during the year for building, rebuilding, remodeling, and improving real estate, and an itemized statement of expenditures;
6. Outstanding capital debts and how contracted;
7. A detailed statement of the insurance carried on each parcel of real estate, indicating whether restricted by co-insurance or other limiting conditions and whether adequate insurance is carried;
8. The name of the custodian of all legal papers of the local church, and where they are kept;
9. A detailed list of all trusts in which the local church is the beneficiary, specifying where and how the funds are invested, clarifying the manner in which these investments made a positive contribution toward the realization of the goals outlined in the Social Principles of the Church, and in what manner the income there from is expended or applied.
10. An evaluation of all church properties, including the chancel areas, to

Children and Family Ministries

Stewards:

Marianne Brantly and Christy Campbell

Staff Representative:

Emily Gentry, Director of Children and Family Ministries

Responsibilities of Stewards:

- 1) To share the knowledge and love of Christ to those birth through fifth grade and their families.
- 2) To help these children and their families develop a vital, growing, lifelong faith.
- 3) In conjunction with the director of children and family ministries to oversee nursery, Sunday school, vacation bible school, family fun nights/trips, and all other activities related to children and their families.
- 4) To meet the ministry needs of church members by serving as eyes and ears for the congregation of Madison Street United Methodist Church, relating those needs to the staff representative.
- 5) To serve as liaisons between the Council of Stewards and the director of children and family ministries to ensure the efficient transfer of information, mission, and purpose.
- 6) The position of Children and Family Steward is best served by a parent/guardian of a child involved in the ministry of Madison Street United Methodist Church.

Meetings:

As needed in consultation with the staff representative.

Children's Council:

The Children's Council is a group of interested laity who work with the stewards and staff Representative to plan and implement programs for and with children.

Youth Ministries

Stewards:

Rannah Earp and Jacob Hatcher

Staff Representative:

Melody Moore, Director of Youth Ministries

Responsibilities of Stewards:

- 1) The stewards of Youth Ministries shall serve as a direct liaison between the Director of Youth Ministries and the Council of Stewards, with two specific responsibilities relating to the overall Youth Ministries of Madison Street United Methodist Church.
- 2) The steward shall be required by the Council of Stewards to report regularly on all activities of the Youth Ministries. This shall include, but not be limited to, the purpose and mission of such activities.
- 3) The stewards shall conference regularly with the Director of Youth Ministries to help plan for future activities, devise worship and curriculum strategies as they relate to youth, and to ensure there exists continuity (agreement) between the macro wishes (view) of the council and programming implemented by the Director of Youth Ministries.
- 4) Steward designation is best represented by a parent and/or guardian closely affiliated with the Madison Street United Methodist Church Youth Ministries.
- 5) It is highly recommended that the two stewards serve as members of the Youth Ministries Team.

Meetings:

As needed in consultation with the staff representative.

Youth Ministries Team:

The Youth Ministries Team is comprised of youth and adults who work with the stewards and staff representative to plan and implement programs for and with youth.

2. Discontinuatiô a) Prior to a recommendation of the district superintendent, in consultation with the appropriate agency assigned the responsibility of the conference parish and community development strategy, that a local church be discontinued, the district superintendent shall guide the congregation in an assessment of its potential as outlined in ¶ 213. A recommendation of discontinuance shall include recommendations as to the future use of the property and where the membership (¶ 229) and the title to all the real and personal, tangible and intangible property of the local church shall be transferred. On such recommendation that a local church no longer serves the purpose for which it was organized and incorporated (¶¶ 2016204), with the consent of the presiding bishop and of a majority of the district superintendents and the district Board of Church Location and Building of the district in which the action is contemplated, the Annual Conference may declare any local church within its bounds discontinued.

b) If a church has been discontinued by the Annual Conference without direction concerning the disposition of property, the real and personal, tangible and intangible property shall be disposed of as if it were abandoned local church property (¶ 2548.3).

c) If the Annual Conference declares any local church discontinued, the failure to complete any of the prior steps will not invalidate such discontinuance.

3. Abandonmentô When a local church property is no longer used, kept, or maintained by its membership as a place of divine worship, the property shall be considered abandoned, and when a local church no longer serves the purpose for which it was organized and incorporated (¶¶ 2016204), with the consent of the presiding bishop, a majority of the district superintendents, and of the district Board of Church Location and Building, the Annual Conference Trustees may assume control of the real and personal, tangible and intangible property. If circumstances make immediate action necessary, The Annual Conference Trustees, should give first option to the other denominations represented in the Commission on Pan-Methodist Cooperation and Union. The Annual Conference Trustees may proceed to sell or lease said property, retain the proceeds in an interest-bearing account, and recommend the disposition of the proceeds in keeping with Annual Conference policy. It shall be the duty of the Annual Conference Trustees to remove, insofar as reasonably possible, all Christian and church insignia and symbols from such property. In the event of loss, damage to, or destruction of such local church property, the Trustees of the Annual Conference are authorized to collect and receipt for any insurance payable on account thereof as the duly and legally authorized representative of such local church.

4. All the deeds, records, and other official and legal papers, including

3. The merger must be approved in writing by the superintendent of the district, a majority of the district superintendents, and the bishop of the area in which the merging churches are located.

4. The provisions of ¶ 2503 shall be included in the plan of merger where applicable.

5. The requirements of any and all laws of the state or states in which the merging churches are located affecting or relating to the merger of such churches must be complied with, and in any case where there is a conflict between such laws and the procedure outlined in the *Discipline*, said laws shall prevail and the procedure outlined in the *Discipline* shall be modified to the extent necessary to eliminate such conflict.

6. Where property is involved, the provisions of ¶ 2547 obtain.

¶ 2547. Deeding Church Property to Federated Churches or Other Evangelical Denominations

1. With the consent of the presiding bishop and of a majority of the district superintendents and of the district Board of Church Location and Building and at the request of the Charge Conference or of a meeting of the membership of the church, where required by local law, and in accordance with the said law, the Annual Conference may instruct and direct the Board of Trustees of a local church to deed church property to a federated church.

2. With the consent of the presiding bishop and of a majority of the district superintendents and of the district Board of Church Location and Building and at the request of the Charge Conference or of a meeting of the membership of the local church, where required by local law, and in accordance with said law, the Annual Conference may instruct and direct the Board of Trustees of a local church to deed church property to one of the other denominations represented in the Commission on Pan-Methodist Cooperation and Union or to another evangelical denomination under an allocation, exchange of property, or comity agreement; provided that such agreement shall have been committed to writing and signed and approved by the duly qualified and authorized representatives of both parties concerned.

¶ 2548. Discontinuation or Abandonment of Local Church Property

1. Prior to a recommendation by a district superintendent to discontinue the use of church property as a local church pursuant to ¶ 2548.2 hereof, or before any action by the Annual Conference Trustees with regard to the assumption of any local church property considered to be abandoned pursuant to ¶ 2548.3, the district superintendent should obtain and consider an opinion of legal counsel as to the existence of any reversion, possibility of reverter, right of reacquisition, or similar restrictions to the benefit of any party.

Communications

Stewards:

Kathy Crawford and Kay Martin

Staff Representative:

Jill Endsley, Communications Coordinator

Responsibilities of Stewards:

1) To serve as a conduit for communicating the many opportunities that exist through Madison Street United Methodist Church for Christian growth, nurture, witness, service, and worship.

2) To periodically conduct listening sessions with the congregation at large for the purpose of gaining insight and/or information regarding the health and well-being of congregational life and to disseminate critical information as required.

Meetings:

As needed in consultation with the staff representative.

Communications Committee:

The Communications Committee works with the Stewards and Staff Representative to coordinate all aspects of communications within the congregation and throughout the community.

Community Life Ministries

(Christian Unity and Inter-religious Concerns/Church & Society)

Stewards:

Aleeta Christian and Nell Warren

Staff Representative: Rev. Dr. LeNoir Culbertson

Responsibilities of Stewards:

- 1) To assist the church staff with the planning and implementation of program opportunities such as Creation Stewardship Sunday, Blessing of the Animals, Race Relations Sunday and others.
- 2) To work with the church staff and membership in encouraging and coordinating ongoing efforts such as energy conservation.
- 3) To raise the congregation's awareness toward opportunities for community service and issues of public policy addressing basic human rights.

Meetings:

As needed in consultation with the staff representative.

indebtedness against the same shall be discharged.

¶ 2545. Merger of Local United Methodist Churches

Two or more local churches, in order to more effectively fulfill their ministry (¶¶ 2016204), may merge and become a single church by pursuing the following procedure:

1. The merger must be proposed to the Charge Conference of each of the merging churches by a resolution stating the terms and conditions of the proposed merger.
2. The plan of the merger as proposed to the Charge Conference of each of the merging churches shall be approved by each of the Charge Conferences in order for the merger to be effected, except that for a Charge Conference that includes two or more local churches, the required approval shall be by the church local conference of each local church in accordance with the requirements of ¶ 2526.
3. The merger must be approved by the superintendent or superintendents of the district or districts in which the merging churches are located.
4. The requirements of any and all laws of the state or states in which the merging churches are located affecting or relating to the merger of such churches must be complied with, and in any case where there is a conflict between such laws and the procedure outlined in the *Discipline*, said laws shall prevail and the procedure outlined in the *Discipline* shall be modified to the extent necessary to eliminate such conflict.
5. All archives and records of churches involved in a merger shall become the responsibility of the successor church.

¶ 2546. Interdenominational Local Church Mergers

One or more local United Methodist churches may merge with one or more churches of other denominations and become a single church by pursuing the following procedure:

1. Following appropriate dialogue, which shall include discussions with the United Methodist district superintendent of the district in which the merging churches are located and the corresponding officials of the other judicatories involved, a plan of merger reflecting the nature and ministry of the local church (¶¶ 2016204) shall be submitted to the Charge Conference of the local United Methodist church and must be approved by a resolution stating the terms and conditions and missional plans of the proposed merger, including the denominational connection of the merger church.
2. The plan of merger, as approved by the Charge Conference of the United Methodist church, in a Charge Conference including two or more local churches must be approved by the church local conference of each local church in accordance with the requirements of ¶ 2526.

recommendation.

7. After approval by the church conference, the Building Committee shall develop detailed plans and specifications and secure a reliable and detailed estimate of cost, which shall be presented for approval to the Charge Conference and to the district Board of Church Location and Building.

8. After approval by the Charge Conference and district Board of Church Location and Building, the Building Committee may begin the building project or remodeling project. Written documentation substantiating the approvals of the Charge Conference and the district Board of Church Location and Building shall be lodged with the district superintendent and the secretary of the Charge Conference.

9. In metropolitan areas, the Building Committee shall ensure that adequate steps are taken to obtain the services of minority (nonwhite) and female skilled persons in the construction in proportion to the racial and ethnic balance in the area. In non-metropolitan areas, the Building Committee shall ensure that racial and ethnic persons are employed in the construction where available and in relation to the available workforce.

10. The local church shall acquire a fee simple title to the lot or lots on which any building is to be erected. The deed or conveyance shall be executed as provided in this chapter. It is recommended that contracts on property purchased by a local church be contingent upon the securing of a guaranteed title, and the property's meeting of basic environmental requirements of lending institutions and of local and state laws.

11. If a loan is needed, the local church shall comply with the provisions of ¶ 2539 or ¶ 2540.

12. The local church shall not enter into a building contract or, if using a plan for volunteer labor, incur obligations for materials until it has cash on hand, pledges payable during the construction period, and (if needed) a loan or written commitment therefore that will assure prompt payment of all contractual obligations and other accounts when due.

13. Neither the Trustees nor any other members of a local church shall be required to guarantee personally any loan made to the church by any board created by or under the authority of the General Conference.

14. It is recommended that a local church not enter into a binding building contract without the contractor being properly bonded or furnishing other forms of security, such as an irrevocable letter of credit approved by the conference, district, or local church attorney.

¶ 2544. Consecration and Dedication of Local Church Buildings

On acquisition or completion of any church building, parsonage, or other church unit, a service of consecration may be held. Before any church building, parsonage, or other church unit is formally dedicated, all

Congregational Care and Healing Ministries

Stewards:

Virginia Collins and Susan Powers

Staff Representative:

Rev. Dr. LeNoir Culbertson, Senior Pastor

Responsibilities of Stewards:

Congregational Care and Healing ministries exists for the purpose of touching people's lives with the love and gospel of Christ at their point of need, offering hope and healing in the name of Christ. In order to fulfill this purpose, those who serve as stewards of Congregational Care and Healing ministries are expected:

- 1) To serve as the direct liaison between the senior pastor and the Council of Stewards, relating to the overall care of the congregation of Madison Street United Methodist Church.
- 2) To report to the Council of Stewards regularly on all activities regarding Congregational Care and Healing ministries. This shall include, but not be limited to, the purpose and mission of such activities.
- 3) To conference regularly with the senior pastor to help plan for future ministries, devise strategies, and to ensure there exists agreement between the views of the council at large and the program/ministry implemented by the staff representative to Congregational Care and Healing ministries.
- 4) In concert with the staff representative, to give oversight to the overall care of the congregation which includes, but is not limited to, the nurture, maintenance, and development of the following ministries: Stephen ministry, caring ministers, support groups, military concerns, in-touch ministries, and the congregational prayer chain.

Meetings: As needed in consultation with the staff representative.

Health and Recreation (*Leisure*)

Stewards: David Brantly and Mike Welsch

Staff Representative: Melody Moore, Director of Leisure Ministries

Responsibilities of Stewards:

- 1) To serve as a direct liaison between the Director of Leisure Ministries and the Council of Stewards.
- 2) To attend Council of Stewards meetings and report regularly on all activities of the leisure ministries.
- 3) To communicate regularly with the Director of Leisure Ministries and fellow stewards to develop activities, recruit leadership for those activities, and equip leaders with necessary means to build and maintain ministries.

Meetings: As needed in consultation with the staff representative.

that it does have those features.

4. The Building Committee shall:

- a) use the information and findings of the study committee and any other relevant information to estimate carefully the building facilities needed, as the case may be, to house the church's program of worship, education, and fellowship or to provide for the present and future pastors and their families;
 - b) ascertain the cost of any property to be purchased; and
 - c) develop preliminary architectural plans that:
 - (1) comply with local building, fire, and accessibility codes;
 - (2) clearly outline the location on the site of all proposed present and future construction; and
 - (3) provide adequate facilities for parking, entrance, seating, rest rooms, and accessibility for persons with disabilities, but providing for such adequate facilities shall not apply in the case of a minor remodeling project;
 - d) provide on the ground-floor level of a newly constructed parsonage:
 - (1) one room that can be used as a bedroom by a person with a disability;
 - (2) a fully accessible bathroom; and
 - (3) fully accessible laundry facilities;
 - e) secure an estimate of the cost of the proposed construction;
 - f) develop a financial plan for defraying the total cost, including an estimate of the amount the membership can contribute in cash and pledges and the amount the local church can borrow if necessary.
5. The Building Committee shall submit to the district Board of Church Location and Building for its consideration and preliminary approval:
- a) a statement of the need for the proposed facilities;
 - b) the preliminary architectural plans, including accessibility plans;
 - c) the preliminary cost estimate; and
 - d) the preliminary financial plan.
6. After preliminary approval by the district Board of Church Location and Building, the pastor, with the written consent of the district superintendent, shall call a church conference, giving not less than ten days' notice (except as local laws may otherwise provide) of the meeting and the proposed action from the pulpit or in the weekly bulletin. At the church conference, the Building Committee shall present:
- a) the preliminary architectural plans;
 - b) the preliminary cost estimate;
 - c) the preliminary financial plan; and
 - d) the Building Committee's recommendation.

A majority vote of the membership present and voting at the church conference shall be required to approve the preliminary architectural plans, cost estimate, and financial plan and the Building Committee's

a) build a new church, a new educational building, or a new parsonage;
b) purchase a church, educational building, or parsonage; or
c) remodel an existing church, an existing educational building, or an existing parsonage where the cost of the remodeling will exceed 10 percent of the value of the existing structure, then the local church shall first establish a study committee to:

- (1) analyze the needs of the church and community;
- (2) project the potential membership with average attendance;
- (3) write up the church's program of ministry (§§ 2016204); and
- (4) develop an accessibility plan including chancel areas.

The information and findings obtained by the study committee shall:

- (a) Form the basis of a report to be presented to the Charge Conference (§ 2543.3);
- (b) be used by the Building Committee (§ 2543.4); and
- (c) become a part of the report to the district Board of Church Location and Building (§§ 2543.5, 2520.1).

1. After the study committee finishes its work, the local church shall secure the written consent of the pastor and the district superintendent to the building project, purchase proposal, or remodeling project.

2. In the case of a building project or purchase proposal, the local church shall secure the approval of the proposed site by the district Board of Church Location and Building as provided in the *Discipline* (§ 2519.1).

3. The Charge Conference of the local church shall authorize the building project, purchase proposal, or remodeling project at a regular or called meeting. Notice of the meeting and the proposed action shall have been given for not less than ten days prior to the Charge Conference (except as local laws may otherwise provide) from the pulpit or in the weekly bulletin.

a) After approving a building project or a remodeling project, the Charge Conference shall elect a Building Committee of not fewer than three members of the local church to serve in the development of the project as hereinafter set forth, provided that the Charge Conference may commit to its Board of Trustees the duties of the Building Committee.

b) After approving a purchase proposal, the Charge Conference shall be deemed to have authorized and directed the Board of Trustees to proceed with the purchase. In the case of the purchase of a parsonage, the Board of Trustees shall either:

- (1) purchase a parsonage that has on the ground-floor level;
 - (a) one room that can be used as a bedroom by a person with a disability;
 - (b) one fully accessible bathroom; and
 - (c) fully accessible laundry facilities; or
- (2) purchase a parsonage without the accessible features for persons with disabilities specified above and remodel it within one year's time, so

Outreach Ministries

Stewards: Phil Harpel and Amelia Wallace

Staff Representative: Rev. Brian Gilbert, Associate Pastor

Responsibilities of Stewards:

1) To imitate Christ, in the spirit of our Wesleyan heritage, and in accordance with *The Book of Discipline*, the stewards shall give attention to local and larger community ministries of compassion, justice, and advocacy. In doing so the stewards shall direct and assist the congregation in reaching beyond self into the local community, the region, and the world, offering the hope, healing, and support of Christ to those who are among God's poor and/or in need.

2) To serve as a direct liaison between the staff representative and the Council of Stewards.

3) To report regularly on all activities of outreach ministries. This shall include, but not be limited to, the purpose and mission of such activities.

4) To conference regularly with the staff representative for outreach ministries to help formulate, plan, and implement the overall outreach ministries of Madison Street United Methodist Church and to ensure that there exists continuity between the wishes of the council and the programming opportunities implemented by the staff representative.

Meetings: As needed in consultation with the staff representative.

Witness Ministries (*Evangelism*)

Stewards:

JoAnne Caldwell and Mary Scott

Staff Representative:

Rev. Dr. LeNoir Culbertson, Senior Pastor

Responsibilities of Stewards:

- 1) To show the hope, healing, and hospitality of Jesus Christ to all who come through the doors of Madison Street United Methodist Church.
- 2) To work with Andrew Ministry personnel to ensure that all guests of the church have a meaningful experience while attending Madison Street United Methodist Church.
- 3) To ensure that appropriate information brochures are available to visitors, making sure that pertinent information on all newcomers is documented and given to the staff representative for Witness Ministries.
- 4) To work with church staff to ensure that intentions match efforts in the area of personal faith-sharing and evangelism.
- 5) To invite newcomers to join and participate in evangelistic outreach opportunities such as concerts, plays, and special presentations.
- 6) To work with church staff and laity to provide relevant programming and ministry opportunities that will draw disciples deeper into their walk with God, and allow seekers the opportunity to experience God in a personal life-giving way.
- 7) To be actively involved in the life of Madison Street United Methodist Church through Sunday worship, Sunday school, and at least one small-group ministry.
- 8) To have a heart for people who are earnestly searching for God.
- 9) To be promoters of unity and respect among other council of stewards members and the body at large.
- 10) To meet regularly with their staff representative to further the mission and ministry of Madison Street United Methodist Church through the area of Witness.
- 11) To present appropriate reports to the Council of Stewards with regard to the work of the witness stewards.

Meetings:

As needed in consultation with the staff representative.

Real property acquired by a conveyance subject to the trust clause may be sold in conformity with the provisions of the *Discipline* of The United Methodist Church when its use as a church building or parsonage, as the case may be, has been, or is intended to be, terminated; and when such real estate is sold or mortgaged in accordance with the provisions of the *Discipline* of The United Methodist Church, the written acknowledged consent of the proper district superintendent representing The United Methodist Church to the action taken shall constitute a release and discharge of the real property so sold and conveyed from the trust clause or clauses; or in the event of the execution of a mortgage, such consent of the district superintendent shall constitute a formal recognition of the priority of such mortgage lien and the subordination of the foregoing trust provisions thereof; and no bona fide purchaser or mortgagee relying upon the foregoing record shall be charged with any responsibility with respect to the disposition by such local church of the proceeds of any such sale or mortgage; but the Board of Trustees receiving such proceeds shall manage, control, disburse, and expend the same in conformity to the order and direction of the Charge Conference or church local conference, subject to the provisions of the *Discipline* of The United Methodist Church with respect thereto.

¶ 2542. Restriction on Proceeds of Mortgage or Sale

1. No real property on which a church building or parsonage is located shall be mortgaged to provide for the current (or budget) expense of a local church, nor shall the principal proceeds of a sale of any such property be so used. This provision shall apply alike to unincorporated and incorporated local churches.

2. A local church, whether or not incorporated, on complying with the provisions of the *Discipline* may mortgage its unencumbered real property as security for a loan to be made to a conference board of global ministries or a city or district missionary society; provided that the proceeds of such loan shall be used only for aiding in the construction of a new church.

3. Exception to this restriction may be granted in specifically designated instances to allow use of equity and/or accumulated assets from the sale of property to provide for congregational redevelopment efforts including program and staff. Such exception may be granted by the Annual Conference, the bishop, and the cabinet upon request of the local church in consultation with congregation development staff where applicable. A clear and detailed three-to-five-year redevelopment plan that projects a self-supporting ministry must accompany the request.

¶ 2543. Planning and Financing Requirements for Local Church Buildings
If any local church desires to:

least ten days prior thereto (except as local laws may otherwise provide) from the pulpit of the church or in its weekly bulletin.

2. A resolution authorizing the proposed action shall be passed by a majority vote of the members of the corporate body present and voting at any regular or special meeting thereof called to consider such action and a majority vote of the members of the Charge Conference, if the corporate members are different than the Charge Conference members.

3. The written consent of the pastor of the local church and the district superintendent to the proposed action shall be necessary and shall be affixed to or included in the instrument of sale, conveyance, transfer, lease, or mortgage. Prior to consenting to any proposed action required under this paragraph involving any United Methodist church property, the pastor, the district superintendent, and the district Board of Church Location and Building shall ensure that (a) a full investigation shall be made and an appropriate plan of action shall be developed for the future missional needs of the community; (b) the transfer or encumbrance shall conform to the *Discipline*; (c) the congregation, if no longer to continue as an organized United Methodist church, does not sell but may transfer title of its facilities to another United Methodist church or agency; and (d) the congregation, in case of relocation, first offers its property to a United Methodist congregation or agency at a price not to exceed fair market value. The district strategies or other missional strategies should include the ministries of both United Methodist congregations and the community where the existing facility is located. Certification by the district superintendent shall be conclusive evidence that the transfer or encumbrance conforms to the *Discipline*. The requirements of investigation and the development of a plan of action shall not affect the merchantability of the title to the real estate or the legal effect of the instruments of sale or transfer.

4. The resolution authorizing such proposed action shall direct and authorize the corporation's board of directors to take all necessary steps to carry out the action and to cause to be executed, as hereinafter provided, any necessary contract, deed, bill of sale, mortgage, or other written instrument.

5. The board of directors at any regular or special meeting shall take such action and adopt such resolutions as may be necessary or required by the local laws.

6. Any required contract, deed, bill of sale, mortgage, or other written instrument necessary to carry out the action so authorized shall be executed in the name of the corporation by any two of its officers, and any written instrument so executed shall be binding and effective as the action of the corporation.

¶ 2541. Disposition and Mortgage of Church Building or Parsonage

Worship, Music, Drama and the Arts

Stewards: Michael Dale and Dottie Manning

Staff Representative: Rev. Jared Wilson

Director of Worship, Music, Drama & the Arts

Responsibilities of Stewards:

- 1) To be responsible for all policies and components related to the worshiping life of Madison Street United Methodist Church. This shall include ushers, acolytes, the altar guild, and music, including all choirs and hand-bell groups and associated activities.
- 2) To be responsible for overseeing all drama productions and the art gallery, including its policies, usage, and promotion.
- 3) To work with the Director of Worship, Music, Drama and the Arts in coordinating these responsibilities.

Meetings: As needed in consultation with the staff representative.

Worship Committee:

The Worship Committee along with the Stewards and Staff Representatives related to worship, seek to understand worship dynamics more fully and participate in planning worship.

¶ 259. Administrative Committees

Committee on Lay Leadership

Stewards: Tom Rives and Lucile Senseney

Staff Representative:

Rev. Dr. LeNoir Culbertson, Senior Pastor

Responsibilities of Stewards and Committee:

As spelled out in ¶259 of *The Book of Discipline*:

1. There shall be elected annually, by the Charge Conference in each local church, a committee on Lay Leadership that is composed of full members of the local church. 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 (Part V, Chapter One, Section 1).

In conducting its work, the committee shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church. It shall provide a means of identifying the spiritual gifts and abilities of the membership. The committee shall work with the church council, or alternative administrative bodies, to determine the diverse ministry tasks of the congregation and the skills needed for leadership.

a) The committee on Lay Leadership shall serve throughout the year to guide the church council, or alternative structure, on matters regarding the leadership (other than employed staff) of the congregation so as to focus on mission and ministry as the context for service; guide the development and training of spiritual leaders; recruit, nurture, and support spiritual leaders; and assist the church council, or alternative structure, in assessing the changing leadership needs.

b) The committee shall recommend to the Charge Conference, at its annual session, the names of people to serve as officers and leaders of designated ministries of the church council, or alternative administrative body required for the work of the church and as the law of the church requires or as the Charge Conference deems necessary to its work.

c) This committee is to be composed of not more than nine persons, in addition to the pastor and the Lay Leader. At least one young adult elected by the Charge Conference shall serve as a member of the committee. One or more members elected by the Charge Conference may be youth. The pastor shall be the chairperson. A layperson elected by the committee on Lay Leadership shall serve as the vice chairperson of the committee.

d) In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term. To begin the process of rotation where such has not been in place, in the first year, one class shall be elected for one year, one class for two years, and one class for three years. Each year's new

special meeting of the Charge Conference at which it is to be considered shall be given at least ten days prior thereto (except as local laws may otherwise provide) from the pulpit of the church or in its weekly bulletin.

2. A resolution authorizing the proposed action shall be passed by a majority vote of the Charge Conference members (in a pastoral charge consisting of two or more local churches, the church local conference (¶ 2526) present and voting at a special meeting called to consider such action.

3. The written consent of the pastor of the local church and the district superintendent to the proposed action shall be necessary and shall be affixed to or included in the instrument of sale, transfer, lease, or mortgage. Prior to consenting to any proposed action required under this paragraph involving any United Methodist church property, the pastor, district superintendent, and the district Board of Church Location and Building shall ensure that: (a) full investigation shall be made and an appropriate plan of action shall be developed for the future missional needs of the community; (b) the transfer or encumbrance shall conform to the *Discipline*; and (c) the congregation, if no longer to continue as an organized local United Methodist Church, does not sell but may transfer title of its facilities to another United Methodist church or agency. Certification by the district superintendent shall be conclusive evidence that the transfer or encumbrance conforms to the *Discipline*. The requirements of investigation and the development of a plan of action, however, shall not affect the merchantability of the title to the real estate or the legal effect of the instruments of sale or transfer to any congregation.

4. The resolution authorizing such proposed action shall direct that any contract, deed, bill of sale, mortgage, or other necessary written instrument be executed by and on behalf of the local church by any two of the officers of its Board of Trustees, who thereupon shall be duly authorized to carry out the direction of the Charge Conference; and any written instrument so executed shall be binding and effective as the action of the local church.

¶ 2540. Incorporated Local Church Property^o Sale, Transfer, Lease, or Mortgage

Any real property owned by or in which an incorporated local church has any interest may be sold, transferred, leased for a term of thirty days or more (which shall include leases for less than thirty days if such a lease is consecutive with the same lessee), or mortgaged subject to the following procedure and conditions:

1. Notice of the proposed action and the date and time of the regular or special meeting of the members of the corporate body^o i.e., members of the Charge Conference at which it is to be considered^o shall be given at

¶ 2536. Unincorporated Local Church Propertyô Notice & Authorization
Prior to the purchase by an unincorporated local church of any real estate, a resolution authorizing such action shall be passed at a meeting of the Charge Conference by a majority vote of its members present and voting at a regular meeting or a special meeting of the Charge Conference called for that purpose; provided, however, that not less than ten daysø notice of such meeting and the proposed action shall have been given from the pulpit or in the weekly bulletin of the church; and provided further, that written consent to such action shall be given by the pastor and the district superintendent (¶ 2543).

¶ 2537. Incorporated Local Church Propertyô Title and Purchase
Unless otherwise required by local law (¶ 2506), the title to all property now owned or hereafter acquired by an incorporated local church, and any organization, board, commission, society, or similar body connected therewith, shall be held by and/or conveyed to the corporate body in its corporate name, in trust for the use and benefit of such local church and of The United Methodist Church. Every instrument of conveyance of real estate shall contain the appropriate trust clause as set forth in the *Discipline* (¶ 2503).

¶ 2538. Incorporated Local Church Propertyô Notice and Authorization
Prior to the purchase by a local church corporation of any real estate, a resolution authorizing such action shall be passed by the Charge Conference in corporate session, or such other corporate body as the local laws may require, with the members thereof acting in their capacity as members of the corporate body, by a majority vote of those present and voting at any regular or special meeting called for that purpose; provided that not less than ten daysø notice of such meeting and the proposed action shall have been given from the pulpit or in the weekly bulletin of the local church; and provided further, that written consent to such action shall be given by the pastor and the district superintendent; and provided further, that all such transactions shall have the approval of the Charge Conference.

¶ 2539. Unincorporated Local Church Propertyô Sale, Transfer, Lease, or Mortgage
Any real property owned by or in which an unincorporated local church has any interest may be sold, transferred, leased for a term of thirty days or more (which shall include leases for less than thirty days if such a lease is consecutive with the same lessee), or mortgaged subject to the following procedure and conditions:
1. Notice of the proposed action and the date and time of the regular or

class, and vacancies at the time of Charge Conference, shall be elected from nominees, from the floor of the Charge Conference and/or through the recommendation of the committee on Lay Leadership. Retiring members of the committee shall not succeed themselves. Only one person from an immediate family residing in the same household shall serve on the committee. When vacancies occur during the year, nominees shall be elected by the church council, or alternative church structure, with the permission of the district superintendent.

e) In the identification and selection process, care shall be given that the leadership of ministries reflects inclusiveness and diversity.

Meetings:

As needed in consultation with the staff representative - typically more frequently beginning in August through November in preparation for annual Charge Conference.

Staff-Parish Relations Committee

Stewards: Marilyn Hand and Anne Wall

Staff Representative:

Rev. Dr. LeNoir Culbertson, Senior Pastor

Summary: The Staff-Parish Relations Committee serves primarily as a liaison between the congregation and the staff. Duties include, but are not limited to, the following: (i) conferring with the pastor(s) and staff on priorities in the use of gifts, skills, and time in facilitating ongoing ministries and new ministries; (ii) consulting with the pastor(s) and staff concerning continuing education and spiritual renewal of the pastor(s) and staff; (iii) to develop and approve written job descriptions and titles for pastors and staff in cooperation with the senior pastor; and (iv) to provide annual evaluations.

Responsibilities of Stewards and Committee:

As outlined in ¶259.2 of *The Book of Discipline*:

2. There shall be elected annually by the Charge Conference in each local church a **committee on Pastor-Parish Relations or Staff-Parish Relations** who are professing members of the local church or charge or associate members (¶ 227), except in cases where central conference legislation or local law provides otherwise. People serving on this committee must be engaged in and attentive to their Christian spiritual development so as to give proper leadership in the responsibilities with which the committee is entrusted.

In conducting its work, the committee shall identify and clarify its values for ministry. It shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church.

The committee shall reflect biblically and theologically on the role and work of the pastor(s) and staff as they carry out their leadership responsibilities. The committee shall assist the pastor(s) and staff in assessing their gifts and setting priorities for leadership and service. It is the responsibility of the committee to communicate with the committee on Lay Leadership and/or the church council when there is a need for other leaders or for employed staff to perform in areas where utilization of the gifts of the pastor(s) and staff proves an inappropriate stewardship of time.

a) The committee shall be composed of not fewer than five or more than nine persons representative of the total charge. One of the members shall be a young adult and one member may be a youth. In addition, the Lay Leader and a lay member of the Annual Conference shall be members. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the

Conference, overturn any transaction that the Charge Conference may deem excessive, and remove any trustee who does not carry out the directions of the Charge Conference. Careful attention will be given to the election of Trustees to ensure that there is no conflict of interest. Following each General Conference, the permanent endowment document shall be brought into line with any changes in the *Discipline*.

7. Other responsibilities as determined by the Charge Conference.

8. Resources for these tasks may be secured from conference and/or area United Methodist foundations and development offices, the National Association of United Methodist Foundations, the General Board of Discipleship, the General Council on Finance and Administration, and other appropriate sources for program assistance and direction.

¶ 2534. Local Church Foundations

After securing the written consent of the pastor and of the district superintendent, local churches may, by Charge Conference action, establish local church foundations whose Trustees, directors, or governing body shall be elected by the Charge Conference. Such foundations shall be incorporated, organized, and function in compliance with state law and subject to the provisions of the *Discipline*. Any such foundation shall not violate the rights of any other local church organization and shall be subject to the direction of the Charge Conference. The Charge Conference may delegate to the foundation the power and authority to receive, invest, and administer in trust for the local church bequests, trusts, and trust funds upon notice to the Board of Trustees as provided in ¶ 2532.5, in which event the foundation shall have the same investment and reporting duties as are imposed on the Board of Trustees. No such delegation of authority shall be construed to be a violation of the rights of any other local church organization. Consideration shall be given to the placement of funds with the conference or area United Methodist foundation for administration and investment.

¶ 2535. Unincorporated Local Church Property Title and Purchase

Unless otherwise required by local law (¶ 2506), title to all property now owned or hereafter acquired by an unincorporated local church, and any organization, board, commission, society, or similar body connected therewith, shall be held by and/or conveyed and transferred to its duly elected Trustees, their successors and assigns, in trust for the use and benefit of such local church and of The United Methodist Church. The Trustees shall be named as the Board of Trustees of the local church in the written instrument conveying or transferring title. Every instrument of conveyance of real estate shall contain the appropriate trust clause as set forth in the *Discipline* (¶ 2503).

6. The Board of Trustees, in cooperation with the health and welfare ministries representative, shall conduct or cause to be conducted an annual accessibility audit of their buildings, grounds, and facilities to discover and identify what physical, architectural, and communication barriers exist that impede the full participation of people with disabilities and shall make plans and determine priorities for the elimination of all such barriers. The Accessibility Audit for churches shall be used in filling out the annual church and/or Charge Conference reports.

¶ 2533. Permanent Endowment Fund Committee

A Charge Conference may establish a **local church permanent endowment fund committee**. The purposes for establishing such a committee include the responsibilities to:

1. Provide the services described in ¶ 2532.5 as designated by the donor or at the direction of the Charge Conference upon notice to the Board of Trustees. Consideration shall be given to the placement of funds with the conference or area United Methodist foundation, or local church foundation, for administration and investment.

When the Charge Conference has designated the committee to provide the services described in ¶ 2532.5, the committee shall have the same investment and reporting duties as are imposed on the Board of Trustees in that paragraph.

2. The Charge Conference shall adopt guidelines for action by the committee on planned giving and/or permanent endowment fund. Subject to the direction and supervision of the Charge Conference, the committee shall fulfill its responsibilities in administering the planned-giving and/or permanent endowment fund.

Following each General Conference, the Charge Conference shall update any required changes in the planned-giving and/or permanent endowment fund documents.

3. Emphasize the need for adults of all ages to have a will and an estate plan and provide information on the preparation of these to the members of the congregation.

4. Stress the opportunities for church members and constituents to make provisions for giving through United Methodist churches, institutions, agencies, and causes by means of wills, annuities, trusts, life insurance, memorials, and various types of property.

5. Arrange for the dissemination of information that will be helpful in pre-retirement planning, including such considerations as establishing a living will, a living trust, and the need for each person to designate someone to serve as a responsible advocate should independent decision-making ability be lost.

6. Permanent Endowment Fund Trustees are directed by the Charge Conference to follow the guidelines and actions initiated by the Charge

committee.

b) In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term. The lay member of the Annual Conference and the Lay Leader are exempt from the three-year term. To begin the process of rotation where such a process has not been in place, on the first year one class shall be elected for one year, one class for two years, and one class for three years. Retiring members of the committee shall not succeed themselves. When vacancies occur during the year, nominees shall be elected at the church council (or alternative church structure).

c) In those charges where there is more than one church, the committee shall include at least one representative from each local church.

d) The committees on Pastor-Parish Relations of charges that are in cooperative parish ministries shall meet together to consider the professional leadership needs of the cooperative parish ministry as a whole.

e) The committee shall meet at least quarterly. It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any member of the professional staff, or the chairperson of the committee. To fulfill his or her obligation under ordination, his or her connectional responsibility under appointment, and his or her duty as a pastor, the pastor should be present at each meeting of the committee on Pastor-Parish Relations except where he or she voluntarily excuses himself or herself. The committee shall meet only with the knowledge of the pastor and/or the district superintendent. It may meet with the district superintendent without the pastor being present. However, the pastor or any member of the staff under consideration shall be notified prior to such meeting at which a pastor's or clergy staff member's continued appointment or a lay staff member's employment is discussed and be brought into consultation immediately thereafter. The committee shall meet in closed session, and information shared in the committee shall be confidential.

f) In the event that only one congregation on a charge containing more than one church has concerns it wishes to share, its member(s) in the committee may meet separately with the pastor or any member of the professional staff or the district superintendent, but only with the knowledge of the pastor and/or district superintendent. The committee may meet in closed session upon recommendation of the pastor, any other person accountable to the committee, the chairperson of the committee, or the district superintendent.

g) The duties of the committee shall include the following:

(1) To encourage, strength, nurture, support, and respect the pastor(s) and staff and their family(ies).

(2) To promote unity in the church(es).

(3) To confer with and counsel the pastor(s) and staff on the matters pertaining to the effectiveness of ministry; relationships with the congregation; conditions that may impede the effectiveness of ministry; and to interpret the nature and function of the ministry.

(4) To confer with, consult, and counsel the pastor(s) and staff on matters pertaining to priorities in the use of gifts, skills, and time and priorities for the demands and effectiveness of the mission and ministry of the congregation.

(5) To provide evaluation at least annually for the use of the pastor(s) and staff in an ongoing effective ministry and for identifying continuing educational needs and plans.

(6) To communicate and interpret to the congregation the nature and function of ministry in The United Methodist Church regarding open itinerancy, the preparation for ordained ministry, and the Ministerial Education Fund.

(7) To develop and approve written job descriptions and titles for associate pastors and other staff members in cooperation with the senior pastor. The term "associate pastor" is used as a general term to indicate any pastoral appointment in a local church other than the pastor in charge (§ 339). Committees shall be encouraged to develop specific titles for associate pastors that reflect the job descriptions and expectations.

(8) To consult with the pastor and staff concerning continuing education and spiritual renewal, to arrange with the church council for the necessary time and financial assistance for the attendance of the pastor and/or staff at such continuing education and spiritual renewal events as may serve their professional and spiritual growth, and to encourage staff members to seek professional certification in their fields of specialization.

(9) To enlist, interview, evaluate, review, and recommend annually to the Charge Conference lay preachers and persons for candidacy for ordained ministry (§§ 247.8 and 310), and to enlist and refer to the General Board of Global Ministries persons for candidacy for missionary service, recognizing that The United Methodist Church affirms the biblical and theological support of persons regardless of gender, race, ethnic origin, or disabilities for these ministries. Neither the pastor nor any member of the committee on Pastor-Parish Relations shall be present during the consideration of a candidacy application or renewal for a member of their immediate family. The committee shall provide to the Charge Conference a list of students from the charge who are preparing for ordained ministry, diaconal ministry, and/or missionary service, and shall maintain contact with these students, supplying the Charge Conference with a progress report on each student.

(10) To interpret preparation for ordained ministry and the Ministerial Education Fund to the congregation.

(11) To confer with the pastor and/or other appointed members of the

religious or other meetings without the consent of the pastor or, in the pastor's absence, the consent of the district superintendent; and provided further, that pews in The United Methodist Church shall always be free; and provided further, that the church local conference may assign certain of these duties to a Building Committee as set forth in

¶ 2543 or the chairperson of the parsonage committee, if one exists.

2. The Board of Trustees shall review annually the adequacy of the property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. The Board of Trustees shall also review annually the adequacy of personnel insurance. The purpose of these reviews is to ensure that the church, its properties, and its personnel are properly protected against risks. The board shall include in its report to the Charge Conference (§ 2549.7) the results of its review and any recommendations it deems necessary.

3. When a pastor and/or a Board of Trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when such use is consistent with the Social Principles (§§ 160-166) and ecumenical objectives.

4. The chairperson of the Board of Trustees or the chairperson of the parsonage committee, if one exists, the chairperson of the committee on Pastor-Parish Relations, and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance.

5. Subject to the direction of the Charge Conference as hereinbefore provided, the Board of Trustees shall receive and administer all bequests made to the local church; shall receive and administer all trusts; and shall invest all trust funds of the local church in conformity with laws of the country, state, or like political unit in which the local church is located. Nevertheless, upon notice to the Board of Trustees, the Charge Conference may delegate the power, duty, and authority to receive, administer, and invest bequests, trusts, and trust funds to the permanent endowment committee or to a local church foundation and shall do so in the case of bequests, trusts, or trust funds for which the donor has designated the committee or the local church foundation to receive, administer, or invest the same.

The Board of Trustees is encouraged to invest in institutions, companies, corporations, or funds that make a positive contribution toward the realization of the goals outlined in the Social Principles of our Church. The Board of Trustees is to act as a socially responsible investor and to report annually to the Charge Conference regarding its carrying out of this responsibility. Consideration shall be given to the placement of funds with the conference or area United Methodist foundation for administration and investment.

if necessary, elect as officers of the corporation the treasurer or treasurers, as the case may be, elected by the Charge Conference in accordance with the provisions of the *Discipline*, whose duties and responsibilities shall be as therein set forth. If more than one account is maintained in the name of the corporation in any financial institution or institutions, each such account and the treasurer thereof shall be appropriately designated.

¶ 2530. Removal of Local Church Trustees

1. Should a trustee withdraw from the membership of The United Methodist Church or be excluded there from, Trusteeship therein shall automatically cease from the date of such withdrawal or exclusion.
2. Should a trustee of a local church or a director of an incorporated local church refuse to execute properly a legal instrument relating to any property of the church when directed so to do by the Charge Conference and when all legal requirements have been satisfied in reference to such execution, the said Charge Conference may by majority vote declare the trustee's or director's membership on the Board of Trustees or board of directors vacated.
3. Vacancies occurring in a Board of Trustees shall be filled by election for the unexpired term. Such election shall be held in the same manner as for Trustees.

¶ 2531. Meetings of Local Church Boards of Trustees

The Board of Trustees shall meet at the call of the pastor or of its president at least annually at such times and places as shall be designated in a notice to each trustee and the pastor(s) at a reasonable time prior to the appointed time of the meeting. Waiver of notice may be used as a means to validate meetings legally where the usual notice is impracticable. A majority of the members of the Board of Trustees shall constitute a quorum.

¶ 2532. Board of Trustees' Powers and Limitations

1. Subject to the direction of the Charge Conference, the Board of Trustees shall have the supervision, oversight, and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission, or similar organization connected therewith; provided that the Board of Trustees shall not violate the rights of any local church organization elsewhere granted in the *Discipline*; provided further, that the Board of Trustees shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of The United Methodist Church, or permit the use of said property for

staff if it should become evident that the best interests of the charge and pastor(s) will be served by a change of pastor(s). The committee shall cooperate with the pastor(s), the district superintendent, and the bishop in securing clergy leadership. Its relationship to the district superintendent and the bishop shall be advisory only (¶¶ 430-433).

(12) To recommend to the church council, after consultation with the pastor, the professional and other staff positions (whether employee or contract) needed to carry out the work of the church or charge. The committee and the pastor shall recommend to the church council a written statement of policy and procedures regarding the process for hiring, contracting, evaluating, promoting, retiring, and dismissing staff personnel who are not subject to Episcopal appointment as ordained clergy. Until such a policy has been adopted, the committee and the pastor shall have the authority to hire, contract, evaluate, promote, retire, and dismiss non-appointed personnel. When persons are hired or contracted, consideration shall be given to the training qualifications and certification standards set forth by the general Church agency to which such positions are related. The committee shall further recommend to the church council a provision for adequate health and life insurance, and severance pay for all lay employees. In addition, the committee shall recommend that the church council provide, effective on and after January 1, 2006, 100 percent vested pension benefits of at least three percent of compensation for lay employees of the local church who work at least 1040 hours per year, at least 21 years of age, and have a least one year of permanent service. The church council shall have authority to provide such pension benefits through either a denominational pension program administered by the General Board of Pension and Health Benefits or another pension program administered by another pension provider.

(13) To recommend to the Charge Conference, when the size of the employed staff of the charge makes it desirable, the establishment of a **personnel committee**. This committee shall be composed of such members of the committee on Pastor-Parish Relations as it may designate and such additional members as the Charge Conference may determine.

(14) To educate the church community on the value of diversity of selection in clergy and lay staff and develop a commitment to same.

(15) Members of the committee on Pastor-Parish Relations (or Staff-Parish Relations) shall keep themselves informed of personnel matters in relationship to the Church's policy, professional standards, liability issues, and civil law. They are responsible for communicating and interpreting such matters to staff. Committee members should make themselves available for educational and training opportunities provided by the conference, district, and/or other arenas that will enable them to

be effective in their work.

(16) To consult on matters pertaining to pulpit supply, proposals for compensation, travel expense, vacation, health and life insurance, pension, housing (which may be a church-owned parsonage or housing allowance in lieu of parsonage if in compliance with the policy of the annual conference), and other practical matters affecting the work and families of the pastor and staff, and make annual recommendations regarding such matters to the church council, reporting budget items to the committee on finance. The parsonage is to be mutually respected by the pastor's family as the property of the church and by the church as a place of privacy for the pastor's family. The chairperson of the committee on Pastor-Parish (or Staff Parish) Relations, the chairperson of the Board of Trustees, and the pastor shall make an annual review of the church-owned parsonage to assure proper maintenance.

Meetings: First Tuesday bi-monthly at 6:30p.m. in Room 117.

Board of Trustees (Buildings and Grounds)

Stewards: Dave Taylor and Bill Wall

Staff Representative:

Phillip Whittinghill, Business Administrator

Summary: According to *Guidelines for Leading Your Congregation*, the trustees are charged with managing church property, equipment and investments to support the vision and mission of the church. According to *A Dictionary for United Methodists*, the local church Board of Trustees in the group charged with the responsibility for the supervision and care of all property and equipment owned by the local church. The Board of Trustees is to plan and set policies for the maintenance and use of the property and equipment and receives and administers all bequests to the local church.

Responsibilities of Stewards and Committee:

As spelled out in ¶¶2524-2552 of *The Book of Discipline*:

3. There shall be a Board of Trustees, whose membership and duties are detailed in ¶¶ 2524-2552.

¶ 2529. Local Church Board of Trustees Organization & Membership

The Board of Trustees shall organize as follows:

1. Within thirty days after the beginning of the ensuing calendar or conference year (whichever applies to the term of office), each Board of Trustees shall convene at a time and place designated by the chairperson, or by the vice chairperson in the event that the chairperson is not reelected a trustee or because of absence or disability is unable to act, for the purpose of electing officers of the said board for the ensuing year and transacting any other business properly brought before it.

2. The Board of Trustees shall elect from the membership thereof, to hold office for a term of one year or until their successors shall be elected, a chairperson, vice chairperson, secretary, and, if need requires, a treasurer; provided, however, that the chairperson and vice chairperson shall not be members of the same class; and provided further, that the offices of secretary and treasurer may be held by the same person; and provided further, that the chairperson shall be a member of the local church. The duties of each officer shall be the same as those generally connected with the office held and which are usually and commonly discharged by the holder thereof. The church local conference may, if it is necessary to conform to the local laws, substitute the designations president and vice president for and in place of chairperson and vice chairperson.

3. Where necessity requires, as a result of the incorporation of a local church, the corporation directors, in addition to electing officers as provided in § 2 above, shall ratify and confirm by appropriate action and,