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| --- | --- | --- | --- |
| **I’d be willing to consider serving in this area if nominated** **** | **Position and Description** | **Gifts Needed** | **Time Requirement** |
|  | **CHURCH COUNCL CHAIR** * Leads the Church Council in visioning, planning, implementing, and evaluating the mission and ministry of the church and in the administration of the church
* Schedules meetings and prepares the agenda in consultation with the vice-chair, pastor, and lay leader
* Reviews and assigns responsibility for implementing the actions of the Church Council
* Communicates with members of the council to permit informed action at council meetings
* Attends Annual Conference in June
 | * Public Speaking
* Leadership
* Confidentiality
* Patience and calm demeanor
* Experience with visioning and goal setting
* Meeting facilitation
* Peace maker – ability to diffuse conflict
* Ability to communicate in a direct and honest manner without intentionally hurting feelings (with kindness)
 | * 3-4 hours monthly for meetings
* 3-4 days for Annual Conference in June
* 4-6 hours annually for training/visioning
 |
|  | **RECORDING SECRETARY*** Keeps an accurate record (minutes) of the proceedings of the Church Council, Charge/Church Conferences
* Serves as custodian of all records and reports being sure copies are filed in the church office
* Signs copies of minutes
 | * Taking of minutes/or voice recordings
* Neat handwriting or word processing skills
* Organization
 | * 3-4 hours monthly
 |
|  | **LAY LEADER*** Functions as the primary representative of the laity (non-clergy) in the local church
* Has membership on the church council, committee on finance, staff-parish relations committee, committee on nominations and leadership development where, along with the pastor, serves as an interpreter of the actions and programs of the annual conference and general church
* Meets regularly with the pastor to discuss the state of the church and needs for ministry
* Studies and takes advantage of training opportunities to develop a growing understanding of the church’s purpose
* Informs the laity of training opportunities in conference and general church
 | * Public speaking
* Leadership
* Confidentiality
* Ability to listen
* Peace maker - ability to diffuse conflict
* Personable
* Availability when needed
* Objectivity
 | * 8-10 hours monthly
* several days for Annual Conference in June
* training opportunities throughout the year
 |
|  | **BOARD OF TRUSTEES*** Serves at the direction of the Church Council
* Has supervision, oversight, and care of all real property owned by the church or any organization connected to the church
* Reviews insurance coverage
* Grants usage of facilities and equipment (in accordance with the pastor) to outside groups
* Receives and administers bequests and trusts
* Conducts annual accessibility audit
* Serves as legal entity for the church
* Renews incorporation and serves as officers
 | * Business minded
* Equipment repair knowledge
* Knowledge of insurance and appraisal
* Legal expertise
* Interior Design
* Landscaping
* Construction
* Technical Expertise
* Critical/analytical thinker
* Creative thinker
 | * 4-5 hours per month for meetings and projects
 |
|  | **COMMITTEE ON FINANCE*** Compiles annual operating/ministry budget for church
* Raises sufficient income to meet the budget
* Administer funds received by the church (unless bequests or trusts)
* Develops written financial policies for counting and depositing funds; disbursing of funds; and internal controls
* Reviews and reports annually on the adequacy and effectiveness of internal controls
* Provides for an annual audit of all church financial statements
* Reports to the annual charge conference on the audit
* Recommends proper depositories for church funds
* Uses contributions in accordance with donor’s intent
* Report annually to the church council all designated funds that are separate from the church budget
 | * Generous
* Biblical understanding of money & generosity
* Financial
* Budgeting
* Confidentiality
* Fund raising
* Analytical/creative thinker
* Ability to communicate in a direct and honest manner without intentionally hurting feelings (with kindness)
 | * 1-2 hours per month for meetings
* 1-2 hours per month for projects
 |
|  | **CHURCH TREASURER*** Works closely with the chair of the committee on finance
* Carries out most of the financial decisions of the committee on finance in coordination with the director of finance and financial secretary
* Oversees and approves disbursements of funds including apportionments to the conference office
* Works with financial staff to make regular and detailed reports on funds received and expended to the committee on finance and church council
 | * Financial/business skills
* Record keeping
* Relational skills
* Weekly availability is a must
 | * 4-8 hours per week for interactions with finance staff
* 1-2 hours per month for meetings
 |

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|  | **STAFF-PARISH RELATIONS COMMITTEE*** Administers the relationship between staff, congregation, and the district superintendent
* Encourages, strengthens, nurtures, supports, and respects the clergy and staff and their families
* Promotes unity in the church
* Confers with staff on healthy work/life balance; effectiveness of ministry; effective use of gifts, skills, time, and priorities; continuing education and spiritual formation; staff support, housing, vacation, insurance, pension, and other benefits
* Writes/approves job descriptions for staff
* Confers with district superintendent about clergy leadership
* Recommends staff positions to the church council
* Creates and maintains written personnel policies and sexual misconduct policies
 | * Strict confidentiality
* Human resources
* Relational skills
* Nurturer
* Personable
* Empathetic
* Ability to communicate in a direct and honest manner without intentionally hurting feelings (with kindness)
* Objective
 | * 1-2 hours per month for meetings
* 2-3 hours per month for interviews and projects
 |
|  | **COMMITTEE ON NOMINATIONS & LEADERSHIP DEVELOPMENT*** Identify, deploy, evaluate, and monitor Christian spiritual leadership for the congregation
* Recommend to the charge conference the names of people to serve as officers and leaders of designated ministries of the church
 | * Confidentiality
* Knowledge of persons in congregation
* Knowledge of the mission of the church and structure in place to accomplish the mission
* Ability to communicate in a direct and honest manner without intentionally hurting feelings (with kindness)
 | * 1-2 hours per month for meetings
 |
|  | **HOSPITALITY & WELCOME TEAM*** Oversee the church’s ministry of hospitality and welcome to persons who are guests on our campus
* Work with the board of trustees to ensure the campus and buildings are accessible for all
* Model inclusiveness and inspire and coordinate efforts to help the congregation experience and reflect the inclusive community of god
* Work with the board of trustees to ensure landscaping and buildings (inside and out) are welcoming and inviting
* Recruiting, training, and scheduling greeters for all events on campus including funerals, weddings, concerts, upward sports, preschool events, etc.
* Develop, implement, and regularly evaluate procedures for welcoming guests to worship, collecting contact information in Shelby, registering attendance, following up after initial, second, third, etc. visits, welcome gift bags, new member training, new member information and gift packets
* Work with director of welcome and hospitality in the “Coffee and . . . “ ministry, and in providing snacks, drinks, decorations, signage, etc. for events and for the entrance to campus and buildings
 | * Personable
* Smile – positive attitude
* Empathetic
* Assertive with kindness
* Inclusive spirit
* Love of people
* Passionate about hospitality
* Creative vision for welcoming others
* Ability to be truly present with others
 | * 1-2 hours perweek for meetings and welcoming others
 |
|  | **WORSHIP TEAM*** Learn about Christian worship in general and United Methodist worship in particular
* Convene and coordinate the leaders of key lay worship ministries
	+ Altar guild – changes paraments, banners, chancel arrangement and decoration
	+ Communion stewards
	+ Lay readers (lectors)
	+ Acolytes
	+ Ushers
	+ Flowers and flower ministry
* Lead these leaders to recruit and train people for their various ministries
* Communicate regularly with the pastor and other worship leaders to ensure they have the implements and supplies they need for worship
* Be aware of existing policies about worship and the use of worship space and lead the committee to revise or develop new policies that may be needed
* Participate in the weekly worship planning team
* Help access the resources and coordinate the lay worship ministries needed for the worship planned
* Expand and support the use of arts, music, and technology in worship
 | * Love of worship
* Leadership
* Delegation skills
* Desire to learn
* Anyone with floral skills is a plus
* Anyone with decorative skills is a plus
 | * 2-3 hours per week for meetings and preparation for worship
 |
|  | **FAITH DEVELOPMENT TEAM*** Work with the Associate Pastor of Faith Development and age-level staff to create, implement, and regularly evaluate a faith development plan for all ages
* Identify and provide training for teachers and small group leaders
* Explore and establish criteria for curriculum options
* Identify, promote, and monitor the necessary policies, procedures, and Safe Sanctuary guidelines
* Communicate accomplishments, opportunities, and needs for faith development in the congregation
* Evaluate the overall ministry and various events, classes, and teachers
* Keep church library updated and organized
 | * Educational goal setting
* Theological differentiation skills
* Objective
 | * 1-2 hours per month for meetings
 |
|  | **PRESCHOOL BOARD*** Oversee the ministry of the preschool
* Approves tuition, employment, and salaries
* Approves capital expenditures and secures trustee’s approval
* Keeps preschool guidelines updated with church council approval
 | * Heart for children
* Teaching skills
* Financial/business skills
* Objective
* Empathetic
 | * 1-2 hours per month for meetings
* 6-8 hours per year for projects
 |
|  | **CHURCH HISTORIAN*** Maintain an archive
* Encourage church officers to keep accurate church records
* Provide for the preservation of all archival records and historical materials no longer in current use
* Promote interest in history and heritage of the United Methodist Church and congregation
* Assist pastor and others in observance and celebration of significant anniversaries
* Establish and serve as the chair of the committee on records and history
* Assist those who wish to do research in your church’s records
* Keep an updated written history of the church
 | * Skills in historical preservation
* Writing of history skills
* Organization
* Leadership
* Public Speaker
 | 3-4 hours per month |
|  | **CONGREGATIONAL CARE TEAM*** Oversees ministries to persons within the congregation when facing struggles, births, illness, death, etc.
* Provides ministries for the homebound, assisted living, and nursing centers
* Oversees Stephen ministry
* Coordinate funeral meals
 | * Compassion
* Care
* Card writing
* Confidentiality
* Listening skills
* Empathetic
 | * 1-2 hours per month for meetings
 |
|  | **MISSIONS & SERVICE TEAM*** Provide for education of the congregation to help all be better informed, more knowledgeable, and more motivated to support the mission outreach of the church
* Provide mission experiences that address the needs identified in your local community, country, and worldwide
* Help fund local mission outreach and global mission work of the United Methodist Church
* Discern and plan an intentional combination of mission education, experiences, and support that best fits this congregation
* Advocate for mercy and justice for all
 | * A heart for people who are poor and oppressed locally and worldwide and desires to raise awareness of such issues
* Able to make connections with others in missions
* Relational and recruiting skills
 | * 1-2 hours per month for meetings
* 2-4 hours per month for mission opportunities
 |
|  | **VOLUNTEER TEAM*** Receives requests from staff and lay leadership for volunteers in different one-time and ongoing events
* Recruits volunteers to fulfill various needs of ministry
* Communicates with staff and lay leadership volunteers recruited
 | * Out-going personality
* Assertive with kindness
 | * 1-2 hours per month for meetings
* 3-4 hours per month for recruitment
 |
|  | **GENEROSITY TEAM*** Plans, implements, and evaluates a plan for creating an attitude of generosity within the congregation – presence, gifts, and service
* Plan and implement an annual generosity campaign to secure pledges toward the annual budget
 | * Generosity
* Biblical understanding of money and generosity
* Creativity
* Educational background a plus
* Passionate about Cumming First UMC
 | * 1-2 hours per month for meetings
 |
| Please list all other gifts, skills, interest, knowledge, work-related service, etc. you would be willing to offer to God through Cumming First UMC.1.2.3.4.5. |

 Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact information:

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE RETURN THIS INVENTORY NO LATER THAN SEPTEMBER 25.

PLACE YOUR COMPLETED INVENTORY IN THE **“INVENTORIES GO HERE”** BOX.

THE BOXES ARE LOCATED IN THE NARTHEX, CONNECTION ROOM, AND OUTSIDE THE CHURCH OFFICE.