



# CHURCH Policies and Procedures Manual

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*The ACUMC is a fellowship of believers called to witness to our  
faith and to make disciples of Jesus Christ....*

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# ACUMC – POLICIES & PROCEDURES MANUAL

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## **INTRODUCTION**

*“I am the vine, ye are the branches: He that abideth in me, and I in him, the same bringeth forth much fruit”.*

*John 15:5*

## **THE MISSION OF THE UNITED METHODIST CHURCH**

Andrews Chapel United Methodist Church is a part of a connection, a living organism of the body of Christ. Being a connectional church means in part that all United Methodist churches are interrelated through structure and organization of districts, conferences, and jurisdictions in the larger “family” of the denomination. *The Book of Discipline of the United Methodist Church* describes the ministry of all United Methodist Christians, how to organize and accomplish that ministry and how our connectional structure works.

Andrews Chapel, a local charge of the United Methodist Conference shall be governed by the administrative policies and procedures set forth in this document and the *Book of Discipline of the United Methodist Church*. These documents will serve as the official guides as we work to fulfill our mission “*Andrews Chapel United Methodist Church is a fellowship of believers called to witness to our faith and to make disciples for Jesus Christ from among our family, friends, acquaintances, and others in the Jonesboro and Clayton areas and wherever we may be*”.

## **CHURCH HISTORY**

*The year is 1875, and the site is a brush arbor on Spring Street in the city of Jonesboro, Clayton County, Georgia. In this year, ten years following the Emancipation Proclamation, Andrews Chapel Methodist Episcopal Church was born. Since her infancy, Andrews Chapel has been an undeniable constituent of the great Christian movement that has taken place during her life span. Many achievements have been made possible by the concentrated efforts of many dedicated clergy and laypersons. The church building itself has been moved several times, but the Spirit behind the moving has never budged an inch.*

*Due to unknown circumstances, the church site was moved from Spring Street to Key Street. The present 2.75 acre church site on 122 Watterson was purchased by our founding fathers and mothers on February 12, 1881, to build a church parsonage. However, in 1891 the church was relocated to the Watterson Street site. The first building to occupy the property was a little wooden frame church. In the year 1919 plans were developed and the foundation was laid for a new and larger church building. The new church sanctuary was completed in 1920. This structure would house the church congregation for 52 years. Of course, during this period the church was remodeled and repaired several times for aesthetic and functional purposes.*

*The indebtedness, which was owed the Bank of Jonesboro, was moved to the Methodist Mission Board in Philadelphia, Pennsylvania between 1931-1934, and this account was settled and paid in full in 1943. During the ensuing years, the congregation continued to beautify the facility and carry out its mission by planning, evaluating, and implementing various types of ministries in the church and community at large. In 1959 the church’s new parsonage was completed and furnished. Plans for a new sanctuary, already on the drawing board were continued. The church family broke ground for the new structure on Sunday, March 15, 1970. On March 21, 1972, the church family marched from the old structure to occupy the present church building. In April of 1991 another episode in the great history of the Andrews Chapel United Methodist Church was achieved with the completion and consecration of Phase I of the new Family Life Center. The name of the center was later changed to the Arnold Education Building in honor of Lillian and Eula V. Arnold.*

## ACUMC – POLICIES & PROCEDURES MANUAL

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*At more than 130 years of kingdom building and gospel spreading, the Church has served as a dynamic force in Clayton County. Her impact in ministry continues to be felt as a place of spiritual instruction and inspiration to all who thirst after God's goodness and his mercy. The Clayton County community is growing and there are vast opportunities to fulfill the church's mission which we take seriously to "Go and Make Disciples". Our blessed church continues to praise God that we're still here as a witness of his grace and love.*

### **PASTORS SERVING ACUMC SINCE 1875**

<b>Pastors</b>	<b>Years Served</b>	
1. Reverend Frank Calhoun	Unknown	Deceased
2. Reverend D. P Hope	Unknown	Deceased
3. Reverend Palmer	Unknown	Deceased
4. Reverend James McHenry	Unknown	Deceased
5. Reverend J.D. Arnold	Unknown	Deceased
6. Reverend G.W. Lamar	Unknown	Deceased
7. Reverend W.H. Lovelace	Unknown	Deceased
8. Reverend R.R. O'Neal	Unknown	Deceased
9. Reverend A.P. Melton	Unknown	Deceased
10. Reverend J.C. Watkins	Unknown	Deceased
11. Reverend R.T. Adams	Unknown	Deceased
12. Reverend E.D. Petty	Unknown	Deceased
13. Reverend E.J. Kight	Unknown	Deceased
14. Reverend C.J. Johnson	Unknown	Deceased
15. Reverend J.W. Tharpe	1919-1925	Deceased
16. Reverend M.M. Alston	1925-1926	Deceased
17. Reverend C.W. Adams	1926-1927	Deceased
18. Reverend P.L. Inman	1927-1931	Deceased
19. Reverend H.E. Burns	1931-1934	Deceased
20. Reverend I.C. Rucker	1934-1937	Deceased
21. Reverend J.W. Swain	1937-1943	Deceased
22. Reverend W.C. Dorsey	1943-1949	Deceased
23. Reverend T.H. Fortson	1949-1954	Deceased
24. Reverend A.P. Mitchell	1954-1959	Deceased
25. Reverend C.L. Henderson	1959-1964	Deceased
26. Reverend R. W. Moore	1964-1966	Deceased
27. Reverend Harold N. Sharpe	1966-1970	Deceased
28. Reverend Carroll I. Smith	1970-1974	Deceased
29. Reverend King A. Harris	1974-1982	Retired
30. Reverend Lewis W. Lindsey	1982-1984	Baptist Minister
31. Reverend McCallister Hollins	1984-1993	UMC Pastor
32. Reverend Frederick R. Gray	1993-2000	Retired
33. Reverend Wimbley Hale, Jr.	2000-	

## ACUMC CHURCH COUNCIL

The *Discipline* (§244 & 252) states that the Church Council shall be the administrative agency of the local church. It 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 shall be amenable to and function as the administrative agency of the Charge or Church Conference.

Within the context of the church's mission and the purpose of the local church, the Church Council has primary responsibility for creating and sustaining the congregation's plan for discipleship. This responsibility has several aspects:

- (1) Meeting with the pastor frequently;
- (2) Working with the pastor to build a shared vision for discipleship;
- (3) Soliciting the congregation's input on the church's vision;
- (4) Planning ministries of nurture, outreach, and witness that help the congregation live its God-given vision;
- (5) Ensuring that these ministries are aligned with the mission of disciple-making;
- (6) Allocating human and material resources for implementing the church's mission;
- (7) Providing an administrative infrastructure;
- (8) Evaluating the effectiveness of the plan(s) for disciple-making; and
- (9) Acting as the administrative agency of the Charge or Church Conference.

The Charge or Church Conference determines the size of the Church Council. *The Book of Discipline* (§252) states that the membership of the Church Council shall consist of the following:

- Chairperson;
- Lay Leader;
- Chairperson or representative of the pastor-parish relations committee;
- Chairperson and or representative of the committee on finance
- Chairperson and or representative of the board of trustees;
- Church Treasurer;
- Lay member of the annual conference;
- President and/or a representative of the United Methodist Men;
- President and/or a representative of the United Methodist Women;
- Young adult representative;
- Representative of the United Methodist Youth;
- Pastor

The positions listed above and these added below by Charge or Church Conferences comprise the ACUMC Church Council:

- At-Large Members
- Building Committee Chair
- Capital Campaign Chair
- Children's Coordinator
- Christian Education Coordinator

- Church Council Executive Committee
- Church School Superintendent
- Communication Coordinator
- Drama Ministry Coordinator
- Evangelism Coordinator
- Family Ministry Coordinator(s)
- Finance Secretary
- Health Ministry Coordinator
- Higher Education Coordinator
- Historian
- J. W. Arnold Scholarship Director
- Membership Care Coordinator
- Membership Secretary
- Mission & Social Awareness Coordinator
- Nominations and Leadership Development Chairperson
- Prayer Ministry Coordinator(s)
- Prison Ministry Coordinators
- Scouting Leader
- Senior Adult Coordinator
- Speakers and Leaders of Tomorrow (SLOTS)
- Stewardship Coordinator
- Technology Coordinator
- Welfare Ministry Coordinator
- Worship Coordinator
- Youth Coordinator

ACUMC Church Council created an **Executive Committee** on June 26, 2014 to serve as a subset of the Council for the purpose of conducting urgent business when a regular meeting isn't scheduled and the full Council can't readily be convened. The Church Council chairperson shall chair the committee. The Council shall set the parameters under which the Committee will function. This committee shall meet only as needed. A majority of members in attendance, whether face to face or by teleconference will constitute a quorum.

The Executive committee's membership can never represent the full Council's breadth of expertise and experience. It shall not relieve the full Council from its own responsibility to govern effectively. The purpose of the executive committee is not to do the work of the Council, but to assist the Council in doing its work effectively and efficiently in order to advance the mission and vision of the church.

The committee shall include the following administrative positions:

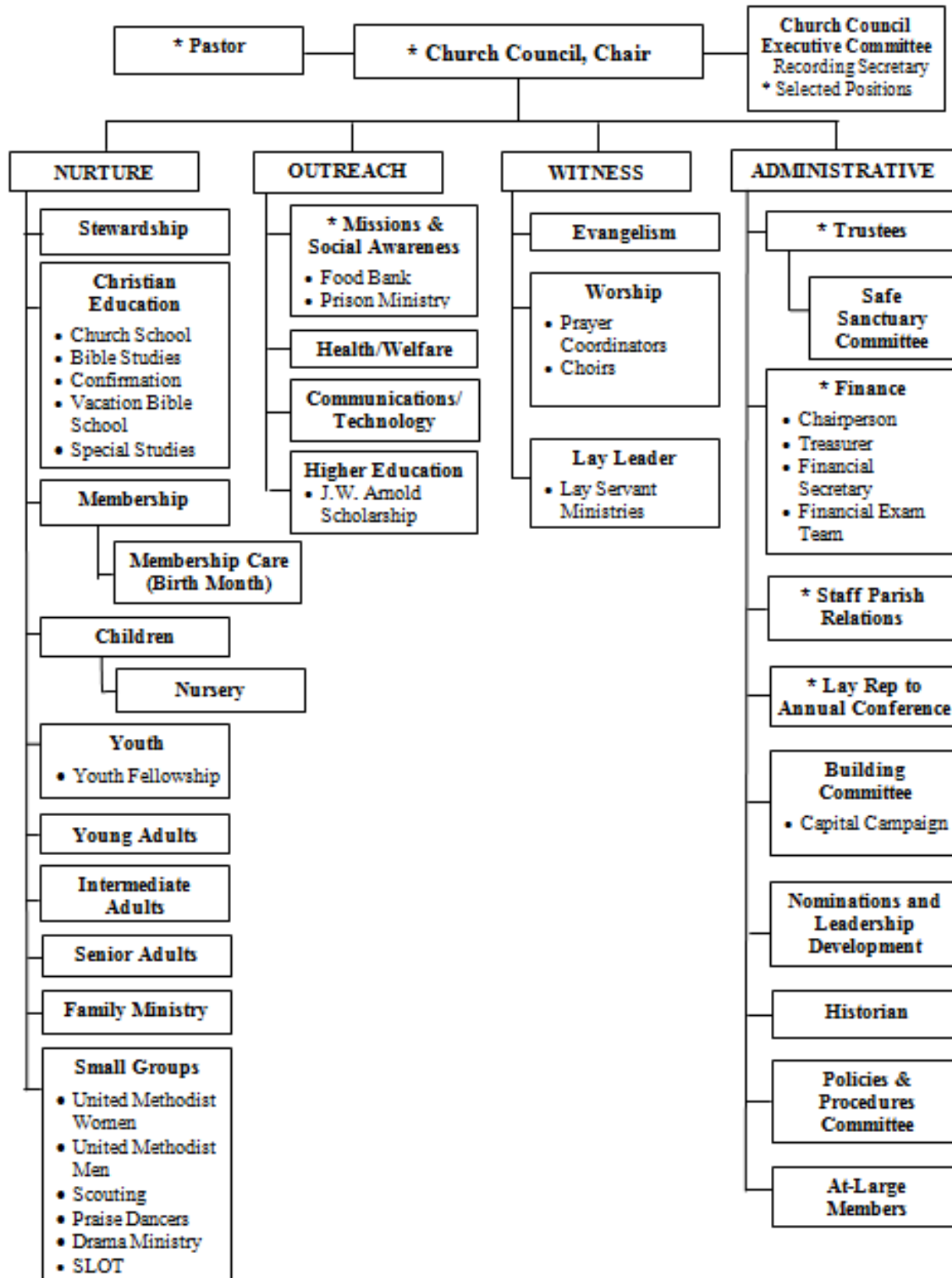
- Pastor
- Chairperson of Church Council
- Vice Chairperson of Church Council
- Chairperson of Trustees
- Chairperson of Missions
- Chairperson of Stewardship
- Chairperson of Committee on Finance
- Treasurer

- Chairperson of Staff Parish Relations
- Lay Representative to Annual Conference
- Recording Secretary (non-voting member)

The committee shall:

- Provide the Council Chairperson a confidential sounding board for insights and advice.
- Provide quick feedback on matters that are not ready for formal, full Council deliberation.
- Make emergency decisions. Emergency decisions are those that cannot wait for the next meeting. If any emergency decisions must be made, the Executive Committee may be polled by email or telephone, or meet in person to make the decision. At least six (6) “yes” votes (a majority of the Executive Committee) are required for the action. The Council Chairperson will vote if a tie vote is recorded. If any Executive Committee positions are vacant, the number of “yes” votes will be proportionately adjusted. Any action taken by the Executive Committee will be reported at the next Church Council meeting.
- Identify duplication of effort to avoid potential conflicts between committees, ministries, and staff.
- Research important issues or complete specific tasks for which the creation of a special committee would be unnecessarily cumbersome.
- Assist in ensuring efficiency and productivity in the work of the Council.

**ORGANIZATION CHART**







### ***CHURCH COUNCIL CHAIRPERSON***

The person elected Church Council chairperson shall be an active member of the church that exhibits these spiritual gifts: leadership, administration, servanthood, discernment, and teaching. This person shall show evidence of prior effective ministry leadership, active and growing personal discipleship, and the willingness and ability to collaborate with other ministry leaders.

The Church Council chairperson shall be elected annually by the Charge Conference and is expected to commit to a term of three years.

The Church Council chairperson shall have the following responsibilities:

- Leading the Council in fulfilling its responsibilities;
- Preparing and communicating the agenda of the Council meetings in consultation with the pastor, lay leader, and other appropriate persons;
- Reviewing and assigning responsibility for the implementation of actions taken by the Council;
- Communicating with members of the Council and others as appropriate prior to the meeting to permit informed action at Council meetings;
- Coordinating the various activities of the Council;
- Collaborating with the pastor on the scheduling of programs, activities and events on the official church calendar
- Providing the initiative and leadership for the Council as it plans, establishes, and evaluates the church's goals and objectives;
- Participating in leadership training programs as offered by the annual conference and/or district.

The Church Council chairperson shall be entitled to attend meetings of all ministries, boards and committees of the church unless specifically limited by the *Book of Discipline*.

The chairperson shall attend the North Georgia Annual Conference and a line item shall be included in the church budget to cover expenses.

### ***CHURCH COUNCIL MEETINGS***

- The Church Council shall meet monthly, except for July and August.
- The chairperson shall be responsible for planning the agenda and facilitating meetings of the Church Council. In the absence of the chairperson, the vice chair will assume the responsibility for facilitating the meeting.
- The consensus method shall be used for accepting reports and Robert's Rules of Order for making and approving recommendations/motions on official church policies.
- Only persons holding positions listed on the Church Council Organization Chart are eligible to vote for recommendations/motions on official church policies.
- The members present and voting at duly announced meetings shall constitute a quorum.

## PARTNERS IN MINISTRY

### POLICIES

- The Committee on Finance, Staff Parish Relations Committee (SPRC) and Board of Trustees shall each develop a written policies and procedures manual and submit to the Church Council for approval (*Church Council approved March 29, 2012*). The Nominations & Leadership Development Committee shall develop a written policies and procedures manual and submit to the Church Council for approval.
- The Church Council shall recommend to the Charge or Church Conference the salary and other remunerations of the pastor(s) and staff members after receiving recommendations from the Staff-Parish Relations Committee (*The Book of Discipline ¶252.4d & Church Council approved February 23, 2012*).
- The Church Council shall establish the church budget on recommendation of the Committee on Finance and ensure adequate provision for the financial needs of the church (*The Book of Discipline ¶252.4c*).
- The Committee on Finance shall develop and implement plans to raise sufficient income to meet the budget adopted by the Church Council (*The Book of Discipline ¶258*). Fundraising procedures will be described in the Committee on Finance's policies and procedures manual.
- When there is no significant (see explanation in Glossary) change in the position, SPRC will advertise for said position, fill said position and advise (see explanation in Glossary) the Church Council of its action. The SPRC will provide for all personnel relations functions.
- The Church Council shall ensure that the Nominations and Leadership Development Committee plans and implements leadership training for new and developing officers of the church.
- The Church Council shall fill any vacancies occurring among lay officers (work area chairs) of the church between sessions of the Charge or Church Conference (*Discipline ¶252.4b & Church Council approved February 23, 2012*) with the approval of the District Superintendent (*Church Council approved March 12, 2015*).
- The Church Council shall review the membership roll of the church (*Discipline ¶252.4a*) every three years.
- The Church Council shall review any and all documents prior to their presentation at the Charge or Church Conference except as allowed and solicited from the floor of the conference. (*Church Council approved February 23, 2012*).
- The Church Council secretary shall be the Charge or Church Conference secretary (*Discipline ¶247-4*)

### PROCEDURES

- The Committee on Finance, Staff-Parish Relations Committee, Board of Trustees and Nominations and Leadership Development Committee will each form a committee to research and develop a comprehensive written policies and procedures manual. The committee's research will include an examination of the appropriate sections of *The Book of Discipline* and other official UMC documents.

- The members of the Committee on Finance, Staff-Parish Relations Committee, Board of Trustees and Nominations and Leadership Development Committee will adhere to the written policies and procedures manual approved by the Church Council in fulfilling their responsibilities.
- The written policies and procedures manuals for ACUMC will be reviewed annually by the Policy and Procedures Committee and updated in accordance with changes approved by the Church Council.
- The Church Council's recommendations for the pastor's and staff's salaries and other remunerations will be distributed and discussed prior to the voting at the Charge Conference.
- The Committee on Finance will submit the proposed church budget and the previous year's financial givings and expenses to the Church Council at least one month prior to the Church Council's December meeting.
- If there is a lay officer vacancy between Charge Conferences, the Committee on Nominations and Leadership Development will submit a recommendation to the Church Council.
- If there is no recommendation from the Committee on Nominations and Leadership Development for a lay officer vacancy, the Church Council will entertain motions from the floor to fill the position.
- The Church Council will establish a Committee on Church Membership headed by the Membership Secretary to prepare, distribute, and collect a membership survey at the Sunday worship services.
- The Committee on Church Membership will review the membership survey results, contact members not submitting a survey, cross-reference the membership roll with the records of financial givings; and develop an official church membership roll.
- The Committee on Church Membership will audit the membership roll annually and submit a report to the Church Council by the July meeting.
- The Pastor will collect and assemble any and all documents to be presented at the Charge or Church Conference and will submit the documents to the Church Council at least one month prior to their presentation at the Charge or Church Conference.
- The Church Council will review the documents to be submitted at the Charge or Church Conference to ensure adherence to policies and procedures.
- The Church Council secretary shall be in attendance at the Charge or Church Conference to record the minutes; make corrections to the minutes and distribute the revised minutes to the Church Council (*Church Council approved March 29, 2012*)

### **MINISTRIES & WORK AREAS**

#### **POLICIES**

The Book of Discipline (§252.1) states that the church council shall provide for planning and implementing a program of nurture, outreach, witness, and resources in the local church. ACUMC shall adhere to the NOW (nurture, outreach and witness) model in creating and sustaining ministries.

- 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.

- The nurturing ministries at ACUMC shall be Christian Education (Sunday School, Bible Study, Vacation Bible School, Confirmation, other studies); Membership (Membership Care/Nurture Groups); Children, Youth / Youth Fellowship, Young Adults, Intermediate Adults and Family Ministries; Prime Timers; Praise Dancers; Drama Ministry, Speakers and Leaders of Tomorrow (SLOT); United Methodist Women (UMW); United Methodist Men (UMM); and Scouting.
- 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 interreligious concerns, religion and race, and the status and role of women.
  - The outreach ministries at ACUMC shall be Missions & Social Awareness (Food Bank), Health / Welfare, Communications (Technology Committee), Higher Education, J.W. Arnold Scholarship and Prison Ministries.
- 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 Servant Ministries; and other means that give expressions of witness for Jesus Christ.
  - The witness ministries at ACUMC shall be Evangelism, Worship, Prayer Coordinators, Lay Leader (Lay Servant Ministries) and Stewardship.

The Book of Discipline (§252.1) also states that the Church Council shall provide for the administration of the ongoing life of the church as an organization. The work of administration must be accomplished with the mission of the church in mind.

- The administrative committees of ACUMC shall be Board of Trustees, Committee on Finance (Treasurer, Financial Secretary, and Financial Exam Team), Staff Parish Relations Committee, Nominations and Leadership Development Committee, Lay Representative to Annual Conference, Building Committee (Capital Campaign), and Historian.

The members of all ministries and work areas shall:

- Support the vision, mission and core goals of ACUMC
- Adhere to the United Methodist guidelines for the ministry in the handbook distributed (if applicable) to each chairperson
- Follow all Andrews Chapel policies and procedures
- Pray daily, study scripture, and strive to lead a life following the example of Jesus Christ
- Attend worship service faithfully
- Support and collaborate with other ministries of the church in carrying out the mission and goals of ACUMC
- Bring to the Church Council any actions that must have the Council's approval
- Maintain written records (minutes) of meetings and present a report (***Church Council Ministry Report Form page 24***) at each Council meeting
- Elect from among the members of the ministry at least a chairperson and recording secretary as officers to ensure organizational effectiveness

- Develop ministry membership guidelines, if applicable. (For example prison ministries require a criminal records check for members).
- Adhere to the Committee on Finance policies and guidelines concerning the two major church fundraisers (Calendar Tea & Church Anniversary) and other fundraising activities.
- Develop a written mission statement and yearly goals for the ministry / work area that align with the church's mission and goals

The Ministry / Work Area Chairperson shall:

- Lead the members in achieving the mission statement and yearly goals for the ministry
- Plan and implement an assessment process to evaluate the effectiveness of the goals annually
- Be in attendance or have a representative in attendance at the monthly meetings of the Church Council
- Prepare and present a report (***Church Council Ministry Report Form page 24***) at each Church Council meeting that describes the achievements, programs or activities of the ministry that align with the mission and goals of the ministry
- Have regularly scheduled meetings to accomplish the ministry's mission and goals
- Prepare, communicate and facilitate the agenda of the meetings
- Ensure minutes for each meeting are recorded, shared with members and filed appropriately
- Develop an annual budget in collaboration with the members to submit to the Committee on Finance that details the funds needed to accomplish the mission and goals
- Lead the members, in collaboration with the Policy and Procedures Committee, an arm of the Church Council, in writing guidelines and procedures that describe operations, responsibilities, programs and activities essential in carrying out the mission and goals
- Attend leadership training as scheduled
- Identify and mentor a member of the ministry or work area to recommend as his/her successor to the Nominations and Leadership Development Committee

### PROCEDURES FOR CREATING NEW MINISTRIES

1. Discern God's calling to start a new ministry through prayer and reflection; patiently wait for God's timing and movement before going to the pastor.
2. Share the vision for the ministry with the pastor.
  - a. Explain the inspiration for the ministry (why the need exists and how it meets the ACUMC's mission).
  - b. Explain the vision for the ministry – why is it the solution for the need identified. (Mission Statement)
3. Complete the Finance Committee Budget Submission Form and submit to the pastor.
4. Pastor determines that ministry idea is viable and directs sponsor to prepare a presentation to the Church Council.
5. If pastor determines that the new ministry is not needed, but the sponsor believes the ministry deserves further consideration, s/he should contact Church Council chair to be added to the agenda of the next meeting.
6. Sponsor presents new ministry to the Church Council for consideration.

7. Church Council makes decision on the creation of the ministry. If approved, include in organization structure, church budget and communicate to the congregation.
8. Church Council chair notifies Nominations and Leadership Development Committee of new ministry and the need to secure a chairperson to spearhead the work of the ministry.
9. New ministry chairperson recruits others from among the congregation to work in the ministry
10. The chairperson and members read and adhere to the policies and procedures for ministries and work areas described in this document.
11. In six months the Church Council will assess the effectiveness of the ministry and approve its continuation or dissolution as a ministry of the church.

### ***NOMINATIONS AND LEADERSHIP DEVELOPMENT COMMITTEE***

#### **POLICIES**

- The *Book of Discipline* (§258) states that there shall be a committee on nominations and leadership development composed of professing members of the church that are elected annually at the charge conference. This committee shall identify, develop, deploy, evaluate, and monitor Christian spiritual leadership for the local congregation.
- The committee shall 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. The pastor shall be the chairperson and a layperson elected by the committee shall serve as the vice chairperson.
- In conducting its work, members of the committee shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the church.
- The committee shall provide a means of identifying the spiritual gifts and abilities of persons in the congregation and select persons according to their gifts and passions to serve in the various ministries and work areas of the church.
- The committee shall develop a process for identifying and selecting officers and leaders for the designated ministries and work areas of the church that reflect inclusivity and diversity.
- The committee shall serve throughout the year to guide the Church Council on matters regarding the leadership (other than employed staff) of the congregation:
  - Maintaining the focus on mission and ministry as the context for service
  - Developing and training as spiritual leaders
  - Recruiting, nurturing, and supporting the leaders
  - Monitoring the progress of leaders and celebrating their accomplishments and service
  - Evaluating the effectiveness of leaders in their ministries or work areas and providing necessary training and support
- The committee shall develop written policies and procedures to guide, describe and, communicate its responsibilities and service to the church. *See Nominations and Leadership Development Policies and Procedures Manual for additional information.*

## PROCEDURES

- To secure experience and stability on the committee, members will be divided into three classes, one of which will be elected each year for a three-year term. To begin the process of rotation, one class will serve for only one year, one class for two years, and one class for three years. Each year's new class and vacancies will be elected at the Charge Conference from the recommendations of the Committee on Nominations and Leadership Development and / or through nominees from the floor. The Church Council will fill vacancies occurring during the year with the permission of the district superintendent.
- Retiring members of the committee cannot succeed themselves and only one person will serve from an immediate family residing in the same household.
- The committee will develop criteria to assess the effectiveness of the officers and leaders of the ministries and work areas and use the criteria in the nomination process each year. (*see Nominations and Leadership Development Policies and Procedures Manual for details*)
- The committee will recommend to the Charge Conference each year, the names of people to serve as officers and leaders of the designated ministries and work areas required to achieve the mission of the church.

## ***STAFF PARISH RELATIONS COMMITTEE (SPRC)***

### POLICIES

- The SPRC shall be a ministry whose purpose is to build a strong relationship between the staff and congregation, and between the congregation and the district superintendent. The ministry of this committee is crucial to a vital and effective congregation.
- The committee shall be a diverse group with each member representing or relating to various constituencies in the church. Members shall be Christian leaders who demonstrate practices essential for church leadership, such as attention to their spiritual development, regular worship attendance, small group participation, Bible study, and regular generous giving.
- The committee shall be composed of not fewer than five nor 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.
- An immediate family member of the pastor or staff member shall not serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee.
- In conducting its work, members of the committee shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the church.
- The committee shall assist the pastor(s) and staff in assessing their gifts, maintaining health holistically and work-life balance, and setting priorities for leadership and service.
- The committee shall communicate with the Committee on Nominations and Leadership Development and 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 and staff proves an inappropriate stewardship of time. (*Discipline ¶258.2*).



- The committee shall meet at least quarterly. It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any other person accountable to the committee, or the chairperson of the committee. The committee shall meet only with the knowledge of the pastor and / or the district superintendent. The pastor shall be present at each meeting of the committee except where he or she voluntarily excuses himself or herself.
- The committee shall meet in closed session, and sensitive information shared in the committee shall be confidential.
- The committee shall publish to the congregation the procedures by which a church member can address concerns at a SPRC meeting.
- The committee shall 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 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 nonappointed 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, are at least 21 years of age, and have at 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. (*Discipline ¶258.12*)
- The administrative responsibilities of SPRC shall include:
  - Communication among pastor/staff and congregation
  - Pastor and staff evaluations
  - Connection with the district superintendent
  - Other tasks essential to the work of the church
- The staff support duties of the committee shall include:
  - Nurturing the pastor and staff
  - Developing caring relationships among the pastor, staff and the congregation
  - Counseling pastor and staff on aligning personal needs to the well-being of the church
  - Celebrating the accomplishments of the pastor and staff in carrying out the mission of the church
- The committee shall develop written policies and procedures to guide, describe and, communicate its responsibilities and service to the church. *See the SPRC Policies and Procedures Manual for additional information.*

## PROCEDURES

- In order to secure experience and stability, the membership will 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, on the first year one class shall be elected for one year, one class for two years, and one class for three years.
- Members of the committee will be able to succeed themselves for one three-year term. When vacancies occur during the year, nominees will be elected by the Church Council.

## BOARD OF TRUSTEES

### POLICIES

- The Book of Discipline (§2525) states that there shall be a Board of Trustees elected by and under the direction of the Charge Conference. It shall consist of not fewer than three nor more than nine persons and it is recommended that at least one-third are laywomen and at least one-third laymen. Trustees shall be of legal age as determined by law, and at least two-thirds shall be professing members of the United Methodist Church. The pastor shall not be a voting member unless elected as a member.
- The Board of Trustees shall meet at the call of the chairperson, vice chairperson or pastor at least annually with a majority of the members constituting a quorum (*Discipline* §2532).
- The Board of Trustees shall (*Discipline* §2533):
  - Supervise, oversee, and care for all real property owned by the church
  - Ensure that the articles of incorporation of the church are current, if applicable
  - Review annually the adequacy of the property, liability, and crime insurance coverage on church-owned property, buildings, and equipment
  - Review annually the adequacy of personnel insurance
  - Report to the Charge Conference on the results of its reviews and any recommendations it deems necessary
  - Submit to Committee on Finance the annual budget request for insurance, property maintenance and improvement, and new property purchases
  - Grant permission, in conjunction with the pastor and consistent with the Social Principles (*Discipline* §§160-166), by outside organizations to use church facilities
  - Review annually the church-owned parsonage to ensure proper maintenance
  - Receive, administer, and invest all bequests and trusts made to the church in conformity with laws of the nation and state. A conscious effort shall be made to invest in a manner consistent with the Social Principles and the creation of an investment policy
  - Conduct or cause to be conducted, in cooperation with the health and welfare ministries, an annual accessibility audit of the buildings, grounds, and facilities to identify physical, architectural, and communication barriers that impede the full participation of people with disabilities and make plans and determine priorities to eliminate the barriers

- Be accountable to the Charge Conference and to the Church Council
- The committee shall develop written policies and procedures to guide, describe and, communicate its responsibilities and service to the church. *See the Board of Trustees Policies and Procedures Manual for additional information.*

## PROCEDURES

- The membership will be divided into three classes and shall be elected each year for a three-year term. To begin the process of rotation, on the first year one class shall be elected for one year, one class for two years, and one class for three years.
- Members of the committee will be able to succeed themselves until successors are elected by Charge Conference. When vacancies occur during the year, nominees will be elected by the Church Council.

## COMMITTEE ON FINANCE

### POLICIES

- The Committee on Finance shall establish written financial policies to document the internal controls of the church. *(The Book of Discipline ¶258-4.c) See the Committee on Finance's policies and procedures manual for additional information.*
- The Church Council shall ensure that an independent evaluation of the financial reports and records of the church is conducted by a qualified person or persons. The evaluation shall be conducted for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and determining compliance with local law, local church policies and procedures, and the *Book of Discipline*. *(The Book of Discipline ¶258-4.d)*
- The Committee on Finance shall review the written financial policies annually for adequacy and effectiveness and shall submit a report to the Church Council for review prior to submission to the annual Charge Conference. *(The Book of Discipline ¶258-4.c)*
- After the church budget has been approved, additional appropriations or changes in the budget shall be approved by the Church Council.

### PROCEDURES

- The independent evaluation will include *(The Book of Discipline ¶258-4.d)*:
  - A review of the cash and investment reconciliations
  - Interviews with the treasurer, financial secretary, pastor(s), finance committee chair, those who count offerings, church secretary, church council chair with inquiries regarding compliance with existing written financial policies and procedures
  - A review of authorized check signers for each checking and investment account
  - Other procedures requested by the Committee on Finance
- The Committee on Finance will conduct an annual audit of the financial statements of the church and all the ministries and work areas.

- The Committee on Finance will ensure contributions designated for specific causes and purposes will be promptly forwarded according to the intent of the donor and will not be used for any other purposes. (*The Book of Discipline ¶258-4.f*)
- The Committee on Finance will include in the annual report to the Church Council all designated funds that are separate from the current expense budget (i.e., building fund, scholarship fund). (*The Book of Discipline ¶258-4.h*)

## OTHER POLICIES AND PROCEDURES

### RECORDKEEPING

#### POLICIES

- The pastor and Church Council shall ensure that vital church records are properly maintained manually and electronically.
  - Vital records are those records that are essential for the effective operation of the church. These records should not be lost under any circumstance.
  - Vital records for ACUMC include:
    - Membership records
    - Baptism records
    - Marriage records
    - Financial records
    - Any deeds or contracts
    - Personnel records
    - Official minutes of the Board of Trustees, Committee on Finance, Staff Parish Relations Committee, and Church Council
  - An electronic back-up copy of all vital records shall be stored in the Church's safe deposit box at the officially designated bank.
- It shall be the responsibility of the Church Historian and Committee on Records and History to maintain the vital records, excluding personnel records. The Church Historian shall serve as the chair of the Committee on Records and History. (*The Book of Discipline ¶247-5.b*)
- The official minutes of the Board of Trustees, Committee on Finance, Staff Parish Relations Committee, and Church Council shall be submitted electronically monthly to the Church Secretary for archiving electronically and placement in the Church's fire-proof safe. If official minutes are not available because a meeting was not held during the month, a written record of such must be given to the Church Secretary for filing.
- Any official minutes of the Staff Parish Relations Committee containing confidential information shall be recorded and filed securely in the SPRC designated fire proof safe.
- The official minutes of the Church Council including all reports are filed by the Church Council secretary annually in a binder (*Church Council approved March 29, 2012*).

#### PROCEDURES

- All vital records, except for those of the Staff Parish Relations Committee, must be submitted to the Church Secretary monthly to be maintained and stored on the Church's official computer.

- The Church Secretary will back-up all vital records, except for those of the Staff Parish Relations Committee, monthly on an external hard drive and ensure the security of that hard drive.
- The Staff Parish Relations Committee will back-up all personnel records and minutes twice per calendar year to an external hard drive and ensure the security of that hard drive.
- The pastor and Church Council chair shall meet with the Church Historian and Committee on Records and History during the first quarter of the year to ensure that the vital records of the previous year have been properly maintained and filed manually and electronically.

### ***CHURCH CALENDAR***

#### **POLICIES**

- The pastor and the Church Council shall be responsible for scheduling programs, activities and events on the official church calendar.
- All programs, activities, and events of work areas and ministries must be reported to the Church Council for scheduling on the official church calendar.
- The church secretary maintains and publishes the official church calendar. Only the secretary can make changes and deletions to the calendar.
- Programs, activities, events and meetings of the work areas and ministries shall not conflict with the regularly scheduled services of the church.
- Church sponsored activities take priority over any other activities. Use of church facilities for non-church sponsored activities is subject to church policy on use of facilities and is scheduled on a first-come, first-served basis.

#### **PROCEDURES**

1. At the second meeting of the calendar year for the Church Council, the chairperson of each ministry and work area will report all programs, activities and events planned for the year for inclusion on the official church calendar.
2. The Church Council will accept the chairpersons' reports of the programs, activities and events planned for the year. The pastor and Church Council chairperson will give the church secretary a list of the programs, activities, and events for inclusion on the official church calendar.
3. The church secretary will check the official church calendar for the availability of facilities on dates requested in the reports and to ensure there are no conflicts with the regularly scheduled services of the church and other events. If there are church calendar scheduling conflicts, the church secretary will notify the Church Council chairperson and the appropriate ministry or work area chairperson.
4. The church secretary will enter the programs, activities and events on the official church calendar.
5. Non-church sponsored programs and events will be submitted to the Board of Trustees for approval. The Board of Trustees will submit approved programs and activities to the church secretary for inclusion on the official church calendar.

## ***CHURCH COMMUNICATIONS***

### **POLICIES**

- As a body of the United Methodist Church, the local church shall communicate and listen to the members of the congregation and the outside world through all available mediums.
- There shall be a Committee on Communications to meet the communication, public relations, and marketing needs of the entire church.
- The pastor shall be responsible for monitoring all communications – written and electronic - to ensure adherence to the Christian faith and church mission.
- The authorized spokesperson to the media shall be the pastor in consultation with the district superintendent. When the assistant pastor is officially acting in the role of the pastor, s/he shall be the spokesperson to the media.

### **PROCEDURES**

- All media requests will be recorded accurately and passed on to the pastor. Media requests include interviews, commentary and information. Media means (local and national) – television/radio, newspapers, magazines, and internet sites.
- All media calls and requests will be reported for follow-up by the pastor or Committee on Communications and archived by the church secretary.
- The pastor will communicate monthly with the Committee on Communications to remain abreast of all internal and external communications related to the church.
- The Committee on Communications will:
  - Oversee communication between the church and its members through print and electronic mediums (newsletters, brochures, flyers, bulletin boards and displays, telephone contacts, audiovisuals and the church website).
  - Develop a public relations or communications plan for both church members and for the surrounding community.
  - Promote the church and church-sponsored events to the surrounding community.
  - Develop guidelines for utilizing Yahoo and the “calling post” for major events sponsored by the church.
  - Maintain the church website.
  - Provide counsel and direction to ministries within the church about how to promote the events and services these ministries provide for the congregation.
  - Coordinate contacts between the church and the media in the community (newspapers, advertising media, radio and television, signs and billboards).
  - Communicate with persons responsible for communications at the UMC district and conference levels about events happening in the local church (for district or conference newspaper, etc.).
  - Cooperate with the UMC district and conference offices to promote special programs, benevolences, and resources.

## ***SAFE SANCTUARY***

The United Methodist Church defines Safe Sanctuary as “an overt expression of a congregation in making a congregation a safe place where children and youth may experience the abiding love of God and fellowship within the community of faith”. The **General Conference mandate of 1996** requires all United Methodist Churches to implement policies and procedures to make sure no harm comes to those 18 and younger or adults who cannot care for themselves while they are in our care and ministry. Andrews Chapel UMC shall adopt the Safe Sanctuary policy for the protection of all children, youth and adults in the congregation. This policy shall serve to prevent the risk of any form of abuse or harassment, whether physical, mental or sexual, by any staff, employees or volunteers of the church while on church property or while engaged in church activities or programs. The policy shall also protect, to the extent practicable and legal, the rights of the staff, employees and volunteers from unfounded allegations of abuse or harassment.

### **POLICIES**

- The Church Council shall oversee the implementation of written guidelines for the recruitment, selection and induction of individuals to serve in all ministries directly and indirectly associated with the church.
- The Church Council shall ensure the implementation of procedures for the safety of children, youth and adults while they are participating in the activities and programs of the church.
- All staff, employees or volunteers of the church shall adhere to the laws of the state of Georgia regarding the reporting of any form of abuse or harassment, whether physical, mental or sexual.
- The Church Council shall ensure training for all current and future staff, employees and volunteers of the church on the Safe Sanctuary policies and procedures.
- There shall be a Safe Sanctuary Committee comprised of a representative of the Church Council, Trustees, SPRC, a member of the clergy, youth minister, Christian education member, and a parent.

### **PROCEDURES**

- The Nominations and Leadership Development Committee will develop written guidelines for recruiting, selecting and inducting individuals to serve in all ministries directly and indirectly associated with the church. The written guidelines will be submitted to the Church Council for review and approval prior to their implementation.
- All ACUMC activities and programs involving children and/or youth 18 years of age and younger will be subject to the following procedures:
  - As often as practicable, two (2) adults must be present at all times to supervise or lead all activities involving children and/or youth 18 years of age and younger.
  - An individual must have been a member of ACUMC at least one year prior to supervising, leading or working with children or youth.
  - Any adult, paid employee or volunteer, assigned to work with children or youth will be required to complete a background information form and undergo a criminal history/background check.

- While the background check is in process, the employee or volunteer may begin working with children or youth if the Church Council receives a written endorsement from a registered staff member.
- The information contained in the background information form and the results of the background check will be kept confidential unless the written permission of the employee or volunteer is obtained.
- All staff members and volunteers involved in activities for children and youth must file a background information form every two (2) years disclosing any changes in information and criminal history.
- All confidential information concerning staff, employees and volunteers obtained pursuant to this policy will be marked confidential, kept in a locked and central location under the control of the senior pastor and only disclosed to staff having the “need to know” information to perform their duties and responsibilities.
- All staff and volunteers will be trained annually on ACUMC’s Safe Sanctuary policies and procedures. The training will include:
  - Safety, first aid and child abuse prevention
  - Requirements of Georgia state law for reporting incidents of abuse
  - Behaviors or other indicators which may signal problems of abuse
  - Procedures for responding to incidents of abuse
  - Procedures for reporting incidents of abuse
  - All staff and volunteers will sign a covenant to abide by ACUMC’s Safe Sanctuary policies at the conclusion of the training.
- The Safe Sanctuary Committee will be responsible for ensuring that the Safe Sanctuary policies and procedures are reviewed annually and updated as needed. Revisions and additions will be submitted to the Church Council for approval.

## GLOSSARY

- Annual Conference - a regional, organizational unit of The United Methodist Church, and (also) the yearly business meeting of that unit, both presided over by a bishop. Delegates to the business session comprise equal numbers of clergy and laity. Each annual conference occupies a specific geographic area.
- Book of Discipline - the book of law of The United Methodist Church, revised every four years by legislation of the General Conference.
- Charge - the church or churches to which a pastor is appointed.
- Charge Conference - the meeting of the congregation linking the local church and the general church in which ministry is reported to the district superintendent and business for administration and funding of future ministry is conducted. This organizational unit oversees the administrative board or council of the church, meeting at least annually.
- Church Conference - an authorized meeting of the charge conference that extends the privilege of vote to all local church members present.



- Confidential – refers to a stewardship in which access to information is carefully limited; it does not mean secrecy, in which information is shared informally but not officially; nor does it mean silence in which information is never divulged under any circumstances. Responsible stewardship of information requires limiting access and divulging only on a need-to-know basis, through appropriate channels.
- Consensus Method – a group decision-making process that seeks the consent of all participants; resolutions that can be supported even if individuals are not in agreement.
- Episcopal Appointment - the assignment of a clergy member to a post by the bishop of the annual conference to which the clergyperson belongs. The process usually includes consultation with district superintendent and the affected pastor and congregation.
- “Significant change in a position” means when there is a new position or a change in the salary of any established position the action must be brought before the Council.
- “Advise” means that SPRC will inform the Council that an action has been taken. It will not be voted on by the Council. It is information only.
- Social Principles - Part III of the *Discipline*; General Conference’s prayerful, thoughtful effort to speak to human issues in the contemporary world from a biblical and theological foundation.

## ACUMC – POLICIES & PROCEDURES MANUAL

### CHURCH COUNCIL MINISTRY REPORT FORM

<b>Ministry or Work Area Name:</b>		<b>Chairperson:</b>	
Person Submitting (if different from chairperson):			
Chairperson or Submitter's Phone Number:		Email address:	
<b>Church Mission:</b> <i>ACUMC is a fellowship of believers called to witness to our faith and to make disciples of Jesus Christ from among our family, friends, acquaintances, and others in the Jonesboro and Clayton area and wherever we may be.</i>			
<b>Ministry or Work Area Mission Statement:</b>			
<b>Goals</b>	<b>Program or Activity to achieve each goal</b>	<b>How each goal connects with church mission/goal(s)</b>	<b>Accomplishment(s) this report month (include funds spent or needed)</b>
#1			
#2			
#3			
#4			
<b>Signature:</b>		<b>Date:</b>	