

# Your Support and Input is Needed

## Andrews Chapel UMC Policies and Procedures Review

**WHY:** The spiritual practice of community is a recurring theme in the Bible. The scriptures tell us that the church is a community. Living in a church community requires teaching and learning together, nurturing and fellowshiping together and praying together. Order is essential for the church to engage in these activities and to ensure that there is equity and harmony in the church. This is the ultimate purpose of having rules and procedures. God is a God of peace and harmony, order and clarity.

**HOW:** As we prepare for Year 2023 with new goals and leaders, you are invited to review the current written and approved policies and procedures manual of Andrews Chapel and submit suggestions for revisions at the upcoming Church Council meetings beginning in November. Each month, the Church Council will review a specific section of the manual (as indicated below) and consider the suggestions for revision that have been submitted prior to the meeting. All members are invited to attend the meetings and/or submit written suggestions.

### Scriptures

*"So continuing daily with one accord in the temple, and breaking bread ..., they ate ... with gladness and simplicity of heart, praising God and having favor with all the people. And the Lord added to the church daily those who were being saved." (Acts 2:46-47)*

*"For by one Spirit we were all baptized into one body...and have all been made to drink into one Spirit. For in fact the body is not one member but many." (1Corinthians 12:13-14)*

### REVIEW CALENDAR

- November 10 – Church Council Policies & Procedures / Organizational Chart (pages 5-10)
- December 8 – Finance Policies & Procedures (pages 19-20)
- January 12 – Trustees Policies & Procedures (pages 18-19) / Safe Sanctuary Policies (pages 23-24)
- February 9 – Staff Parish Relations Committee (SPRC) – Policies & Procedures (pages 16-18) / Nominations and Leadership Development Committee (pages 15-16)
- March 9 – Ministries and Work Areas (pages 12-15; 26)
- April 13 – Other Policies and Procedures (pages 20-22)

**The Policies and Procedures Manual is on the church's website ([andrewschapelumc.org/acumc/](http://andrewschapelumc.org/acumc/)) AND hard copies will be available on Sundays on the table in the foyer of the sanctuary.**

## 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

