Sango UMC Leadership Board Positions and Responsibilities

The Sango UMC Leadership Board shall serve as the (i) Administrative Committee and/or Church Council, (ii) the Staff Parish Relations Committee, (iii) the Board of Trustees, and (iv) the Finance Committee of the church and shall assure that all the duties of each of the above committees are performed.

The Leadership Board shall consist of fourteen (14) members in the following positions:

* Chairperson (determined by the Committee on Nominations)
* Vice Chairperson (determined by the Committee on Nominations)
* Lay Leader (determined by the Committee on Nominations)
* Delegate to Annual Conference (determined by the Committee on Nominations)
* 2 Finance Representatives (determined by the Committee on Nominations)
* 2 Trustee Representatives (determined by the Committee on Nominations)
* 2 Staff Parish Relation Representatives (determined by the Committee on Nominations)
* Worship Representative (determined by the Committee on Nominations)
* Outreach Representative (determined by the Committee on Nominations)
* Nurture Representative (determined by the Committee on Nominations)
* Pastor (a non-voting member except in the event of a tie)

Responsibilities of the Board

* The leadership board is accountable to the charge conference and serves as the executive agency of the charge conference between meetings to oversee the administration and ministry of the church.
* The board determines God’s call to the church for ministry that is transformative.
* The board initiates planning, establishes goals, implements action plans, and evaluates effectiveness for church ministries of nurture, outreach, worship, and administration.
* This board is responsible for developing and carrying out plans to raise enough income to support the budget that has been approved.
* The board arranges for an annual audit of financial records and makes a report of this audit to the charge conference.
* This Board, subject to the direction of the charge conference, has oversight and care of all local church property, buildings, and equipment to further the mission of the church. This work is done in consultation with the pastor.
* The board strategizes so that the church makes disciples of Jesus Christ for the transformation of the world.
* The board works with the committee on nominations and leader development for effective pastoral, staff, and lay leadership.
* The board recommends to the charge conference the compensation, housing needs, and benefits for the pastor and other staff.
* The board fills leadership vacancies between meetings of the charge conference upon the recommendation of the committee on nominations and leader development.
* The board coordinates to provide for financial support, physical facilities, and the legal obligations of its local church.
* The board weighs several factors as it meets with the district superintendent and/or the bishop in an advisory capacity related to clergy leadership. The board considers the age and stage of the church. The board must have an understanding of the feelings and desires within the church about the pastor’s leadership and appointment. They also consider the culture and needs of the community around the church.
* The board provides an annual evaluation of the pastor(s) and other staff for ongoing effective ministry.
* The board enlists, evaluates, and annually recommends candidates for professional ministry to the charge conference.
* The board works with the pastor and district superintendent to develop a church profile that reflects the needs, characteristics, and opportunities for mission of the charge consistent with the church’s statement of purpose.
* At times, this board must be able to maintain confidentiality.

Each position is described on the following pages.

**Chairperson**

An effective chairperson provides initiative, coordination, and collaborative leadership for the leadership board that does planning, goal setting, implementation, and evaluation of ministry to fulfill the mission and vision of the church. Useful skills for this position are the ability to listen to and communicate with people of all ages, work with other ministry leaders, preside over meetings, delegate responsibility, and follow up to complete tasks.

**Responsibilities**

* This leader meets and works with the pastor, lay leader, and others to fulfill the mission of the church.
* The leadership board chair, along with the vice chair, the pastor and lay leader, are the primary spokespersons for the vision and mission of the church and encourage all other ministry leaders.
* This person should organize an annual planning meeting for church vision and ministry goals.
* This person should become familiar with United Methodist resources and organization.
* This leader prepares and communicates the agenda for meetings, leads the meetings, follows up actions by assigning responsibility for implementation, coordinates the activities of the leadership board, and maintains a healthy and growing spiritual life.

**Getting Started**

* Talk with your pastor and others to understand their hopes and dreams for the church and the way your leadership will advance the church’s vision for ministry.
* Learn what life is like for people in your community. Gather information by being attentive to the neighborhood, asking questions, and listening deeply.
* Soon after you are elected, convene a meeting of the leadership board to get acquainted, share hopes and concerns, and begin to plan your work for the year. Engage the leadership Board to join you in the actions described above.
* Evaluate the present ministry of the church. What is working well? Where are there weaknesses? What are the gaps?

**Vice Chairperson**

An effective vice chairperson is prepared to step up when the chairperson is absent. This leader also provides initiative, coordination, and collaborative leadership for the leadership board that does planning, goal setting, implementation, and evaluation of ministry to fulfill the mission and vision of the church. Useful skills for this position are the ability to listen to and communicate with people of all ages, work with other ministry leaders, preside over meetings, delegate responsibility, and follow up to complete tasks.

**Responsibilities**

* This leader meets and works with the pastor, lay leader, and others to fulfill the mission of the church.
* The leadership board vice chair should encourage all other ministry leaders.
* This person should help organize an annual planning meeting for church vision and ministry goals.
* This person should become familiar with United Methodist resources and organization.
* This leader helps to prepare and communicate the agenda for meetings, leads the meetings when necessary, help to coordinate the activities of the leadership board, and maintain a healthy and growing spiritual life.

**Getting Started**

* Talk with your pastor and others to understand their hopes and dreams for the church and the way your leadership will advance the church’s vision for ministry.
* Learn what life is like for people in your community. Gather information by being attentive to the neighborhood, asking questions, and listening deeply.
* Attend the meeting of the leadership board to get acquainted, share hopes and concerns, and begin to plan work for the year.
* Evaluate the present ministry of the church. What is working well? Where are there weaknesses? What are the gaps?

**Lay Leader**
An effective lay leader functions as the primary representative and role model of Christian discipleship and faith lived out in the church and in daily life. The lay leader works with the pastor to fulfill the mission and vision of the church. It is important for a lay leader to listen well and communicate with people of all ages. This leader must have the ability to keep a broad view of the separate parts of the church and work with the pastor to help align the entire ministry toward the mission of the church.

**Responsibilities**

* The lay leader represents the laypeople in the church in working with the pastor for the mission and vision of the church.
* The lay leader engages in spiritual practices that build a relationship of attentiveness to God’s will and direction.
* The lay leader represents the laypeople in the church and serves as a role model of Christian discipleship for the church.
* The lay leader works with the pastor and other leaders to launch or strengthen ministries that build discipleship.
* The lay leader assists in advising the leadership board about opportunities available and the needs expressed for a more effective lay ministry of the church in the community.
* The lay leader plans with other leaders in the church for celebrating the ministry of laypeople throughout the year and especially on Laity Sunday.
* The lay leader meets regularly with the pastor to discuss the state of the church and the opportunities for ministry to advance the mission and ministry of the church in the community.
* The lay leader continues to study and train and to develop a growing understanding of the church’s reason for existence and the types of ministries that will most effectively fulfill the church’s mission and that will help strengthen the lay leader’s own work.
* The lay leader informs the laity of training opportunities provided by the annual conference.
* Lay leaders are encouraged to become certified lay servants.
* The lay leader is a member of the charge conference, the leadership board, and the nominations and leadership development committee.
* Lay leaders are voting members of all the aforementioned groups. Each of these groups has specific responsibilities, but the lay leader represents the laity in each situation, as well as serving as an interpreter of the actions and programs of the annual conference and the general church.

**Getting Started**

* Meet and talk with the pastor regularly to understand his/her hopes and dreams for the church and for the lay leader’s role in advancing toward the vision for ministry.
* Explore, with others, the opportunities for intentional mission and ministry.
* Examine ways your church as a whole and as individuals can be involved in caring ministries in the community.
* Work with the pastor and other leaders to launch or strengthen ministries that build an effective discipleship system.
* Make plans with leaders in your church for celebrating the ministry of laypeople throughout the year, especially on Laity Sunday.
* Learn about the actions taken at your annual conference and by the General Conference and share this information with members of your church.
* Lift up and support leadership development through Lay Servant Ministries.

**Lay Member of Annual Conference**

An effective lay member of annual conference informs the church about The United Methodist Church in the conference and around the world. This person attends annual conference sessions as a member from the church and interprets the actions to the church. An effective lay member builds the connection between the church and all United Methodist churches. An effective lay member is especially interested in connecting the church of God with people who are not yet part of it.

**Responsibilities**

* The lay member of annual conference needs to become knowledgeable about the structure and ministries of the annual conference, The United Methodist Church, and the church.
* This leader will attend all sessions of annual conference or arrange for an alternate to be seated. During the conference session, this leader will participate in discussions, debates, voting, and all other activities of annual conference.
* This leader needs to engage in spiritual practices that build attentiveness to God’s will and direction. Business sessions of the church can divert attention from spiritual discernment into parliamentary procedure and political positioning. Members of annual conference need to hold one another accountable to the mission and vision of the church.
* Lay members are also members of the annual conference for the year they are elected. The lay member, along with the pastor, serves as an interpreter of the actions of the annual conference session.
* Lay members play a key role in linking the mission and vision of the local church with the mission and vision of the annual conference. In having this link, the church is even more clearly focused, and the responsibility of laity in the call to ministry is more clearly set forth.
* Lay members are to serve on the leadership board in addition to being a member of annual conference.
* An important part of being the link with the annual conference is for lay members to report to the local church council on actions of the annual conference as soon as possible after the close of the conference.
* This leader is accountable to the charge conference through the leadership board.
* Connect with the district lay leader and take advantage of training opportunities.

**Getting Started**

* Talk with your pastor and others to understand their hopes and dreams for the way your leadership can advance the vision for ministry.
* Talk to people in your church or in other churches who have attended annual conference sessions.
* Take advantage of preconference orientation sessions and information on your annual conference website so you are prepared both to learn and to contribute to the life of the church.
* Become familiar with the ministries and concerns of your church.
* Become familiar with the rules of annual conference and with basic parliamentary procedure.
* Study the preconference reports and the minutes of the past session so that you are prepared for the ongoing business and the issues that will be on the agenda.
* Participate in preconference sessions that cover annual conference vision, upcoming issues, budgetary items, and proposed resolutions.

**Finance Representative (2)**

An effective finance representative proposes a budget; then raises, manages, and distributes the financial resources of the church to support and strengthen the mission and ministry of the church. A finance representative needs a strong understanding of biblical stewardship and management of all that God provides. Basic skill with financial matters is helpful and can be supplemented by skills of others on the board.

**Responsibilities**

* The finance representative works with the leadership board, the church staff, and other ministry leaders to fulfill the mission of the church. The finance representative works with the trustee representative to handle designated gifts and bequests in accordance with *The Book of Discipline.*
* This leader will gather all budget requests to be reviewed, ensure that the church and pastor are informed about the church’s financial situation, and recommend to the board any changes that need to be made in the budget after it has been approved. This leader is accountable to the charge conference through the leadership board.
* The finance representative annually compiles a budget for supporting the mission and vision of the local church and submits the budget to the church leadership board for review and adoption. During the year, the representative recommends any changes to the approved annual budget to the leadership board.
* Both the finance representative and individual members need to engage in spiritual practices that attend to God’s will and direction. Board members need to hold one another accountable to decisions and actions that fulfill the mission and vision of the church.
* The finance representative recommends to the church leadership board proper depositories for church funds and carries out the church leadership board’s directions about administration and disbursement of funds and about procedures for the church treasurer and the financial secretary.
* The finance representative of the church is accountable to the charge conference through the leadership board.

**Getting Started**

* Work to understand how your financial leadership role advances the vision for ministry in your unique church, especially how to get funding priorities aligned with your mission and vision.
* Talk with people in your church who have (or have had) responsibilities like yours. Get acquainted with leaders of financial institutions where church funds are deposited and keep abreast of the changes in financial processes (institutional regulations as well as cultural changes such as the trend toward electronic money management). Recruit others in the community and church to help you in fundraising, finance management, and teaching financial stewardship.
* Evaluate the current budget and record keeping processes of your church and implement improvements.

**Trustee Representative (2)**

Effective trustees will function as Christian stewards of property God has entrusted to the church. This includes supervising and maintaining both the physical property of the church and gifts made to the church so that the ministries of the church can be effective, and all legal requirements related to the property are satisfied. Trustees should show genuine interest in responding to the hopes and concerns of people in the community and show willingness to partner with community interests.

**Responsibilities**

* This leader guides the work of the trustees throughout the year, including preparing and communicating the agenda for meetings, leading the meetings, following up on plans by assigning responsibility for implementation and coordinating both routine and special maintenance of church property, including endowments, trust funds, and gifts made to the church.
* The representative should maintain a healthy and growing spiritual life.
* This person needs to become familiar with disciplinary and legal requirements related to church property and with United Methodist resources and organization.
* This person should consult regularly with the pastor about property matters.
* These trustees need to engage in spiritual practices that build attentiveness to God’s will and direction. Church administration and attentiveness to daily affairs can distract the board from the mission of making disciples of Jesus Christ for the transformation of the world. Trustees need to hold one another accountable to the mission and vision of the church.
* Trustees receive and administer all gifts made to the church and make certain that trust funds of the church are invested properly.
* Trustees ensure that the Articles of Incorporation of the church are kept up to date.
* Trustees annually review property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. They also review personnel insurance for protection against risk and consult with the pastor-parish relations Board about other personnel insurance.
* Trustees conduct an annual accessibility audit of buildings and grounds to discover and then work toward eliminating barriers that impede the full participation of all people.
* The representatives submit annual budget requests to the finance representatives for property maintenance and improvement and new property purchases.

**Getting Started**

* Talk with the nominating committee, the pastor, and others to understand their hopes and dreams for the way that trustees can advance the church’s vision for ministry. Talk with people in the church and community about current issues and concerns related to the use of the church property.
* At the first meeting of the board get acquainted, assess needs, and make plans for the year.

**Pastor/Staff-Parish Relations Representative (2)**

An effective representative builds a strong positive relationship between staff and church so that the church makes disciples of Jesus Christ for the transformation of the world. This representative will work with the pastor and other staff to fulfill legal and ethical responsibilities related to staff. These individuals must listen well to both staff and people of all ages in the church, while keeping a focus on the mission of the church.

**Responsibilities**

* One of these representatives is the church’s primary connection with the district superintendent and bishop related to the appointed leadership of the church. This person should become familiar with United Methodist resources and organizations.
* These representatives encourage, strengthen, nurture, support, and respect the pastor and staff and their families. They confer regularly about the personnel conditions and issues that affect the church’s total ministry, including healthy life-work balance. They help the staff set priorities.
* These representatives communicate openly and regularly with the pastor(s), staff, and church.
* In consultation with the pastor and with awareness of the strategy of the church leadership board, these representatives recommend needed staff positions and develop and approve written job descriptions and titles for staff.
* These representatives recommend compensation, travel, housing, and other financial matters to the church council through the leadership board.
* In consultation with the pastor(s), the board recommends to the church council a written statement of policy and procedures for hiring, evaluating, promoting, retiring, and dismissing staff members who are not subject to episcopal appointment (procedures must comply with local and state laws).
* These representatives are responsible for carrying out, through appropriate agencies, proper screening (including background checks) for lay employees and volunteer staff.

### **Getting Started**

* Convene a meeting of the committee to get acquainted, share hopes and concerns, and begin to plan work for the year.
* Participate in training experiences and spiritual growth opportunities.

**Nurture Representative**

An effective nurture representative will address the concerns and conditions of people in their churches and communities so that they may grow in their spiritual lives and become better equipped for life as Christian disciples. Leaders of nurture will work together to plan and implement ministries that help the church fulfill its mission.

These leaders must have a genuine interest in helping others deepen their relationships with God and with people, and then lead from the strengths of their spiritual gifts. They should have an interest in researching, planning, and implementing ministry. They need to listen well and communicate with people of all ages in the church and community. They need to be able to build ministry groups and work well with others––individually and in groups. These leaders must have a passionate interest for the ministry area they coordinate as well as the ability to collaborate for holistic discipleship ministry.

**Responsibilities**

* Throughout the year, all ministry leaders need to maintain healthy and growing personal spiritual lives and lead ministry groups to do the same. The ministry groups should engage in biblical and theological reflection about the mission of the church. These leaders guide the work of ministry groups during the year, including planning the agendas and presiding at meetings.
* Each group is familiar with the overall goals of the church and understands how its ministry contributes to those goals. Short-term groups may form and disband throughout the year to implement specific ministries. Ministry projects shape the church and beyond into the community, building networks with existing organizations, other churches, people, and resources to fulfill the mission of the church.
* The nurture representative coordinates, plans, carries out, and evaluates the church’s ministry in the areas of member care, worship, and educational experiences, including the church school, small groups, regular and special worship services, stewardship formation, and member visitation.

**Getting Started**

* Talk with your pastor and others to understand their hopes and dreams for the church and how your leadership role will advance toward the vision for ministry.
* Gather information about the needs of the people by being attentive to the church and the neighborhood. Ask questions and listen deeply to people’s hopes, dreams, and needs. Evaluate the present ministries in your area. Notice opportunities for coordinating with other ministries in your church, other churches, and the community.
* As a leader, you might organize training events in your church for specific ministry, such as teacher training, worship leadership, and faith sharing.

**Outreach Representative**

An effective outreach representative will address the concerns and conditions of people in their churches and communities so that they may grow in their spiritual lives and become better equipped for life as Christian disciples. Leaders of outreach will work together to plan and implement ministries that help the church fulfill its mission. This leader must have a genuine interest in helping others deepen their relationships with God and with people, and then lead from the strengths of their spiritual gifts. They should have an interest in researching, planning, and implementing ministry. They need to listen well and communicate with people of all ages in the church and community. They need to be able to build ministry groups and work well with others––individually and in groups. These leaders must have a passionate interest for the ministry area they coordinate as well as the ability to collaborate for holistic discipleship ministry.

**Responsibilities**

* Throughout the year, all ministry leaders need to maintain healthy and growing personal spiritual lives and lead ministry groups to do the same. The ministry groups should engage in biblical and theological reflection about the mission of the church. These leaders guide the work of ministry groups during the year, including planning the agendas and presiding at meetings.
* Each representative is familiar with the overall goals of the church and understands how its ministry contributes to those goals. Short-term groups may form and disband throughout the year to implement specific ministries. Ministry projects shape the church and beyond into the community, building networks with existing organizations, other churches, people, and resources to fulfill the mission of the church.
* The outreach representative coordinates, plans, carries out, and evaluates the church’s outreach ministries, including missions, health and welfare, Christian unity and interreligious concerns, church and society issues, religion and race, and status and role of women.

**Getting Started**

* Talk with your pastor and others to understand their hopes and dreams for the church and how your leadership role will advance toward the vision for ministry.
* Gather information about the needs of the people by being attentive to the church and the neighborhood. Ask questions and listen deeply to people’s hopes, dreams, and needs. Evaluate the present ministries in your area. Notice opportunities for coordinating with other ministries in your church, other churches, and the community.
* As a leader, you might organize training events in your church for specific ministry, such as teacher training, worship leadership, and faith sharing.

**Worship Representative**

An effective worship representative will address the concerns and conditions of people in their churches and communities so that they may grow in their spiritual lives and become better equipped for life as Christian disciples. Leaders of worship will work together to plan and implement ministries that help the church fulfill its mission. These leaders must have a genuine interest in helping others deepen their relationships with God and with people, and then lead from the strengths of their spiritual gifts. They should have an interest in researching, planning, and implementing ministry. They need to listen well and communicate with people of all ages in the church and community. They need to be able to build ministry groups and work well with others––individually and in groups. These leaders must have a passionate interest for the ministry area they coordinate as well as the ability to collaborate for holistic discipleship ministry.

**Responsibilities**

* Throughout the year, all ministry leaders need to maintain healthy and growing personal spiritual lives and lead ministry groups to do the same. The ministry groups should engage in biblical and theological reflection about the mission of the church. These leaders guide the work of ministry groups during the year, including planning the agendas and presiding at meetings.
* Each representative is familiar with the overall goals of the church and understands how its ministry contributes to those goals. Short-term groups may form and disband throughout the year to implement specific ministries. Ministry projects shape the church and beyond into the community, building networks with existing organizations, other churches, people, and resources to fulfill the mission of the church.
* The witness representative coordinates, plans, carries out, and evaluates the church’s witness ministries, helping all know and respond to the love of God in Christ. This includes planning evangelistic outreach and setting goals for church growth, visitation, and membership care.

**Getting Started**

* Talk with your pastor and others to understand their hopes and dreams for the church and how your leadership role will advance toward the vision for ministry.
* Gather information about the needs of the people by being attentive to the church and the neighborhood. Ask questions and listen deeply to people’s hopes, dreams, and needs. Evaluate the present ministries in your area. Notice opportunities for coordinating with other ministries in your church, other churches, and the community.
* As a leader, you might organize training events in your church for specific ministry, such as teacher training, worship leadership, and faith sharing.

**Church Treasurer (not a position on the leadership board)**

An effective church treasurer disburses all funds received into the church treasury in a responsible and organized manner, with funds identified and bills paid when due, so that the ministry of the church can be effective. Useful skills and experiences for this position are skills and interest in financial matters; ability to keep detailed, accurate records and maintain appropriate confidentiality; passion for financially supporting the mission of making Christian disciples for the transformation of the world; and ability to work with individuals and ministry boards. This leader needs skill in searching for new revenue sources along with an understanding of biblical stewardship and management of all resources that God provides. The financial secretary and treasurer roles should be held by two people who are not immediate family members.

**Responsibilities**

* The treasurer will disburse all money contributed to the local church budget, keeping accurate records of how money is spent.
* This leader works with finances according to the guidelines established by the committee on finance for total fiduciary responsibility. This includes maintaining compliance with all applicable governmental tax guidelines.
* The treasurer will send all world service and conference benevolence funds on hand to the conference treasurer each month.
* The treasurer works with the financial secretary to maintain records of all funds received. Designated gifts and bequests are managed by the trustees in accordance with The Book of Discipline.
* This leader works with the financial secretary and finance representative to make regular financial reports to the leadership board and the charge conference.
* There are three tasks not specifically assigned to the treasurer, financial secretary, or the chairperson of the committee on finance by the Discipline. Keeping these responsibilities separate is essential in maintaining segregation of duties. These tasks are: (1) approving payments for expenditures; (2) signing checks; (3) reconciling bank accounts. While the treasurer, financial secretary, or finance chairperson may be authorized to do any one of these tasks, no person should be authorized to do more than one. No persons related to one another should perform any two or more of these three tasks.
* This leader is accountable to the charge conference through the leadership board.

**Getting Started**

* Talk with the pastor and others to understand their hopes and dreams for the church and for your financial leadership role in advancing toward the vision for ministry.
* Ask God for direction about wise management of the church’s financial resources. Ask God to increase the understanding you and your church have for the role of stewardship in forming Christian disciples.
* Talk with people in your church who have (or have had) responsibilities like yours. Work closely with the financial secretary and chair of the finance committee to keep abreast of the changes in financial processes (institutional regulations as well as cultural changes, such as the trend toward electronic money management).
* Evaluate the financial processes of your church and collaborate with other finance leaders to improve these processes.