

Administrative Council Responsibilities

Purpose:

1. *To provide the planning and implementing of the church programs*
2. *To provide the administration and organization of the congregation's temporal life*
3. *Envision, plan, implement, and annually evaluate the mission and ministry of the church*
4. *Provide support to all church ministry teams*

Term: 3 years for team leader

Team leaders from church ministry teams are according to the ministry term.

Meetings: Monthly

Duties (as governed by the Book of Discipline):

1. *Review the membership of the church*
2. *Fill interim vacancies occurring among the lay officers of the church between sessions of the annual Charge Conference*
3. *Support/approve the budget based on the recommendation from the Finance Committee, propose/support budget modification the budget as needed during the year, and ensure adequate provision for the financial needs of the church.*
4. *Recommend to the Charge or Church Conference the salary and other remunerations of the pastor(s) and staff members after receiving recommendations from the Lay Leadership Team.*

Duties (as established through the UMCL Lay Leadership and Administrative Council):

1. **Team Leader:** *Schedule and lead the monthly meetings. Create agenda and lead the meeting.*
2. **Team Leader:** *Responsible for the meeting minutes (take or ensure are taken).*
3. **Team Leader:** *Maintain the ministry binder with monthly meeting minutes and other activity information as necessary.*
4. **Team Leader:** *Communicate with the congregation as necessary*
5. *Articulate the vision and identity of the congregation to the congregation, especially through committees and ministry teams who are part of Administrative Council.*
6. *Support the vision and activities of the ministry teams.*
7. *Set policies for the congregation*
 - a. *Accounting for gifts and expenditures*
 - b. *Child abuse prevention*
 - c. *Use of building & fees*
 - d. *Wedding*
 - e. *Furnishing use agreement*

Limitations & Collaboration:

1. *No authority to enter legally binding agreement, this is empowered by the Trustees.*

Skills, Character, Spiritual Gifts:

Skills: Leadership

Character:

Spiritual Gifts: