

Arlington Heights United Methodist Church Lay Leadership Committee Descriptions - 2019

Lay Leader:

The Lay Leader works closely with the pastor and serves as a connection between committees, encourages congregational participation and leadership development, and intercedes on the congregation's behalf with all governing bodies. This is a person with an "ear to the ground" who can represent the diverse views of the congregation in leadership settings.

The Lay Leader serves as a voting member on the Discipleship Council (meets quarterly), the Finance Committee (meets monthly on the third Tuesday of the month), and the Staff-Parish Relations Committee (meets as needed; minimum of quarterly)

Qualifications include: very regular worship attendance; participation in all-church activities; participation in small group ministries and studies outside of worship; willingness to seek, hear and present views that may not reflect their own position.

Lay Members to Annual Conference:

Lay members to Annual Conference participate whenever there is a called session of our Annual Conference (the geographic region of the UMC located in north central Texas). Our regularly scheduled meeting begins on a Sunday in June and continues through Wednesday of that week. Members attend the business meeting of the Conference and worship services. They have full voting rights.

One lay member of Annual Conference sits on the Staff-Parish Relations Committee.

Qualifications include: high level of engagement with the ministries of our congregation; interest in the polity of the United Methodist Church and greater ministries of the Central Texas Conference; ability to be present for three full weekdays, usually M-W the second week of June.

Finance Committee – Meets Monthly on Third Tuesdays at 7 p.m.

The job of the committee on finance is to manage the finance system for the congregation. The finance system is the processes of raising, managing, and dispersing the finances so that the mission and vision of the congregation can be achieved. The finance committee reviews the church budget (including designated funds) monthly and approves the annual budget draft that is voted upon by the Discipleship Council.

The Chair of the Finance Committee also sits on the Discipleship Council and the Endowment Committee.

Qualifications include: personal commitment to pledge and give to the ministries of AHUMC (a generous spirit); willingness to learn about the finances of the church; ability to see “big picture” vision now and into the future; ability to also focus on details related to the church budget and designated accounts. It is essential to have some “financial savvy” individuals on the committee; however, this is not required of all members.

Staff-Parish Relations Committee – Meets as needed, often with little notice. Required to meet at least quarterly

The SPRC serves as the personnel committee of the congregation. All matters concerning staff employment, including looking ahead to ensure we have adequate staff to realize our church’s vision, are handled through this committee. Clergy are appointed by the Bishop in consultation with the SPRC.

The SPR Chair also sits on the Discipleship Council and the Finance Committee.

Qualifications include: high level of engagement with the ministries of our congregation; ability to assess staff members and staff positions in light of the overall mission of the congregation; high level of confidentiality; skills in interviewing for positions and evaluating personnel are helpful.

Trustees Committee – Meets Monthly on Third Tuesdays at 5:30 p.m.

The Board of Trustees supervises and maintains all property belonging to our congregation so that the ministries of the congregation can be effective. The committee is entrusted to see to the proper keeping of God's house as a way to honor God and to facilitate the ministry of the local church.

The primary purpose of the church building and facilities is to enable the vision and mission of the congregation: to make disciples of Jesus Christ for the transformation of the world.

The Trustee Chair also sits on the Discipleship Council and Finance Committees.

Qualifications include: commitment to make meeting attendance a priority; ability to consider the “bricks and mortar” of our building in the context of the mission of our congregation; willingness to assist with tasks that are delegated (i.e. acquiring bids, recruiting members with gifts for maintenance to work on special projects, etc.)

Lay Leadership Committee – Meets as needed, typically 1 time in late summer/early fall, with follow-up calls and emails

This committee is chaired by the Senior Pastor. The purpose of the committee is to help members of the congregation discern their gifts and graces for ministry, and to

nominate members for leadership positions. Leadership nominations are voted upon at Charge Conference each fall for the coming year. Typically, committee leadership roles are filled for three-year terms.

Qualifications include: familiarity with a diverse number of members of our congregation; willingness to assess and prayerfully discern gifts and graces for ministry leadership roles; willingness to call members to discuss the leadership opportunity and invite them to serve.

Endowment Committee – Meets quarterly (Feb, May, Aug, Nov) on the second Tuesday at 6:30 p.m.

The Endowment Funds provide a way for persons to give gifts that provide for the long-term future of the church. The principal of these gifts is held in perpetuity, with the investment income made available as needed for ministries of the church.

Our church has three Endowment Funds: a General Fund, a Youth Fund, and a Children's Fund. Quarterly meetings include a close look at how the funds are performing and consideration of requests for funding (which is made available from investment income only).

The Endowment Committee Chair also sits on the Discipleship Council and the Finance Committee.

Qualifications include: commitment to make meeting attendance a priority; willingness to learn about investment reports; high level of engagement in ministries of the congregation; ability to see "big picture" vision for our congregation; willingness to work with staff and finance committee to discern how endowment funds can be used most effectively.

Haupt Preschool Board – Meets occasionally, as needed

The Haupt Preschool Board works with the Preschool Director to make administrative decisions that affect the Preschool.

Qualifications include: recognition of the value of Haupt Preschool to the overall mission of our congregation; willingness to sit in an advisory capacity to enhance the ministry of our preschool. It is good to have parents who have or have had children at Haupt; but it is okay to have a mix of others who do not/have not.

Discipleship Council – Meets Quarterly (TBD)

The Discipleship Council exists to create and supervise the strategic plan for the local congregation so that the congregation fulfills its mission of making disciples of Jesus Christ. This includes visionary, "big picture" work that assesses critically where our congregation is at the present moment,

where God is calling us to be in the future, and what resources will be required to move from our current reality into the desired future.

Discipleship Council members vote to approve the budget annually. They comprise the Charge Conference, which elects leadership annually, and they vote on significant matters that affect the entire congregation.

The Chair of the Discipleship Council also sits on the Finance Committee.

Qualifications include: willingness to make quarterly meeting attendance a priority; a high level of engagement with the ministries of our congregation; ability to see “big picture” vision now and into the future; and a willingness to listen and prayerfully consider opinions that may not align with personal vision for AHUMC.