

Waterloo First UMC

Administrative and Mission and Ministry Team Model Proposal

Introduction

Our mission at Waterloo First UMC is to be a church that is, "Reaching out to the community to provide a place for spiritual growth through a caring, inviting environment." To do this, we need to be a welcoming and invitational congregation that connects with people in such a way that they can move from feeling like guests to knowing that they belong and are part of our church family. As we meet people where they are on their spiritual journey, we also need to be a congregation that invites all people to take the next step of discipleship as they follow Christ, equipping them to be sent into ministry, both within the church and in the greater community/world.

The Administrative and Mission/Ministry Boards at Waterloo First UMC will lead and guide our church while making sure that in all we do, Waterloo First UMC welcomes, connects, equips and sends, while embracing the mission of all United Methodist Churches, "To make disciples of Jesus Christ for the transformation of the world."

This proposal outlines a process for Waterloo First UMC to shift from our current committee and council structure into a two-team model. The Book of Discipline of the United Methodist Church allows for congregations to organize themselves in a multitude of ways, ensuring that the church is, "reaching out and receiving with joy all who will respond; encouraging people in their relationship with God and inviting them to commitment in to God's love in Jesus Christ; providing opportunities for them to seek

strengthening and growth in spiritual formation; and helping them to live lovingly and justly in the power of the Holy Spirit as faithful disciples” (paragraph 243). The hope of the administrative council is that this two-team model will encourage our congregation to have greater integration and accountability as our church develops and empowers leaders to engage in mission and ministry.

Administrative Team

The Administrative Team shall consist of 17 members with 8 members needed at a meeting for a quorum. Members of the Administrative Team team will consist of the following positions, as required by the Book of Discipline: Lay Leader, Administrative Council Chair, and Lay Member of Annual Conference. The Administrative team will fulfill the roles of the current committees at Waterloo First UMC: Administrative Council, Trustees, Finance, and Staff Parish Relations Committee (SPRC). The Administrative Team will consist of the following members:

3 Trustees (three year terms, with one in each class)

3 Finance (three year terms, with one in each class)

3 SPRC (three year terms, with one in each class)

1 Lay Leader

1 Administrative Council Chair

1 Lay Member of Annual Conference

1 Secretary

1 Member at Large

1 Representative of the UMW

1 Representative of the UMM

The church treasurer will be on the committee as an ex-officio member.

The pastor will also be a member of the Administrative Team but will not be a voting member.

The Administrative Team has the authority and responsibility to keep the congregation of Waterloo First UMC focused on its mission of, "Reaching out to the community to provide a place for spiritual growth through a caring, inviting environment." The Administrative Team will work with the congregation to establish and communicate a guiding vision for the church and will be responsible for planning for and allocating the resources (financial, personnel, and facilities) to accomplish the vision. It will also be responsible for setting and maintaining the policies, standards and processes by which the pastor, staff, and congregation will be held accountable to the vision and mission of the church.

The entire Administrative Team functions together as the Trustees, Finance, SPRC, as well as the Administrative Council. Concurrently, members of the Administrative Team are specifically nominated to provide expertise and focus to the areas of Finance, Trustees, and SPRC. As such, the following tasks are assigned to the Administrative Team, including but not limited to:

- Annual review and evaluation of clergy
- Annual recommendation on appointment
 - Consultation with District Superintendent when changes in appointment are made
- Recommend candidates for ministry to the Charge Conference for approval
- Supervision, oversight, care and maintenance of church property

- Annual review of insurance policies and procedures
- Annual review of maintenance and service contracts
- Setting an annual budget for the church
- Developing and implementing stewardship campaigns
- Maintaining and overseeing account balances
- Overseeing, monitoring, and developing church financial policies and procedures
- Providing for an annual audit
- Reporting and providing information to the congregation on the status of the church's financial status

Final approval of these assigned duties will be given by the Administrative Team. To ensure that these duties are accomplished to the best of our ability, members of the Administrative Team may form short-term task forces with members from the congregation to assist and provide additional insight and expertise.

This model of administration is pastor-led, but not pastor-centered as it empowers and trusts the laity to accomplish and lead the mission and ministry of the church while the pastor helps to recruit, train, equip and align resources while communicating and guiding the vision of the church. While this represents a new form of administration and committee structure for the church, this shift is also an embrace of our Methodist heritage. Empowered lay leadership is rooted in the history of the early Methodist Church and is necessary for a healthy and vital church.

Mission and Ministry Team

The Mission and Ministry Team shall consist of 14 members with 7 needed for a quorum. The Mission and Ministry Team will function on behalf of the church as one committee, functioning as the education, memorial, Matthew 25, and Communion committees, as well as the Membership Development Task Force and Visitation Ministry Team. As with the Administrative Team, the Mission and Ministry team functions together as one committee while members of the Mission and Ministry Team are nominated to provide expertise and focus to specific areas of mission and ministry, both within and beyond the church. The Mission and Ministry team will consist of the following members:

- 3 Education (three year terms, with one in each class)
- 3 Memorial (three year terms, with one in each class)
- 3 Matthew 25 (three year terms, with one in each class)
- 3 Membership Development
- 1 Communion Steward
- 1 Visitation Ministry Team

The following tasks are assigned to the Mission and Ministry team, including but not limited to:

- Recruiting, equipping and training Sunday School teachers
- Working with Sunday School and small groups to find curriculum
- Making sure that our church is compliant with its safe sanctuary policy
- Working with the congregation to fulfill our mission giving through the Rainbow Covenant
- Finding and training volunteers and leaders for Community Meals, Dinner with Neighbors and Meals on Wheels
- Finding and training volunteers for Partners in Education

- Working with the congregation and community to find and provide volunteer activities and mission opportunities within and beyond the church.
- Finding and training volunteers to be greeters, as well as persons that will follow-up with guests and new members
- Organizing and planning special services
- Recruiting and training volunteers to visit homebound, ill and non-attending members
- Recruiting and training homebound communion team members
- Approving the distribution and use of memorial funds

The role of the Mission and Ministry team is not to do all of the mission and ministry of the church, but to lead and guide the church as we make sure we are a congregation that is, "Reaching out to the community to provide a place for spiritual growth through a caring, inviting environment."

Additional Church Committees

In this two team structure, our church foundation remains a separate committee as does the nominations committee. Additionally, short-term teams and committees will work to ensure that our church is, "Reaching out to the community to provide a place for spiritual growth through a caring, inviting environment."