

# Teams and Committees

## Responsibilities and Ministry

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**The Church could not function without the countless number of volunteers that plan and carry out the work and ministries of the church. Included here are committees of the congregation with a brief description of their responsibilities and a partial listing of the on-going ministries that they carry out. Expansion of new ministries are always dependent upon new ideas and new hands to carry out those new ministries.**

### Church Council

Responsibilities of the Church Council includes:

- ☞ To coordinate and oversee the work of all the other teams.
  - ☞ To help establish policy and priorities in ministry.
  - ☞ To adopt the annual budget upon the recommendation of the Finance Team.
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### Inviting Team

Responsibilities of the Inviting Team includes:

- ☞ To recommend activities and events for inviting others into the Christian commitment and the life of the congregation.
- ☞ To work in cooperation with the pastor and the staff to implement strategies and ministries for outreach to others.
- ☞ To help provide a welcoming presence to guests and visitors.
- ☞ On-Going Ministries and Accomplishments of this group...

Participated in the annual Welcome to Cottey College picnic  
Prepared and delivered welcome baskets to new church attendees

Welcome packets for visitors  
Radio & Newspaper Ads  
Host Site for Election Polling  
Election Day Hospitality  
Free Water at Bushwhacker Days

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### Forming Team

Responsibilities of the Forming Team includes:

- ☞ To establish, support and carry out the teaching ministry of the Sunday School, Vacation Bible School, Faith Dogs, Youth Group as well as any short term or long term studies.
- ☞ To train and support those who serve as teachers and leaders in our educational ministry.
- ☞ On-Going Ministries and Accomplishments of this group...

Men's Bible study  
Women's Bible study  
Vacation Bible School  
Children's Ministry  
Youth Group  
Cokesbury Booktable  
Acolyte Training  
Breakfast for Graduating Seniors and their families

Promotion Sunday Event  
College Age Sunday School class  
Provide Upper Rooms

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### **Sending Team**

Responsibilities of the Sending Team includes:

- ☞ To inform the church of the purpose and the needs of programs and institutions supported in the nation and around the world.
- ☞ To recommend to the congregation plans for local mission and service projects.
- ☞ To represent the concerns of mission within and beyond the local church.
- ☞ To organize and support our volunteers in mission.
- ☞ On-Going Ministries and Accomplishments of this group...

VIM Missioners

Camp Galilee Capital Expense donation

Covenant Church in Mozambique

1st Sunday Mission Collection/3rd Sunday Mission Minutes

Equal Exchange Sales coffee/tea/chocolate sales

Nevada Area Habitat for Humanity Covenant Partner

One Great Hour of Sharing Offering

Mission Dinners

Sharing Table for Heifer Project

Noisy Offerings held to help teach stewardship to children

Recycle computer printer cartridges to benefit missions

Recycle cellular phones to benefit missions

Amazon shopping link to benefit missions

Utility Assistance for Families in need

Disaster Assistance

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### **Lay Leadership Team**

Responsibilities of the Lay Leadership Team includes:

- ☞ To nominate to the Church Conference such officers and members of the Council, Board and Teams as the law and structure of the church requires.
  - ☞ To serve throughout the year to guide the Church Council on personnel matters (other than employed staff).
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### **Nurturing Team**

Responsibilities of the Nurturing Team includes:

- ☞ To coordinate the caring ministries to our members.
- ☞ On-Going Ministries and Accomplishments of this group...

Ministry to Shut-Ins

Meals to Homebound

Deliver Meals to Homebound

Tape Ministry

New Baby Ministry

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## Opportunities to Serve Teams and Committees

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***What good is it, my brothers and sisters, if you say you have faith but do not have works? Can faith save you? {15} If a brother or sister is naked and lacks daily food, {16} and one of you says to them, "Go in peace; keep warm and eat your fill," and yet you do not supply their bodily needs, what is the good of that? {17} So faith by itself, if it has no works, is dead.***

James 2:14-17 (NSRV)

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Realizing the value of the work of our congregation I would like to assist the ministries of the congregation in the following ways. I also understand that some committees and teams may have limits to size and membership and that the Lay Leadership Team needs to be mindful of gender and age when making recommendations for the various teams and committees.

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Name

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Phone

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eMail

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You are free to check as many of the boxes of the Teams and Committees as you would like. The Ministry Teams of Inviting, Forming, Nurturing and Sending also have resource groups attached to them. The resource groups are individuals who are willing to help with the work of the Team but are not interested in serving on the Team in providing direction and leadership. Send your response back by visiting the Volunteer page on the church website [www.umcn.info](http://www.umcn.info) by eMail to [volunteer@umcn.info](mailto:volunteer@umcn.info) by mail to United Methodist Church, P.O. Box 488, Nevada, MO 64772 or call the church office at 667-5435.

- Church Council - Membership is unlimited and if you want to get a good view of the entire ministry of the church this is a great group to serve on. They typically meet every other month. This team also includes the Church Lay Leader, the Lay Member to the Annual Conference, the Church Treasurer, the Church Financial Secretary and the Chairperson of all Teams and Committees.
- Inviting Team - Membership is unlimited and they meet every other month to plan and organize ministry.
- Inviting Resource Group - Works to support the ministry and gathers as they are needed to carry out that work.
- Forming Team - Membership is unlimited and they meet every other month to plan and organize ministry.

- Forming Resource Group - Works to support the ministry and gathers as they are needed to carry out that work.
- Sending Team - Membership is unlimited and they meet every other month to plan and organize ministry.
- Sending Resource Group - Works to support the ministry and gathers as they are needed to carry out that work.
- Nurturing Team - Membership is unlimited and they meet every other month to plan and organize ministry.
- Nurturing Resource Group - Works to support the ministry and gathers as they are needed to carry out that work.
- Finance Team - Membership is established in classes serving three year terms. They meet at least once each quarter to plan and organize budgets and stewardship issues. This team also includes the Church Lay Leader, the Lay Member to the Annual Conference, the Church Treasurer, the Church Financial Secretary and a representative from the Board of Trustees.
- Staff/Parish Relations Team - Membership is established in classes serving three year terms. This Team can not exceed a total of nine elected members who are all members of the church. They meet at least once each quarter to plan, organize and evaluate church staff. This team also includes the Church Lay Leader and the Lay Member to the Annual Conference.
- Lay Leadership Team - Membership is established in classes serving three year terms. This Team can not exceed a total of nine elected members. They meet as needed to deal with the elected leadership of the church. This team also includes the Church Lay Leader.
- Board of Trustees - Membership is established in classes serving three year terms. This Board can not exceed a total of nine members. At least  $\frac{1}{3}$  of the members of this Board must be women. There must be a simple majority of members present for this Board to transact any business. This Board also serves as the legal corporate officers of the church.
- Memorial Fund Taskforce - Membership is by appointment by the Board of Trustees. They meet as needed to deal with the memorial funds of the church.
- Technology Taskforce - Membership is by appointment by the Board of Trustees. They meet as often as is needed to address technology issues in the life of the church.

## Finance Team

Responsibilities of the Finance Team includes:

- ☞ To be responsible for developing a program of stewardship among the church members.
- ☞ To compile annually a budget for the church and to submit it to the Church Council for review and adoption.
- ☞ To be responsible for developing and implementing plans which will raise sufficient income to meet the budget adopted by the Church Council.
- ☞ To name an annual auditor for church accounts.
- ☞ To approve fund raising appeals and special offerings within the life of the congregation.
- ☞ On-Going Ministries and Accomplishments of this group...

Development of Budget  
Oversee Financial Issues  
Establish Pledge Sunday



## Staff/Parish Relations Team

Responsibilities of the Staff/Parish Relations Team includes:

- ☞ To confer and counsel with the minister in creating an effective ministry; keeping the minister advised concerning conditions within the congregation; and continually interpreting to the people the nature and function of the ministry.
- ☞ To counsel with the minister on matters pertaining to his/her relationship with the congregation, including priorities to be given in the use of time and skill in relation to the goals and objectives set for the congregation's mission and the demands upon the ministry.
- ☞ To evaluate and recommend to the Charge Conference persons seeking candidacy for ministry.
- ☞ To secure, supervise and evaluate those to be employed as support staff for ministry. To consult on and recommend salaries and other practical matters affecting employees.



## Board of Trustees

Responsibilities of the Board of Trustees includes:

- ☞ To provide for the maintenance, improvement and upkeep of all church property.
- ☞ To oversee all legal decisions of the congregation.
- ☞ To monitor invested assets of the congregation.
- ☞ To serve as the legal officers of the corporation.
- ☞ On-Going Ministries and Accomplishments of this group...

Safe Sanctuary Training  
Van Driver Training  
Builder's Club



## Memorial Fund Taskforce

Responsibilities of the Memorial Fund Taskforce includes:

- ☞ To work with the Board of Trustees and Church Families to ensure appropriate use of memorial funds received by the church.



## Technology Taskforce

Responsibilities of the Technology Taskforce includes:

- ☞ To make decisions, and where appropriate, coordinate the electronic presence of the church.
- ☞ To make policies for the development and maintenance of the church website.
- ☞ To coordinate the electronic communications of the church.
- ☞ On-Going Ministries and Accomplishments of this group...

The on-line pictorial directory on the church website

Church website

Steeple Bell delivered to 146 people electronically

Weekly Electronic Communication

Facebook Page

Sunday Scripture Blog



*This is a story about four people named Everybody, Somebody, Anybody and Nobody. There was an important job to be done and Everybody was sure that Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry about that, because it was Everybody's job. Everybody thought Anybody could do it, but Nobody realized that Everybody wouldn't do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.*



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