

## Committee Descriptions, September 2016

References are to The Book of Discipline of the United Methodist Church, 2016

**The Church Council, ¶252** is responsible for the mission, vision, program, and administration of the local church. Chairpersons of the various administrative committees of the church (Board of Trustees, Committee on Finance, Stewardship Committee, MUMC Endowment Committee, Committee on Staff Parish Relations) are members of the Church Council. The committees, boards, councils, planning teams and staff of the church do much of the detailed oversight and planning, and are amenable to the decisions and direction of the Church Council, except where The Book of Discipline of the United Methodist Church designates otherwise. Annually, the Church Council meets as a Charge Conference (¶246) for the specific duties of setting pastors' salaries, electing officers, recommending candidates for ordained ministries and other matters having to do with property, as needed. The members of the Church Council plus all ordained United Methodist clergy (active and retired) who designate Mandarin UMC as their place of connection are voting members of the Charge Conference. The Church Council meets 4 times a year on Sundays at 6:00 P.M.

**The Committee on Nominations, ¶258.1** identifies potential leaders and presents a slate of officers to the annual Charge Conference for election. The Committee is responsible for developing spiritual leadership for the church, and developing persons of all ages as Christian leaders. This committee meets intensively for a short time each Fall, and as needed by email throughout the year to fill vacancies in elected offices.

**The Committee on Staff Parish Relations, ¶258.2** is the personnel committee of the church. This Committee is responsible for human resource issues of communication, staff policies, continuing education, job descriptions, The Child Youth Protection Policy, employee conduct and sexual harassment policy, staff and clergy evaluations, benefits, and procedures for hiring and termination of lay staff. In addition, Staff Parish oversees the encouragement of candidates for ordained ministry, and interpretation to the congregation of theological education and the itineracy of clergy of the United Methodist Church. This committee meets in closed session and requires confidentiality. Staff Parish meets the first Tuesday of the month at 7 pm (except in July and December). Skills needed HR and confidentiality.

**The Board of Trustees, ¶2530, ¶258.3** is responsible for the stewardship of the real property, and equipment of the local church and any of the property owned by the church ministries. The pastor in charge (Senior Pastor) has sole responsibility for the scheduling and content of all religious services of the church. The Board has developed policies on facilities use and vehicles. The Board of Trustees is subject to the decision of the Charge Conference, or Church Conference. This board meets the second Tuesday of the month at 7 pm (except in July and December).

**The Committee on Finance, ¶258.4** reviews financial statements monthly for all church funds, prepares the annual budgets, communicates with the staff, administrative and program committees about financial resource needs, and presents a budget annually to the Church Council for approval. In addition, this committee must be aware of the written financial policies and procedures set by The Book

of Discipline of the UMC and The Fiscal Responsibility and Management Policies in Local Churches by the Florida Annual Conference. This committee meets the third Tuesday of the month at 7 pm (except in July and December).

**The Endowment Committee**, ¶2534 promotes gifts to the Mandarin United Methodist Endowment, encouraging the congregation in legacy giving through various forms of communication and programming. This committee meets the fourth Tuesday of the month at 7 pm (except for November, December and July). The November meeting may be rescheduled to a Tuesday of the Committee's choosing when it is the week of Thanksgiving.

**The Safety Committee** is a subcommittee of Trustees. This committee meets quarterly, as called by the chairperson, to review incident reports, and to make any recommendations to Trustees, staff or other appropriate bodies on procedures and property improvements to enhance safety.

**Learning Ladders Board of Directors** oversees the Christian educational program of the Learning Ladders Child Development Center. Duties include business plan, accreditation, preparation of budget, identification of facility improvement priorities. This Board meets the third Thursday of the month (except July and November ), at 6:30 pm. Business or educational skills needed.

**The Recreation Committee**, ¶256 oversees the ministries of recreation of Mandarin United Methodist Church including Upward Sports, sports camps, men's softball, adult recreation and other ministries that connect people to faith development through recreation activities. The committee meets the 3<sup>rd</sup> Tuesday of the month at 7:00 P.M. (except July and December).

**The Children's Council**, ¶256 meets on the 2<sup>nd</sup> Tuesday of the month at 6:30 P.M. (except July and December). This council assists Children's Ministry staff in vision and planning.

**The Stewardship Committee** (¶254, other) teaches the congregation about Christian Discipleship through faithfulness to membership vows, including giving of financial resources to God's work through the church. This committee plans and promotes annual stewardship campaigns, special capital or debt reduction campaigns and stewardship education. This committee meets upon request from the chairperson, currently on Sunday afternoons.

\*The Book of Discipline, 2020 will be published in 2021, and some updates may be needed then

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