

# Boone United Methodist Church 2015

## The Charge Conference

### **Conference**

### **Description**

This is the basic unit, which is responsible for the local congregation. The Charge Conference will usually meet once a year in the fall except when special “Called” sessions are necessary. The Discipline states that an announcement must be made to the local church at least 10 days prior to the meeting. The membership of the Charge Conference is composed of all the members of the Administrative Council together with any retired ministers and other persons designated in The Book of Discipline. This Conference does many of the following:

- It provides a connecting link to the general church.
- It has general oversight of the Administrative Council.
- It reviews the programs of the church and makes sure the Council is implementing plans and programs.
- It adopts objectives and goals for ministry in the church.
- It elects personnel and officers for the local church.
- It sets salary and enumeration for all staff and ministers.
- It recommends Candidates for the ministry.
- It determines the amount of apportionment to be accepted.

### **Conference**

## The Church Conference

### **Description**

To encourage broader participation by members of the Church, the Charge Conference may be convened as a Church Conference, extending the vote to all local church members present at such meetings. This meeting must be authorized by the District Superintendent, who may lead the meeting, or authorize the local pastor to do so.

### **Council**

## The Administrative Council

### **Description**

The function of the Administrative Council is to initiate and coordinate planning, receive reports, set goals, authorize action, determine policy, evaluate ministries, and review the total state of the church. It is responsible to the Charge Conference and functions under their authority. The Charge Conference elects the members for a term of one year. In general, the Administrative Council is the acting head and hands of the church.

1. It oversees the program and administration of the church.
2. It establishes goals and objectives for the ministries of the local church and evaluates their effectiveness.
3. It elects officers and members of the Council and provides the necessary personnel for implementing ministries.
4. It establishes and provides the necessary budget.
5. It recommends salary and enumeration for the pastors and staff.
6. It supervises the maintenance of membership rolls.
7. It cultivates congregational interest in all causes of the Church.

## **Membership**

## **The Administrative Council**

• Chair	Danielle Wade
• Recording Secretary	Denise Stanley
• Lay Leader	Johnny Carson
• Lay Delegate to Annual Conference	Greg Dobbins
• Treasurer	Harry Davis
• Chair of Finance Committee	Jason Triplett
• Membership Secretary	Alma Winkler
• Chair of Staff-Parish Relations	Susan Dubberly
• Chair of Trustees	Rick Doty
• Chair of Parsonage Committee	Sarah Mills
• Chair of Missions	Dale Williams
• President of UMW	Kathy Moorman and Denise Stanley
• President of UMM	Conwald Oswalt
• Chair of Welcoming Committee	Sandra Ammons
• Chair of Worship	Jana Duke
• Chair of Stewardship	Erin Still
• Chair of Endowment	Jim Deal
• Children's Coordinator	Candice Walker
• Nursery Coordinator	Elizabeth Suddreth
• Chair of Preschool	Kathy Moorman
• Chair of Communications	Jeff Lamont
• Chair of Long Range Planning	Charles Stanley
• Youth Coordinator	Michaele Haas
• Youth Core Chair	Caroline Lovins
• Senior Adult Coordinator	Patti Connelly
• Family Life Co-Coordinator	Sarah Strickland
• Family Life Co-Coordinator	Tamera Holshouser
• Scouting Coordinator	Arvil Sale
• Church Historian	TBD
• Sunday School Superintendent	Dave Shervington
• Financial Secretary	Mae Robbins

## **Stewards to Administrative Council**

<u>Class of 2015</u>	<u>Class of 2016</u>	<u>Class of 2017</u>
*Richard Henson	*Dick York	*Elizabeth Shukis
*Greg Dobbins	*Judy Carlson	*Mike Roberts

\*Voting members

### **Staff (non voting)**

Jason Byassee	Jeff McClain	Colette Krontz
Vern Collins	Dana Holden	Luke Edwards
Brandon Wrencher	Jennifer Whittington	Andy Ellis
Dana Davis		

## **ADMINISTRATIVE COMMITTEES OF THE CHURCH COUNCIL**

There are several committees within the church that technically report directly to the Administrative Council and are responsible for particular areas of ministry of the church.

### **The Board of Trustees - Meets the 1<sup>st</sup> Tuesday at 5:30pm**

The Trustees are responsible for all the physical plant of the church. This includes all property and buildings including the church owned parsonage. Some of their other responsibilities could also include:

- 1 Supervision, oversight and care of all property owned by the local church and of all property and equipment acquired by the church or any class, committee, or connected group.
- 2 Responsible with respect to the purchase, sale, construction, repairing, remodeling, and maintenance of all property church owned. They are also responsible for the signing for all loans and mortgages for the church.
- 3 The custody of all legal papers and the acquiring of all insurance.

## **Members of the Board of Trustees**

Staff Leadership: Jeff McClain

Chairperson: Rick Doty

<u>Class of 2015</u>	<u>Class of 2016</u>	<u>Class of 2017</u>
Lance Blalock	George Abernathy	Mary Louise Roberts
Alan Herman	Ralph Jacobs	Ron Branch
	Amy Crabbe	Margaret Eggers

## **The Committee on Finance**

Committee on Finance is elected annually by the Charge Conference. Many of the members of this committee are placed because of other significant offices held in the church, while others are elected because of their expertise or interest.

Some of the tasks that are carried by this committee are:

- Preparation of an annual budget for the local church. In preparation of this budget, the Committee on Finance receives recommendations from the Work Areas in regard to funding needed for all aspects of the ministry of the church. The Committee on Finance will also consult with the Board of Trustees, the Staff-Parish Relations Committee and the Administrative Council as to the financial needs of the church. This committee will compile the budget and submit it to the Administrative Council for approval and adoption by the Charge Conference.
- The Committee shall make provision for an annual audit of the records of all financial officers of the local church and all organizations.
- The administration of the funds of the church, and guidance of the treasurer and financial secretary in their work. The Committee on Finance oversees the collection, recording, depositing, and accounting of all church moneys. If funds are submitted for specific causes and objects other than the annual budget, they will promptly forward those funds to the intent of the donor and not be used for any other purpose.

## **Members of the Committee on Finance**

The Book of Discipline specifies that the following persons shall be members of the Committee on Finance: Conference Delegate(s); Administrative Council Chairperson; Lay Leader; the Chairperson of Stewardship; Chairperson of the Trustees; Chairperson of Pastor Parish Relations Committee; Chairperson of the Endowment Committee; Church Treasurer; Building Committee Treasurer; Contract Accountants (sometimes called Financial Secretary). [Note: Any paid position does not have voting rights.]

## Finance – Meets as determined by chairperson

Staff Leadership: Jason Byassee

Chairperson: Jason Triplett

Lay Member of Annual Conference

Administrative Council Chair

Staff Parish Relations Chair

Trustees Chair

Stewardship Chair

Lay Leader

Finance Secretary

Treasurer

Vice Treasurer

Church Business Administrator

Church Accountant

Blackburn's Chapel Treasurer

Endowment Committee Chair

Johnny Carson

Danielle Wade

Susan Dubberly

Rick Doty

Erin Still

Johnny Carson

Mae Robbins

Harry Davis

Harold Tilley

Jennifer Whittington

Don Miller (non-voting)

Dorothy Osborne

Jim Deal

### At Large:

Class of 2015

David Winkler

Class of 2016

Bill Strausbaugh

Karen Petrey

Amanda Habich

Class of 2017

Will Sears

Scott Davidson

## The Committee on Stewardship

The Work Area on Stewardship shall interpret the Biblical and theological basis for stewardship consistent with the doctrines of the UMC, and inform the church of the same through educational channels and study materials. On a timely basis they are to provide materials to the church school for study of Stewardship and development of giving in personal and family life styles.

This committee shall keep the church aware of the meaning of the stewardship of life, time, talent, and treasure as evidences of the fruit of the Spirit, while providing leadership to the congregation in emphasizing the necessity for all people to be involved in the service and mission of the church. They shall develop a plan for members to discover their particular gifts and talents, and ways for the members to place these into active ministry.

## Members of the Committee on Stewardship

Staff Leadership: Vern Collins

Chairperson: Erin Still

Class of 2015

Dave Rowe

Cindy Shelton

Crystal Doty

Class of 2016

Cathy Barr

LaFelle Ruff

Sarah Strickland

Class of 2017

Erin Still

Amy Odom

Molly Nichols

## **Endowment Committee**

At the Charge Conference of 1995, the Finance Committee also designated a **Permanent Endowment Fund Committee**. The task of this group is to receive and administer all bequests made to the local church, and to administer all trusts, investing all trust funds in conformity with the law. They are to emphasize the need for adults to have a will and estate; to disseminate information that will be helpful in retirement planning; and to stress opportunities for members to make provisions for giving through United Methodist institutions and Boone UMC by means of wills, annuities, trusts, life insurance, memorials and various types of property.

### **Chairperson: Jim Deal**

#### At-large Members

Robert Ohlen

Jim Deal

Mike Perry

Harry Davis

Jason Triplett

## **Parsonage**

Chairperson: Sarah Mills

Vice Chairperson: Margaret Handley

<u>Class of 2015</u>	<u>Class of 2016</u>	<u>Class of 2017</u>
David Scott	Jason Matthews	Jessica Lorello
Darin Hodges	Margaret Handley	Mary Whisenant
	Tammy Dunnigan	

## **Welcoming Ministries (Meets the last Tuesday of each month at 6pm)**

Staff leadership: Andy Ellis

Chairperson: Sandra Ammons

Members at Large: Jan Niblick

<u>Class of 2015</u>	<u>Class of 2016</u>	<u>Class of 2017</u>
Katie Lineback	Adryona Nelson	Matt Smith
Summer Hays (foyer host)	Brandon Nelson	Casey Smith
Jake Runion	Lee Jessen	Judy Lilly
Emily Schleier	Alyson Ebaugh	Ken Connelly

\*\*Bob Kroll will be in charge of the Parking Team Sub-committee and Summer Hays will be in charge of the Foyer Host Sub-committee.

### **Worship (Meets the 4<sup>th</sup> Tuesday at 5:30pm)**

Staff leadership: Brandon Wrencher

Chairperson: Jana Duke

<u>Class of 2015</u>	<u>Class of 2016</u>	<u>Class of 2017</u>
Susan Shirley	Caitlin Ellis	Jana Greer
Clarissa Schmal	Marcia Clay	Justin Lawrence
Tracy Smith	Ann Holder	Keith Tutterow

### **Head Usher Subcommittee**

Johnny Carson

### **Missions (Meets the 3<sup>rd</sup> Tuesday at 7:00pm)**

Staff leadership: Jason Byassee

Chairperson: Dale Williams

<u>Class of 2015</u>	<u>Class of 2016</u>	<u>Class of 2017</u>
Laura Padgett	Greg Huffman	Anna Welsh
Cameron St. Clair	Joe Bradford	Jonathan Allen
Chris Conner	Jaimie McGirt	Maggie Tilley
Kaley Conner	Adam Rice	

### **The Staff-Parish Relations Committee- meetings to be determined by chair**

The broad purpose of this committee is to achieve and maintain effective pastoral and professional staff ministry in the local church based on healthy and harmonious relations between the pastor(s) and other professional staff and members of the parish. One of the major elements required for a healthy relationship is communication and is therefore one of the major priorities of the PPRC. When focused on communication, some of their concerns are:

- 1 To confer and consult with the staff and pastor in making an effective ministry by being available for counsel, keeping the staff advised concerning conditions within the congregation as they affect relations between the pastor/staff and the people. This “two-way” communication also keeps the congregation advised as to the concerns and needs of the pastor and staff.
- 2 To counsel with the pastors on matters pertaining to their relationship with the congregation, including priorities to be given in the use of their time and skill according to the goals and objectives set forth in the demands and mission of the church.
- 3 To consult on matters pertaining to pulpit supply, proposals for salary, travel, vacation, health and life insurance, pension, continuing education and housing. Other practical matters affecting the work and families of the pastor and staff are also considered.
- 4 To recommend to the Administrative Council the professional staff positions needed to carry out the work of the church. After consultation with the pastor, the committee shall recommend persons for employment as well as make recommendations for salary and benefits.
- 5 To seek, enlist, review and recommend annually to the Charge Conference persons of all ages and race for candidacy for ministry.

- 6 To deal with difficulties and conflicts in an effort to achieve reconciliation and restoration of harmony and effectiveness in ministry with pastor/staff/congregation. Provision is also made to confer with the pastor if it should become evident that the best interest of the charge and pastor will be served by a change of pastor for staff person.

### **Members of the Staff-Parish Relations Committee**

Staff Leadership: Jason Byassee

Chairperson: Susan Dubberly

At Large: Johnny Carson

<u>Class of 2015</u>	<u>Class of 2016</u>	<u>Class of 2017</u>
Bobby Creed	Susan Dubberly	Emily Wilson
Nicole Scheffler	Susan Milhaupt	Bob Campbell
Carolyn Fogle	J.J. Brown	Bob Bumgarner

### **The Committee on Lay Leadership - meets as needed**

The primary work of this committee is to draw up a slate of candidates for the offices in which there will be vacancies to be filled, and to place those names in nomination at the meeting of the Charge Conference. The committee is composed of not more than nine persons who serve throughout the year to guide the Administrative Council on personnel matters; so as to coordinate the leadership and service needs with the personnel of the congregation. The Committee's tasks include recruitment, support, training, and recognition of leaders of the church.

The committee should try to cultivate an awareness of the gifts, talents, and interests of the members of the congregation. They should also be aware of the qualifications for members of boards as set forth in The Book of Discipline and the evidences of Christian character and life. When possible, the base of participation in the work of the church should be as broad as the number of members. Our intent in the past several years has been to assign an individual to one particular task and ask them to lift that to an exceptional level of ministry instead of spreading oneself too thin on numerous tasks.

### **Committee on Lay Leadership**

Staff Leadership : Jason Byassee

Chairperson: Johnny Carson

Vice Chairperson: Greg Dobbins

<u>Class of 2015</u>	<u>Class of 2016</u>	<u>Class of 2017</u>
Debbie Branch	Johnny Carson	Stephen Schmal
Karen Petrey	Adryona Nelson	Lisa Campbell
Tommy Smith	Wynne Ayers	

### **WORK AREAS OF THE ADMINISTRATIVE COUNCIL**

In order for each local charge to have an effective ministry, the actual work of the Church is directed to Work Areas where in an intentional and focused manner the ministry is brought to fruition. Each Work Area is empowered to make plans and implement those plans and is given the financial resources to accomplish their mission. Some of their responsibilities may include:

- 1 Studies the implications of the work area in the total mission of the church.
- 2 Interprets and recommends to the Administrative Council ways of implementing the mission of the church in each particular Work Area.
- 3 Makes recommendations to all age groups as it relates to the Work Area.
- 4 Carries out programs as assigned by the Council and serves as liaison beyond the local church to the General Church.

## **The Work Area on Education**

### **Adult Ministry**

Education shall design and recommend to the Council all aspects of organization, structure, and goals for the educational ministry of the church. The Education Work Area shall also nominate persons for election as teachers, counselors, and officers of the church school.

This Work Area should insure that persons of all ages are provided with opportunities to study the Bible and the Christian faith and life; to facilitate the use of resources, materials, classes, groups, and faculty to meet those goals. To meet these goals, the Education Work Area is always looking at resources offered, and involved in the selection, guidance, and training of leaders.

### **Preschool Board**

Chairperson: Kathy Moorman

Vice Chairperson: Heidi Hodges

Staff Leadership: Colette Krontz

Trustees Rep.: TBD

SPRC Rep. TBD

<u>Class of 2015</u>	<u>Class of 2016</u>	<u>Class of 2017</u>
Carey Maple	Scott Cooke	Caroline McCleod
Cheryl Catoe	Heidi Hodges	David Cowart
Anja Davidson		Gina Holste

### **Family Life**

Staff Leadership: Colette Krontz

Co-Chairperson: Sarah Strickland

Co-Chairperson: Tamera Holshouser

<u>Class of 2015</u>	<u>Class of 2016</u>	<u>Class of 2017</u>
Andrew Wade		Joe & Renee Robinson (Set-up Crew)
Lisa Doty		Sara Mayhew (Decorating)
Ann Holder		Adryona Nelson (Set-up Crew)
Brandon Greer		Jerry & Phyllis Butler (Cooking Crew)
		Jason & Tiffany Selong (Cleanup Crew)
		Katherine Katz (Communications)

### **Children's Ministry Team**

Staff Leadership: Colette Krontz

Coordinator: Candis Walker

#### **Class of 2015**

Jen Brown

Stacey Harris

Candace Hall

#### **Class of 2016**

Liz Rice

Laura Kaufman

Katie Matthews

#### **Class of 2017**

Wendy Jessen

Jamie Davis

### **Youth Advisory Council**

Staff Leadership: Andy Ellis

Youth Coordinator: Michael Haas

Membership: Cameron St. Clair, Elizabeth Shukis, Claudine Lovins, Chris Conner, David Welsh

### **Decorating Committee**

Chair: Margaret Handley

### **Communications Committee**

Chair: Jeff Lamont

#### **Class of 2015**

David Freeman

Dave Robinson

#### **Class of 2016**

Brian Dubberly

Doug Kaufman

Joe Hill

Michael Odom

#### **Class of 2017**

Josh Hodges

Olivia Jenkins

Mitzi Triplett

### **Long Range Planning Committee**

Chairperson- Charles Stanley

Members: Lee James, Bob Reneau, Bobby Sharp, Robin Greene, Ralph Jacobs, Bob Bumgarner, Jill Gidley, Tammy Crumpler