

# **Sterling United Methodist Church Church Governance**

**Adopted by Church Council on May 26, 2015**

## **1. PREAMBLE**

This document on Church Governance was developed by Sterling United Methodist Church (SUMC) as a supplement to the United Methodist Book of Discipline. The United Methodist Book of Discipline (henceforth called “The Book of Discipline”) supersedes this document in any matter where a discrepancy arises. The purpose of this document is to establish SUMC governance policy in areas where the Book of Discipline allows local congregations to set their own policies, in accordance with paragraph 244 of the Book of Discipline.

Matters of Church Governance at Sterling United Methodist Church are referred to the Visioning Committee for review and study, and recommendations are then brought to the Church Council for consideration and adoption.

## **2. CHURCH GOVERNING STRUCTURE**

Sterling United Methodist Church is a “ministry driven” church, meaning we strive to be governed in a way that puts the ministry needs of the church first. Administrative functions such as management of finances, facilities, volunteers, church staff, and the like are resources to support the ministries of the church.

As such, our governing structure is diagrammed in Figure 2.1, with the ministry teams on the top of the structure, and the administrative functions at the bottom. This is not to indicate that the administrative functions are less vital or important. On the contrary, they are essential. Rather, it is to show symbolically that ministry and service to our Lord Jesus Christ drives our church priorities and decision making processes.

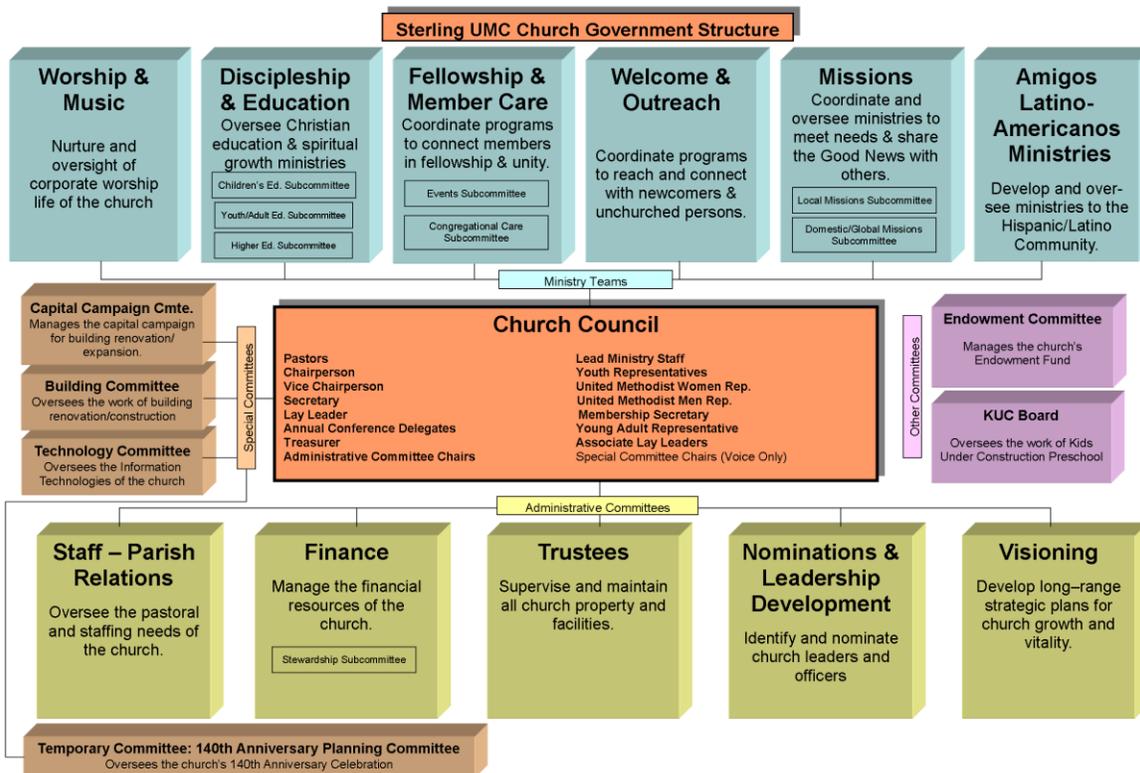


Figure 2.1 Church Governing Structure Diagram

Sterling United Methodist Church is governed by the Charge Conference, as described in paragraphs 246-251 of the Book of Discipline. The Charge Conference meets in the fall of each calendar year, and occasionally at other times as called in accordance with the Book of Discipline. The Charge Conference is presided over by the District Superintendent or his/her designee.

When the Charge Conference is not in session, the governing body of the church is the Church Council, as elected by the Charge Conference.

The membership and responsibilities of the Church Council are governed by the Book of Discipline, and are further clarified in section 3 of this document.

### 3. CHURCH COUNCIL

The Church Council operates in accordance with Paragraph 252 of the Book of Discipline.

### **3.1 Church Council Meetings**

The SUMC Church Council meets at least quarterly, and generally meets monthly on the 4<sup>th</sup> Tuesday of every Month, and is the authoritative governing body of SUMC, except when Charge Conference is in session.

The Chairperson of the Church Council will preside over the meetings. In the Chairperson's absence, the Vice Chairperson will be the acting Chairperson. In the absence of the Vice Chairperson, the Church Lay Leader will preside over the meeting. In the absence of the Chairperson, the Vice Chairperson and the Church Lay Leader, it is recommended that the meeting be postponed. In the event the meeting must proceed, the Senior Pastor or designee will chair the meeting.

The members present and voting at any duly announced meeting (in accordance with the Book of Discipline) shall constitute a quorum.

If a committee chairperson or associate lay leader is unable to attend a meeting of the Church Council, the Vice Chair of that committee or ministry team may attend, and will receive voice and vote at the Church Council meeting on behalf of that committee or ministry team. No other proxy representation is permitted.

If a clergy member, lead ministry staff member, or other designated officer of Church Council is unable to attend the Church Council meeting, no proxy representation will be permitted for these persons.

Special meetings may be called by the Chairperson or the Pastor.

Church Council meetings will be open meetings. However, at the discretion of the Chairperson of Church Council (or presiding officer), and the 2/3 vote of the voting membership present at the meeting, the meeting may be closed to persons who are not "voting" or "voice" members of the Church Council.

"Voting" members have a vote in all Church Council business.

"Voice" members have the right to speak to any business before the Church Council, but do not have a vote.

When matters relating to staffing are being considered by the Church Council, affected members of the staff are encouraged (but not required) to recuse themselves from the meeting and/or refrain from voting as is appropriate to avoid the appearance of conflict of interest.

### **3.2 Church Council Membership**

All 'voting' and 'voice' members of the Church Council shall be professing members of SUMC.

The voting membership of the SUMC Church Council is as follows:

- Chairperson
- Vice Chairperson
- Clergy (Elders, Deacons, Local Pastors, Lay Supply Pastors and/or other appointed clergy of SUMC)
- SUMC Lead Ministry Staff (Church Ministries Administrator, Director of Music Ministries, Director of Youth Ministries, Director of Children's Ministries, and any other lead ministry staff positions created by Staff Parish Relations Committee (SPRC)).
- Secretary of the Church Council
- Membership Secretary
- Church Treasurer
- Lay Leader
- Associate Lay Leaders (Worship, Fellowship & Congregational Care, Discipleship & Education, Welcome & Outreach, Missions, Amigos)
- Administrative Committee Chairs (Trustees, SPRC, Finance, Visioning)
- Young Adult Representative (between ages 18 and 30)
- 2 Youth Representatives
- Lay Member(s) to Virginia Annual Conference
- United Methodist Men (UMM) and Women (UMW) Presidents or Representatives

Chairpersons of Special or Ad-Hoc Committees of Church Council are members of Church Council with voice only. They have voice but no vote at Church Council meetings.

All church members may attend open Church Council meetings, but will have no vote. Such members may be given voice at Church Council meetings at the discretion of the Church Council Chairperson or presiding officer.

Non-church members may attend open Church Council meetings at the discretion of the Church Council Chairperson or presiding officer.

### **3.3 Church Council Terms of Office**

The terms of office for members of Church Council are governed as follows:

The Church Council Chairperson, Vice Chairperson, Secretary of the Church Council, Young Adult Representative, Lay Leader, Membership Secretary and Church Treasurer are elected according to the following guidelines:

These officers are elected to a 3-year term. The term of office begins January 1 of the year of election, and ends December 31 of the 3<sup>rd</sup> year of the term.

Where possible, the elected membership is assigned in classes, where 1/3 of the membership rotates off each year, on a 3-year cycle.

Membership on the Church Council is by nomination of the SUMC Nominating Committee. Members are invited to serve a three-year term, with the possibility of serving a second three-year term. Individuals who are nominated and agree to serve are approved at the Annual Charge Conference. Nominations for membership on the Church Council are also permitted from the Charge Conference floor.

At the end of the first term, these officers may request to be considered for a 2<sup>nd</sup> term. Re-nomination is not automatic, and is at the discernment of the Nominations Committee. At the end of the second term, an individual is not eligible to serve in one of these Church Council Offices for at least one full year.

If a position is vacated before the conclusion of a term, a new officer will be elected to fill out the remainder of the unexpired term. If the remainder of the unexpired term is less than 1.5 years in duration, the new officer is eligible to serve up to 2 additional 3-year terms (no more than 7.5 years total). If the remainder of the unexpired term is more than 1.5 years in duration, the new officer is eligible to serve only one additional 3-year term.

All other officers of Church Council are elected as indicated below:

- The Clergy and Lead Ministry Staff are members of Church Council by virtue of their positions, and are members of the Church Council throughout their period of employment in those positions.
- The Lay Member(s) to Virginia Annual Conference are chosen annually by Charge Conference for a 1-year term. Lay members to Virginia Annual Conference are limited to 6 consecutive terms. At the end of the 6th term, an individual is not eligible to serve in the same office for at least one full year.

In the event there are multiple Lay Members to Virginia Annual Conference, the other committee memberships associated with the role Lay Members to Annual Conference in the Book of Discipline will be divided between the Lay Members as follows: All Lay Members to Virginia Annual Conference will be voting members of Church Council. In addition, one Lay Member to Virginia Annual Conference will serve on the Finance Committee. A different Lay Member to Virginia Annual Conference will serve on the Staff Parish Relations Committee (SPRC). The committee assignments will be established by the Nominations Committee and Charge Conference.

- Youth Representatives are chosen for 1-year terms, and may serve for up to 2 terms. The youth representative shall not be a high school senior who will be graduating

mid-term. Any youth representative who is not yet confirmed into professing membership in the church shall have voice but not vote on Church Council.

- UMM and UMW presidents or designated representatives are chosen annually by UMM and UMW according to their governing charters, and serve on Church Council for a term of one year. Term limits are set in accordance with their governing charters.
- Associate Lay Leaders (Worship, Fellowship & Congregational Care, Discipleship & Education, Welcome & Outreach, Missions, Amigos) and Administrative Committee Chairs (Trustees, SPRC, Finance, Visioning) serve by virtue of their positions, and are elected for 3-year terms in accordance with the rules for their committees outlined in the Book of Discipline and in this document.

## 4. MINISTRY TEAMS

### 4.1 Ministry Team Charters

#### 4.1.1 Worship and Music Team Charter

**Guidelines:** The word "worship" comes from an Old English word, "weorthscipe" literally meaning "worth-ship" - that is, to give something or somebody worth. We believe that worship is our response to God's love. It is focusing our attention on God. And it is expressing our affection to God.

**Observations:** The heart of the worship life of SUMC is our three Sunday morning services. Every part of a church service is an act of worship: praying, Scripture reading, singing, confession, silence, being still, listening to a sermon, taking notes, giving an offering, baptism, communion, and even greeting other worshipers.

Worship is more than music or a particular style. There are many appropriate ways to express our love to God: by praying, singing, obeying, trusting, giving, testifying, listening, and responding to his Word, thanking, and many other expressions. Thus we offer two different types of services: Traditional and Contemporary. *Bottom Line: God - not man - is the focus and center of our worship.*

**Proposed Approach:** *The worship life of SUMC will be coordinated in a two level structure:*

**Level 1:** *The Worship Team is charged with the nurture and oversight of the corporate worship life of Sterling UMC. Led by an Assistant Lay Leader for Worship the team will seek to provide services of worship that enable all people to encounter the living God through preaching the Word, music, prayer, liturgy, celebration of the sacraments, and other worship arts. Specifically the team will:*

- Study and seek to implement the principles of biblical worship.

- Evaluate how well the services enable members of the congregation to worship.
- Consider and implement changes that will enrich the congregational celebration of weekly worship and special or occasional services.
- Plan the broad schedule of services for the year and each season within including special services.
- Have quarterly meetings, with other meetings as necessary.
- Lay out long range as well as immediate plans for the coming seasons.
- Schedule and coordinate the contributions of all participants work area.
- Coordinate with other teams on matters affecting worship services.
- Establish and Administer worship budget.

**Level 2: The Worship Planning Team**, led by the Pastor, will plan the details of the weekly worship services and special services as necessary. Specifically the team will:

- Plan the details of worship services to coordinate with the pastor’s sermon themes, the season of the church year, and other events scheduled for various worship services.
- Choose appropriate hymns, praise songs, congregational singing to enhance the service themes and goals.
- Select or prepare appropriate liturgies, readings, prayers, and responses.
- Ensure the flow and timing of the services is smooth and appropriate.
- Ask for special task forces to be created to assist in special seasons or services.
- Prepare a quarterly plan of service themes and goals for presentation to the Worship Team.
- Communicate and coordinate with Worship Team members and work areas any special needs and requests.

#### **4.1.2 Discipleship & Education Team Charter**

**Guidelines:** Jesus commissioned us to “Go ... and make disciples of all nations.” (Matthew 28:19) The term discipleship can be defined as becoming a complete and competent follower of Jesus Christ. It is about the intentional education and training of adults, youth, and children to become imitators of Christ in every thought, word, and deed. Producing transformed lives, and seeing those lives reproduced in others, is a core challenge to us as a church.

**Observations:** The strength and influence of the church is wholly dependent upon its commitment to true discipleship. Discipleship does not simply happen because a church exists. It occurs where there is an intentional and strategic thrust to facilitate spiritual maturity. Everything we do should point people to discipleship. Everything we do should encourage spiritual growth. Every program that goes on in this church must motivate us to

deepen our relationship with Christ. Discipleship provides a foundation for living and that foundation is what all of our other programs, activities, and ministries are built.

**Proposed Approach:** The Discipleship & Education Team is charged with overseeing all spiritual growth and nurture ministries of Sterling United Methodist Church. Led by an Assistant lay leader for Discipleship the team will:

- Develop, coordinate, and administer the Christian education curriculum for SUMC's children, from preschool through grade 12, including the Sunday school program, the Workshop Rotation Model (WoRM) Sunday school program, special programs, and Summer Sunday School.
- Oversee the church nursery and childcare ministries.
- Coordinate and oversee adult education ministries including Sunday school classes, Bible studies, and other small group and discipleship ministries.
- Communicate with church school families, children, and the congregation through newsletter articles, mailings, Sunday morning handouts, website articles, and email correspondence.
- Recruit and train teachers and volunteers for the Christian education programs.
- Manage the budgets for Christian education and discipleship ministries.
- Coordinate with the Finance Committee to oversee the Scholarship Committee.

**Other Activities:**

- "LifeSigns Jr." Children's Ministry
- "LifeSigns" Youth Ministry
- "In God's Backyard" Summer Day Camp
- Vacation Bible School
- Confirmation program of study
- Adult Bible Studies
- Church Library

#### **4.1.3 Fellowship & Congregational Care Team Charter**

**Guidelines:** The Christian life is meant to be shared. Fellowship is the sharing of this Christian life together in unity and love. The Bible tells us "In Christ we who are many form one body, and each member belongs to all the others" (Romans 12:5). Following Christ includes belonging, not just believing. Though we are many different people we are one in Christ. Through fellowship opportunities, people become more connected to one another, to the church, and to Christ.

**Observations:** Fellowship, while it includes these things, is more than just causal conversation, socializing, food, and fun. Fellowship involves creating an atmosphere as well as opportunities where all people can get connected to the church, where everyone will feel

welcome, accepted, and loved. In our hurried and hectic society this is more important than ever. We need genuine Christian fellowship.

It is impossible to live the Christian life without the support of brothers and sisters in Christ. Members caring for our church family exemplify Christ's love. Through these actions we train and equip our members to serve both within and beyond our church walls.

**Proposed Approach:** The Fellowship & Congregational Care Team is charged with ensuring our regular attendees are connected to one another at SUMC. Led by an Associate Lay Leader for Fellowship & Congregational Care, the team will work with the staff to connect new members to the body of SUMC, and to shepherd existing members. It will plan fellowship opportunities including casual gatherings, special events, outings, and routine breaking of bread together. The fellowship plan includes congregational care programs to equip our church family to care for one another. Our purpose is to strengthen the bonds to SUMC so they are retained even through trying times or when members are separated from the church by distance. We continually train members of our congregation to participate in the care for others in our congregation and have committed staff for this purpose. Success will be if every person feels they are a part of our family.

#### **4.1.4 Welcome & Outreach Team Charter**

**Guidelines:** Our Evangelism theme is “**Stirring in my Soul.**”

We all feel it, the stirring in our soul. The challenge for us may be recognizing that stirring as God calling, or it may be understanding or trusting the those calls, or it may be finding a spiritual community where we can respond and share openly, thereby turning our stirrings into passion.

*Our mission  
as a Welcome and Outreach Team is  
to help **people**  
inspire, recognize, understand, trust, share, and grow  
stirrings of the soul  
into **Christian Discipleship.***

Our Guidelines include:

- Helping members of our congregation inspire each other in worship, fellowship, mission, study, and prayer, thereby supporting the Sterling United Methodist Church vision, “every member in ministry to our own, and our community.”
- Growing the ministries of the church through efforts to bring new members into our church, to connect people more deeply with the church, and to develop leadership in the church.

- To represent Jesus and share our Christian experience in outreach to our community and the world.

### **Approach:**

This team will work in coordination with other teams in the church to foster growth in all of our ministries: fellowship, missions, worship, and discipleship/education.

### **Evangelism and Membership**

#### **Goals**

- To grow the membership of our congregation
- To increase the number of visitors to our church

#### **Activities**

- *Welcome DVD.* Prepare a welcome DVD to send out to visitors and to publish on YouTube
- *Facebook Presence.* Regular updates to our Facebook page.
- *Mailings.* Send literature to new members of the community.
- *Follow-up for visitors.*
- *Reconnect with inactive members.*

### **Evangelism and Worship**

#### **Goals**

- To make everyone feel welcome in our worship services
- To promote spiritual growth through worship

#### **Activities**

- *Welcome Literature.* Update the welcome literature that is available during worship
- *Host.* Provide a host each Sunday to identify newcomers, provide directions, etc.
- *Evangelism Moments.*
- *Gathering Space.* Evaluate gathering space to see how we can make it more welcoming and show off our activities better.

### **Evangelism and Fellowship**

#### **Goals**

- To reach out to people who attend events at the church and get them connected with our congregation
- To develop paths for people to easily become part of small groups within the church

#### **Activities**

- *Events.* Fall Festival, Easter Carnival, Youth Musical, LINK Coat Drive, Choir Performance

- *Small Groups.* How do we get people involved in small groups?

### **Evangelism and Missions/Outreach**

#### **Goals**

- To represent Jesus and share our Christian experience to people outside of the church

#### **Activities**

- *Deliberate Acts of Kindness.* Past activities have included DAK campaign at Christmas, Fire Station Dinners, and handing out water bottles on the W&OD trail.
- *Sterling (or Herndon) Festival.* Setting up a booth at festivals.
- *External Volunteers.* Explore opportunities to find volunteer from outside our congregation (Loudoun Country Volunteer Website, for example).
- *T-Shirt Fundraiser.* Design “fun” shirts people want to wear to promote our church and raise mission funds.

### **Evangelism and Education**

**Goal.** To equip our congregation to share their faith in any situation

#### **Activities**

- *Church Library.* Work with the library manager to establish evangelism books in the church library. Topics include Sharing your faith, Talking about God to your Children, Teaching about God, Spiritual Formation, Hospitality, Diversity and cultural awareness, and Growing your Church
- *Bible Study.* Support an evangelism-related Bible study in CrossWalk or other forum at least once a year
- *Leadership Development.* How do we help people discover and respond to calls to leadership in the church?

### **Hispanic Ministry**

**Goal.** To support growth of the Spanish-speaking population in our congregation

#### **Activities**

- *Cultural Diversity.* Educated congregation on cultural diversity
- *Translation.* Translate evangelism-related literature into Spanish
- *Integration.* The Hispanic ministry needs to be considered in all of our evangelism efforts. For each project we do we need to make it inclusive.

#### **4.1.5 Missions Team Charter**

**Guidelines:** Our English word for “mission” comes from the Latin word for “sending.” Shortly before he ascended to Heaven Jesus said to His disciples, “As the Father has sent me, so I am sending you” (John 20:21). Being a Christian includes being sent into the world as a representative of Jesus Christ. The mission Jesus had while on this earth is now our mission. We are His hands and feet and mouth.

**Observations:** God is at work in the world and it is our privilege to join Him in that work. Our mission involves sharing the love of Christ with those outside of our walls. We are called to do this in both tangible and intangible ways. It means following Jesus and seeking to reach out to the least, the last, and the lost in our community and world.

There are many and diverse needs all around us. These needs are both physical and spiritual. As our community changes there will continue to be multiple and changing ways for the church to reach out with the Good News of Jesus Christ.

**Approach:** The Mission Team is charged with coordinating and overseeing the mission outreach of SUMC. Led by an Assistant Lay Leader for Missions this team will seek to develop a comprehensive strategy and plan to involve the congregation in missions. The Team will seek to discover effective ways to meet the needs and to share the Good News of Jesus Christ in our community and around the world.

**Activities:** Some of the mission activities include:

- Easter Meal Baskets - Easter meal baskets to be given to needy families in Loudoun County.
- All God’s Children Camp – Provide scholarships, supplies, and transportation for children of incarcerated mothers to attend a week long camp at Camp Highroad.
- Salvation Army – Support Apple Tree and Angel Tree projects. Provide volunteer bell ringers for Christmas kettle collections at two locations in Sterling.
- UMCOR – Collect funds to provide relief for natural disasters.
- Collection Center – Receive donations to various local and international mission projects.
- ESL – Host ESL classes for our community.
- LINK – Collect and distribute food items for needy families in the Sterling/Herndon area.
- Summer Mission Trips – Plan and support short-term mission trips both nationally and internationally.

#### **4.1.6 Amigos Latino-Americanos Team Charter**

**Guidelines:** Galatians 3:28 reminds us, “There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all **one in Christ** Jesus.” The Gospel of Jesus Christ is for all people. Christ makes no distinction among people based on race, ethnicity, language, sex, gender, or socio-economic status. His love, grace, and the gift of salvation are freely offered to everyone. Therefore we as the church have the responsibility to share that message with all persons.

**Observations:** The Sterling Community has seen a rapid increase in the diversity of its racial and ethnic makeup over that last decade. One of the most rapidly growing segments of our population is the Hispanic/Latino population. Sterling UMC has answered the call to truly reach out into our community to share Christ's love with our many Latino and Hispanic neighbors. SUMC has initiated a Hispanic Outreach with an Associate Pastor and specific programs tailored to the Hispanic community. This new ministry will assist us in reaching this growing segment of our community.

**Proposed Approach:** The Hispanic/Latino Ministry Team is charged with overseeing the development and growth of the Hispanic/Latino Ministry of Sterling United Methodist Church. Led by an Associate Lay Leader for Hispanic/Latino Ministry the team will work to assist the Associate Pastor of Hispanic/Latino Ministry to:

- Establish relationships with members of the Latino and Hispanic community in Sterling
- Plan and execute community outreach events
- Be present within the SUMC congregation to establish support for ministry
- Enlist and train volunteers for the Hispanic/Latino Ministry
- Form regular Bible studies and small group gatherings
- Have liaisons with the other 5 ministry teams to provide for coordination and integration of Hispanic/Latino Ministry needs within the entire church structure

**Goals:**

- Work to develop Latino/Hispanic leaders within the congregation
- Begin a weekly Spanish Speaking Worship Service
- Plan and coordinate special seasonal Spanish worship services
- Work to bring members to the congregation from the Latino/Hispanic ministry
- Work to bring participants for the Latino/Hispanic community to our ministries, activities, and sponsored activities
- Provide insight into current programs as to effectiveness and feasibility

## **4.2 Ministry Team Membership**

Where possible, and except where otherwise dictated by the Book of Discipline or by the duties of the office held, individuals are encouraged to serve on only one ministry team or administrative committee at a given time.

The membership of the individual ministry teams is outlined as follows.

### **4.2.1 Worship & Music Team Membership**

The Worship Team consists of approximately 15 members, including an Associate Lay Leader for Worship (who acts as the team's chairperson), a Vice Chair, and 3 to 5 at-large members, 5 designated positions and several staff liaisons. The designated positions are

the Lay Leader, the Communion Coordinator, the Acolyte Coordinator, the Usher Coordinator and the Audio/Visual (A/V) Coordinator. The staff liaisons are determined by the staff and approved by Charge Conference vote annually, but will include the Pastor, the Director of Music Ministries and the Contemporary Worship Leader. All of the above members have voice and vote at Worship Team meetings.

#### **4.2.2 Discipleship & Education Team Membership**

The Discipleship and Education Team consists of approximately 15 members, including an Associate Lay Leader for Discipleship and Education (who acts as the team's chairperson), a Vice Chair, and 4 At Large members (2-3 each in the "children" and "youth and adults" subcommittees), 4 designated positions and several staff liaisons. The designated positions are the Nursery Coordinator, the Adult Bible Study Coordinator, the Librarian, and the Higher Education Ministries Coordinator. The staff liaisons include the Pastor, the Director of Children's Ministries, the Director of Youth Ministries, the Summer Camp Director and the Nursery Staff person. All of the above members have voice and vote at Discipleship and Education Team meetings.

#### **4.2.3 Fellowship & Congregational Care Team Membership**

The Fellowship and Congregational Care Team consists of approximately 15 members, including an Associate Lay Leader for Fellowship and Congregational Care (who acts as the team's chairperson), a Vice Chair, and 4 to 6 At Large members (2-3 each in the "Events" and "Congregational Care" subcommittees), 7 designated positions and one or more staff liaisons. The designated positions are a United Methodist Men's representative, a United Methodist Women's representative, a Senior Activity Group representative, the Scouting Coordinator, the Kitchen Coordinator, the Helping Hands Coordinator and the Prayer Chain Coordinator. The staff liaison(s) are determined by the staff and approved by Charge Conference vote annually. All of the above members have voice and vote at Fellowship and Congregational Care Team meetings.

#### **4.2.4 Welcome & Outreach Team Membership**

The Welcome & Outreach Team consists of approximately 12 members, including an Associate Lay Leader for Welcome & Outreach (who acts as the team's chairperson), a Vice Chair, and 7 At Large members, 1 designated positions and one or more staff liaisons. The designated position is the Greeter Coordinator. The staff liaison(s) are determined by the staff and approved by Charge Conference vote annually. All of the above members have voice and vote at Welcome & Outreach Team meetings.

#### **4.2.5 Missions Team Membership**

The Missions Team consists of approximately 15 members, including an Associate Lay Leader for Missions (who acts as the team's chairperson), a Vice Chair, 6 At Large members (2 in the "Local Missions" subcommittee and 4 in the "Domestic and Global Missions" subcommittee), 6 designated positions and one or more staff liaisons. The designated

positions are LINK representative, Blood Drive Coordinator, UMW representative, Backpack Buddies Coordinator, Early Response Team Coordinator, and Benevolence Coordinator. The staff liaison(s) are determined by the staff and approved by Charge Conference vote annually. All of the above members have voice and vote at Missions Team meetings.

#### **4.2.6 Amigos Latino-Americanos Ministry Team Membership**

The Amigos Latino-Americanos Ministry Team consists of approximately 10 members, including an Associate Lay Leader Amigos Latino-Americanos Ministry (who acts as the team's chairperson), a Vice Chair, 7 At Large members (with both Amigo and Anglo representation), and one or more staff liaisons. The staff liaison(s) are determined by the staff and approved by Charge Conference vote annually, and will include at a minimum the Associate Pastor for Hispanic/Latino Ministry. All of the above members have voice and vote at Amigos Latino-Americanos Ministry Team meetings.

#### **4.3 Ministry Teams Terms of Office**

These positions are elected to a 3-year term. The term of office begins January 1 of the first year of the term, and ends December 31 of the 3<sup>rd</sup> year of the term.

Where possible, the elected membership is assigned in classes, where 1/3 of the membership rotates off each year, on a 3-year cycle.

Membership on the ministry teams is by nomination of the SUMC Nominating Committee. Members are invited to serve a three-year term, with the possibility of serving a second three-year term. Individuals who are nominated and agree to serve are approved at the Annual Charge Conference. Nominations for membership on the Ministry Teams are also permitted from the Charge Conference floor.

Membership on the ministry teams is limited to two three-year terms. At the end of the first term, a team member may request to be considered for a 2<sup>nd</sup> term. Re-nomination is not automatic, and is at the discernment of the Nominations Committee. At the end of the second term, an individual is not eligible to serve on the same Ministry Team for at least one full year (however, an individual may serve on a different ministry team).

If a position is vacated before the conclusion of a term, a new Team member will be elected to fill out the remainder of the unexpired term. If the remainder of the unexpired term is less than 1.5 years in duration, the new member is eligible to serve up to 2 additional 3-year terms (no more than 7.5 years total). If the remainder of the unexpired term is more than 1.5 years in duration, the new member is eligible to serve only one additional 3-year term.

#### **4.4 Ministry Team Officers**

The Ministry Teams have two officers: Associate Lay Leader and Vice Chair. Officers are selected and invited to serve in their positions by the Nominating Committee and Charge Conference in accordance with the terms of office set forth above.

#### **4.4.1 Associate Lay Leader**

The Associate Lay Leader reports to the Lay Leader and to the SUMC Church Council.

The Associate Lay Leader is responsible for the following duties, any of which he/she may delegate to others on the team:

- maintain a list of team membership;
- plan and conduct team meetings;
- take minutes and circulate minutes after meetings;
- provide a report on team activities to the Church Ministries Administrator each month in preparation for the monthly Church Council Meeting; and
- disseminate monthly reports from the Church Council to the team.

In addition, the Associate Lay Leader is responsible for the following duties, which he/she may not delegate to others on the team (but may co-execute with the vice chair):

- represent the team at the monthly Church Council meeting including voting on all business that comes before the Church Council. In the event that the Chair is unable to attend the meeting, he/she will request that the Vice Chair attend and vote in his/her stead;
- manage the team's finances; and
- authorize expense reimbursement requests.
- call team meetings.

#### **4.4.2 Vice Chairperson**

The Vice Chair reports to the Associate Lay Leader.

The Vice Chair is responsible for the following duties:

- work with the Associate Lay Leader to prepare meeting agendas;
- advise the Associate Lay Leader on issues related to team activities;
- assume all of the Associate Lay Leader's responsibilities in the absence of the Associate Lay Leader. This includes the financial responsibilities of the team and proxy voting authority at the Church Council Meeting. If both the Associate Lay Leader and the Vice Chair are present at the Church Council Meeting, only the Associate Lay Leader is permitted to vote.

#### **4.4.3 Special Duties of Associate Lay Leaders**

In addition to the duties listed above, several associate Lay Leaders have additional duties and committee memberships, as indicated below.

- The Associate Lay Leader for Worship is also a member of the worship planning team, which meets regularly with the Pastor and Music Director.

- The Associate Lay Leader for Discipleship & Education is also a member of the scholarship committee.

#### **4.5 Ministry Team Meetings and Voting**

The ministry teams will meet according to a schedule determined by the Associate Lay Leader. It is recommended that the teams meet monthly, at a regularly established date and time.

A quorum must be established before voting. A quorum requires the presence of at least half the voting members of the team or five (5) members, whichever is less. In the case of a tie vote, the presiding officer's vote will serve as the tie-breaking vote.

A simple majority vote of those constituting the team quorum is required to approve all business of significance.

If a member is unable to physically attend a meeting of the team, he/she may attend via videoconference or teleconference if the appropriate technology is available. Team members attending in this manner are eligible to vote and are counted toward a quorum. It must be made clear to all participants at the start of the meeting who is in attendance both physically and remotely.

Proxy votes are not permitted.

##### **4.5.1 Electronic Voting**

Voting through electronic means such as email or text messaging is permissible for all SUMC Ministry Teams and Committees with the exception of the Church Council and in accordance with the following:

- Such votes shall be reserved for items that are urgent in nature, meaning that they cannot wait until the next regularly scheduled in-person meeting of the Team or Committee.
- Such votes shall be reserved for items that are deemed unlikely to be contentious per the discretion of the Chair and/or the Vice Chair.
- Such votes may be called only by the Chair or the Vice Chair.

The email sent to the committee shall contain:

- The motion and any clarifying verbiage or documentation.
- A time limit for committee members to respond. This should be a minimum of 72 hours except in cases of extreme urgency at the discretion of the Chair or Vice Chair.
- The following voting options:
  - Yes
  - No

- Abstain
- Add discussion
- Request to table for in-person meeting
- Instructions to “reply all.”
- A vote will be tabled for an in-person meeting if (a) 25 percent of the committee members request it or (b) at the discretion of the Chair or the Vice Chair. The Chair/Vice Chair may elect to table a discussion for an in-person meeting even if a majority vote has been received.

Passage or rejection of a motion requires an affirmative or negative vote by a majority of the full committee. Committee members’ votes are counted as abstentions until and unless they reply.

In cases where there is neither an affirmative or negative majority vote, the motion shall be tabled for an in-person meeting. For urgent matters, the Chair or Vice Chair may call an emergency in-person meeting.

## **5. ADMINISTRATIVE COMMITTEES**

### **5.1 Committee on Nominations and Leadership Development**

The charge and membership of the Committee on Nominations and Leadership Development are governed by Paragraph 258.1 of the Book of Discipline.

### **5.2 Staff Parish Relations Committee**

The Staff Parish Relations Committee is governed by Paragraph 258.2 of the Book of Discipline.

### **5.3 Board of Trustees**

The Board of Trustees is governed by Paragraph 258.3 and 2525-2551 of the Book of Discipline. The Sterling UMC Board of Trustees has 3 officers: Chair, Vice Chair, and Secretary.

### **5.4 Finance Committee**

The Committee on Finance is governed by Paragraph 258.4 of the Book of Discipline.

#### **5.4.1 Stewardship Committee**

At SUMC, the Stewardship Committee is a subcommittee of the Finance Committee. The Chair of the Stewardship Committee is a member of the Finance Committee. Other members of the Stewardship Committee may or may not be members of the Finance Committee. Members of the Stewardship Committee serve under the same terms of office and rules as the members of the ministry teams.

## **5.5 Visioning Committee**

### **5.5.1 Visioning Committee Charter**

*Where there is no vision, the people perish: but he that keepeth the law, happy is he.  
(Proverbs 29:18)*

#### **Objectives:**

- Identify needs and requirements of the church
- Develop long-range strategic plans for church growth and vitality
- Discern where God would like our church to go and what God would like it to be in the future

#### **Background:**

The Visioning Committee has worked over the years to ascertain the needs, desires and goals for the future of the ministries and leadership of Sterling United Methodist Church. Recent efforts of the Visioning Committee have included new ministries such as the CrossWalk Wednesday night fellowship program and a complete restructuring of our church government to make it more effective and ministry-driven. In addition, the work of the visioning committee laid the groundwork for the capital renovation and improvement project that was begun in January 2014. A thorough report by the Visioning Committee was presented to Church Council in 2012, and is available on the church website.

#### **Leadership & Membership:**

- Led by one Chair and one Vice-Chair
- Additional permanent members include the Pastor and Staff Liaisons (determined each year by the Charge Conference), Lay Leader, and Church Council Chair
- Seven additional at-large members
- Per Church Council guidelines, each at-large member serves for one term of three years, and can serve for a maximum of two consecutive terms

#### **Relationship to Other Church Committees:**

- Works with all other committees of SUMC
- Reports to the Church Council

#### **Responsibilities, Activities & Reports:**

The Visioning Committee serves as an incubator for new ideas and initiatives, generally to fill unmet needs and to serve as a springboard for new areas of growth that have no existing framework within the church. The committee also works to formalize existing programs and activities to ensure their concordance with overall church needs and goals. Among the activities of the committee:

- Generating ideas by examining trends within our community and society through various activities or forums
- Performing analyses of proposed new ideas and initiatives to determine whether the church should proceed
- Helping the church leadership understand needs and priorities in light of financial, staffing, and space considerations
- Providing analyses, recommendations, and documentation regarding feasibility and implementation of proposed initiatives (usually in the form of a final report and/or briefing) to the Church Council

In many cases, the Visioning Committee's report will result in the creation of a new committee or the assignment of a task to an existing committee by the Church Council.

## **5.5.2 Visioning Committee Membership and Term of Office**

The Visioning Committee consists of approximately 12 elected members, including a Chair, a Vice Chair, and 7 to 10 At Large members. In addition, there are 2 designated positions and several staff liaisons. The designated positions are the Lay Leader and the Church Council Chair. The staff liaisons are determined by the staff and approved by Charge Conference vote annually. All of the above members have voice and vote at Visioning Committee meetings.

These positions are elected to a 3-year term. The term of office begins January 1 of the first year of the term, and ends December 31 of the 3<sup>rd</sup> year of the term.

Where possible membership is assigned in classes, where 1/3 of the membership rotates off each year, on a 3-year cycle.

Membership on the Visioning Committee is by nomination of the SUMC Nominating Committee. Members are invited to serve a three-year term, with the possibility of serving a second three-year term. Individuals who are nominated and agree to serve are approved at the Annual Charge Conference. Nominations for membership are also permitted from the Charge Conference floor.

Membership on the Visioning Committee is limited to two three-year terms. . At the end of the first term, a team member may request to be considered for a 2<sup>nd</sup> term. Re-nomination is not automatic, and is at the discernment of the Nominations Committee. At the end of the second term, an individual is not eligible to serve on the Visioning Committee for at least one full year.

If a position is vacated before the conclusion of a term, a new committee member will be elected to fill out the remainder of the unexpired term. If the remainder of the unexpired term is less than 1.5 years in duration, the new member is eligible to serve up to 2 additional 3-year terms (no more than 7.5 years total). If the remainder of the unexpired term is more than 1.5 years in duration, the new member is eligible to serve only one additional 3-year term.

### **5.5.3 Visioning Committee Officers**

The Visioning Committee has two officers: Chair and Vice Chair. Officers are selected and invited to serve in their positions by the Nominating Committee and Charge Conference in accordance with the terms of office set forth above.

#### **Chairperson**

The Chair reports to the SUMC Church Council.

The Chair is responsible for the following duties, any of which he/she may delegate to others on the committee:

- maintain a list of committee membership;
- plan and conduct committee meetings;
- take minutes and circulate minutes after meetings;
- provide a report on committee activities to the Church Ministries Administrator each month in preparation for the monthly Church Council Meeting; and
- disseminate monthly reports from the Church Council to the committee.

In addition, the Chair is responsible for the following duties, which he/she may not delegate to others on the committee (but may co-execute with the vice chair):

- represent the committee at the monthly Church Council meeting including voting on all business that comes before the Church Council. In the event that the Chair is unable to attend the meeting, he/she will request that the Vice Chair attend and vote in his/her stead;
- manage the committee's finances; and
- authorize expense reimbursement requests.
- call committee meetings.

#### **Vice Chairperson**

The Vice Chair reports to the Chair.

The Vice Chair is responsible for the following duties:

- work with the Chair to prepare meeting agendas;
- advise the Chair on issues related to committee activities;
- assume all of the Chair's responsibilities in the absence of the Chair. This includes the financial responsibilities of the committee and proxy voting authority at the Church Council Meeting. If both the Chair and the Vice Chair are present at the Church Council Meeting, only the Chair is permitted to vote.

#### **5.5.4 Visioning Committee Meetings and Voting**

The committee will meet according to a schedule determined by the Chair. It is recommended that the committee meet monthly, at a regularly established date and time.

A quorum must be established before voting. A quorum requires the presence of at least half the voting members of the committee or five (5) members, whichever is less.

A simple majority vote of those constituting the committee quorum is required to approve all activities that involve an expenditure of church funds and on all business of significance.

If a member is unable to physically attend a meeting of the committee, he/she may attend via videoconference or teleconference if the appropriate technology is available. Committee members attending in this manner are eligible to vote and are counted toward a quorum. It must be made clear to all participants at the start of the meeting who is in attendance both physically and remotely.

Proxy votes are not permitted.

#### **5.6 Administrative Committee Governance**

Except where superseded by the Book of Discipline, the governance of the Administrative Committees is the same as those of the ministry teams with regard to membership, terms of office, meeting quorums and the like.

### **6. SPECIAL AND AD-HOC COMMITTEES OF CHURCH COUNCIL**

From time to time, the Church Council will establish special or ad-hoc committees for specific purposes. These committees report directly to the Church Council. The Chair of each committee is a voice member of Church Council, but has no vote at Church Council. In the absence of the Chair, the Vice Chair can represent the committee at Church Council.

Governance policies of these committees may be established by the Church Council. In the event no specific guidelines are established by Church Council, these committees will be governed by the rules of the ministry teams.

Membership in the special and ad-hoc committees is established by the Nominations Committee and the Charge Conference.

Some examples of recently established special and ad-hoc committees of Church Council have been the Building Committee, the Capital Campaign Committee, the Information Technology Committee, and the 140<sup>th</sup> Anniversary Committee.

## **7. OTHER COMMITTEES**

There are two committees of the church who do not report to the Church Council, in accordance with their by-laws and charters. They are the Kids Under Construction Preschool Board and the Endowment Committee.

The Kids Under Construction Preschool Board operates as an independent body to provide oversight to the Kids Under Construction Preschool. This board operates under the bylaws of the Kids Under Construction Preschool. The board membership is established by the Nominations Committee and the Charge Conference.

The Endowment Committee operates under the bylaws of the Endowment Committee, and reports directly to the Charge Conference. The Endowment Committee membership is established by the Nominations Committee and the Charge Conference. In accordance with the bylaws of the committee, members of the Endowment Committee may not serve on any other church committee during their tenure.

## **8. CHURCH GOVERNANCE DOCUMENT REVIEW**

This document is subject to periodic review and revision. At a minimum, this document will be reviewed by the Visioning Committee every 3 years. In addition, the Church Council can request a review of all or part of the document at any time. A majority vote of the members present at a Church Council is required to trigger such a review.

The Visioning Committee will conduct any review of this document, and will bring recommendations to the Church Council for approval.

The Visioning Committee may also choose to review this document at any time without prior Church Council request if concerns or needed updates come to its attention. However, a majority vote of Church Council is required to enact any changes to this document.