

# Gobin Memorial United Methodist Church

## Leadership Team By-Laws

### PREAMBLE

The By-Laws of Gobin Memorial UMC and these of the Leadership Team have been written with the intent to comply with the current and future editions of the *Discipline of the United Methodist Church 2012* (hereafter called *Discipline*). The *Discipline* supersedes the Gobin Memorial UMC and Leadership Team By-Laws.

### THE Leadership Team

#### Purpose/Function:

1. **The Leadership Team** acts solely in the interest of the members of Gobin Memorial UMC. All other administrative and programmatic structures of the local church shall be amenable to the Leadership Team.
2. **The Leadership Team** shall have general oversight of the administration and program of Gobin Memorial UMC. Oversight shall include, but not be limited to the areas of **A) Trustees, B) Staff Parish Relations, and C) Finances.**

**A).** The Leadership Team holds the responsibility of the **Trustee Team** as is understood in the *Discipline* (§258.3 ¶252-255.0). The Leadership Team thus directs and authorizes the purchase, sale, mortgage, encumbrance, construction, and remodeling of any and all property of the local church.

1. The Leadership Team shall not prevent or interfere with the Senior Pastor in the use of any of said property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of The United Methodist Church, or permit the use of said property for religious or other meetings without the consent of the Senior Pastor.
2. In conjunction with the Senior Pastor, the Leadership Team shall review annually the adequacy of the property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. The purpose of these reviews is to ensure that the church and its properties are properly protected against risks.
3. Charge Conference approval is required for construction or remodeling costs that exceed 10% of the value of the existing structure. Charge Conference approval is also required if mortgage financing is used in the construction. (§2543.b.c)<sup>1</sup>

**B).** The Leadership Team holds the responsibility of the **Staff Parish Relations Team** as is understood in the *Discipline* (§258.3 ¶252-255.0). A Staff Parish Relations Team (SPRT) is required in the *Discipline* (§258.2, 350, 431, 432.1).

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<sup>1</sup> Within the pastoral charge, the basic unit in the connectional system of the UMC is the charge conference. The charge conference shall therefore be organized from the church or churches in every pastoral charge as set forth in the Constitution (*Discipline* ¶ 246). The membership of the charge conference shall be all members of the LT (§ 246.2), chaired by the District Superintendent of the West District of the Indiana Conference of the UMC (§ 246.5). At the District Superintendent's discretion, he or she may appoint the Senior Pastor to chair the meeting.

1. Charge conference approval is required for a change in UMC pastor and staff appointments. The Leadership Team's relationship to the District Superintendent and the Bishop shall be advisory only (§258.2.g.11, §§430-433).
2. Involved in the interviewing and hiring of all paid staff.
3. Yearly reviews of the appointed Pastoral staff and the effectiveness of his or her leadership.
4. Reviews and sets compensation for the appointed pastoral staff members based upon national statistics.
5. The Senior Pastor will make salary recommendations to the Leadership Team for the staff members under their supervision.
6. Understands that the entire paid and unpaid staff of Gobin Memorial UMC ultimately is accountable to the Senior Pastor.

C). The Leadership Team holds the responsibility of the **Finance Team** as is understood in the *Discipline* (§258.3 §252-255.0). The Finance Team's (§ 258.4) purpose/function:

1. Shall have general oversight of the finances of Gobin Memorial UMC.
2. Shall review the financial records of Gobin Memorial UMC monthly to ensure its financial stability.
3. Shall assist the Senior Pastor in developing the yearly budget.
4. Shall ensure that adequate safeguards are in place to protect the fidelity of the counting, recording, and disbursement of funds.
5. Shall ensure an annual financial review is executed by an outside accounting firm, and to meet with the auditors to review the results.
6. Shall work with the Extravagant Generosity Ministry team regarding stewardship, endowment, etc. as necessary.

3. **The Senior Pastor** is responsible for day-to-day planning and administration of the church.

4. **The Five (5) Ministry Area Coordinators\*** shall initiate programming and ministry with suggestions and evaluation from the Pastor and Leadership Team. (\*The Five Ministry Areas are Radical Hospitality, Passionate Worship, Intentional Faith Development, Risk Taking Mission & Service, and Extravagant Generosity. The Five Ministry Area Coordinators will be referred to as MACs.)

- A. The Pastor, and as appropriate, the MACs shall communicate to the Leadership Team the ministry programming as devised by the Five MACs.
- B. The Five MACs shall be accountable to the Leadership Team for the use and disbursement of the church's finances according to the Leadership Team's approved annual budget, as well as the operation and ministry of the church.
- C. Additionally the Five MACs will be held accountable to the implementation of the mission and vision into all ministry programming.

## 5. MEETINGS

- A. The Leadership Team shall meet at least quarterly at a duly announced meeting.
- B. A duly announced meeting shall only be called:
  - 1) by the consensus of the entire Leadership Team,
  - 2) or, by the Chairperson of the Leadership Team in agreement with the Senior Pastor.
- C. Notification shall be given in writing (paper and/or electronic) ten days prior to the meeting date.

## 6. QUORUM

- A. At least 7 members of the Leadership Team must be participating either by physical presence or via electronic media (Skype, phone, etc.) in order to constitute a quorum.

## 7. MINUTES

- A. Minutes of all Leadership Team meetings shall be kept on record and made available to members of the Leadership Team and to any participating member of the Gobin Memorial UMC congregation.

## 8. NOMINATION AND ELECTION

- A. Nomination of the members of the Leadership Team shall be submitted to the Charge Conference by the Nomination and Lay Leadership Development Team for Charge Conference<sup>2</sup> by the Nomination and Leadership Development Team for election<sup>3</sup>.

### **Nominations and Leadership Development Team**

- 1. A Nominations and Leadership Development Committee/Team is required in the *Discipline* (§258.1.) and shall operate under the guidelines of the *Discipline* (§258.1.)
- 2. The Nomination and Leadership Development Team shall consist of the Senior Pastor (chair), 2 members of the LT, 2 of the 5 Ministry Leaders, and 2 at large members. Other nominations can be made from the floor of the Charge Conference.
- 3. Annually the Nominations and Leadership Development team will elect from its members a vice chair.
- 4. The charge of this team is to identify, develop, deploy, evaluate and monitor Christian spiritual leadership for Gobin Memorial UMC.
- 5. The Nominations and Leadership Development Team shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of Gobin Memorial UMC. It shall provide a means of identifying the spiritual gifts and abilities of the membership. The team shall work with the Leadership Team to determine the diverse ministry tasks of the congregation and the skills needed for leadership.
- 6. The team shall serve through the year to guide the Leadership Team on matters regarding the leadership (other than employed staff) of the congregation so as to focus on mission and ministry as

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<sup>2</sup> Within the pastoral charge, the basic unit in the connectional system of the UMC is the charge conference. The charge conference shall therefore be organized from the church or churches in every pastoral charge as set forth in the Constitution (*Discipline* ¶ 246). The membership of the charge conference shall be all members of the Leadership Team (¶ 246.2), chaired by the District Superintendent of the West District of the Indiana Conference of the UMC (¶ 246.5). At the District Superintendent's discretion, he or she may appoint the Senior Pastor to chair the meeting.

<sup>3</sup> Nominations and Leadership Development Team is defined under Administrative Teams.

the context for service; guide the development and training of spiritual leaders; recruit, nurture and support spiritual leaders; and assist the Leadership Team in assessing the changing leadership needs.

7. Only one person from an immediate family residing in the same household shall serve on the committee.
8. Meetings: The Nominations and Leadership Development Team shall meet at least quarterly. Special meetings may be called by the Chairperson.
9. Quorum: The members present at any duly announced meeting<sup>4</sup> shall constitute a quorum.
10. Minutes: Minutes of all Nominations and Leadership Development Team meetings shall be kept by the Secretary of the Team and be on record and made available to any member of the Leadership Team.

## **9. Leadership Team MEMBERSHIP AND TERM OF OFFICE**

- A. The Leadership Team shall have a minimum of ten members; including the Senior Pastor and 9 other lay or clergy members. An additional four at large lay members may, at the discretion of the Leadership Team, serve a term as listed below.
- B. The membership and term of the Leadership Team members shall consist of the following: (see Doc. 2 “Leadership Team Structure and Member Responsibilities”)
- C. All members of the Leadership Team are voting members. Exception: The Senior Pastor does not vote during his or her performance and salary review.
- D. Terms and Classes: Members may serve two consecutive terms. In the case of a member serving two consecutive terms, a minimum of a one year sabbatical will be observed before that person may serve again.
- E. In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term.
- F. Although not mandatory, priority will be given to nominees from the ranks of the Gobin Memorial UMC who have served effectively as a team leader.
- G. Only one person from an immediate family residing in the same household shall serve on the Leadership Team. *Any member of this team who is related to a member of the Gobin Memorial UMC Staff shall recuse him or herself prior to discussion or decisions involving said staff person.*

## **10. OFFICERS**

- A. Officers shall consist of a chairperson, vice-chairperson, treasurer,\*and secretary to be elected by the Leadership Team from the Leadership Team’s duly elected lay members. (\*If incorporated, a treasurer is necessary according to the *Discipline* and state law.)
- B. Officers shall be elected annually at the first meeting of each year.
- C. The vice-chairperson shall be elected from a class differing from the chairperson. The chairperson may serve in addition to his or her two three year terms for one additional year to mentor the incoming chairperson.

## **11. CHARACTER**

- A. Members of the Leadership Team shall be persons of genuine Christian character, as based upon I Timothy 3, who love the Lord Jesus Christ. This love is demonstrated through a commitment to the vision of Gobin Memorial UMC and his or her sacrificial giving in prayer, presence, gifts, service, and witness. Members of the Leadership Team will strive to follow the biblical principle of tithing.

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<sup>4</sup>Meetings called and notification given in writing ten days prior to the meeting date shall constitute a duly called meeting.

## **12. RELATIONSHIP TO ADMINISTRATIVE TEAMS**

- A. These teams do not fall under the Five Operational Teams. Administrative Teams report directly to the Leadership Team and are chaired by a Leadership Team member, with the exception of the Nominations and Lay Development Team which must be chaired by the Senior Pastor (*Book of Discipline* (§258.1.c),
- B. Administrative teams consist of the Facilities/Grounds Team and the Nominations and Lay Development Team.\*  
(\*Description of the Nominations and Lay Development Team purpose/function is #8 and can be found on page 3 and 4; Building and Grounds Team #17 on page 6.)

## **13. RELATIONSHIP TO OPERATIONAL TEAMS**

- A. The Leadership Team shall have the privilege to attend, but be non-voting members of any and all meetings of the Operational Teams.

## **14. RELATIONSHIP TO AREA MINISTRIES:**

- A. The Leadership Team's relationship to each area ministry shall be through the normal reporting of the Senior Pastor or pastoral staff person tasked with overseeing that ministry area. (Paid and volunteer staff may be called by the Leadership Team to report if the Leadership Team deems necessary.)

## **15. FORMATION OF AD HOC TEAMS**

- A. The Leadership Team shall have the authority to form any additional teams, committees, or task force as it deems necessary to carry out the vision and mission of the church. (i.e. special anniversary celebration event).

## **16. COMMUNICATION**

- A. The Leadership Team must receive the following at each meeting:
  - 1) Finance report including monthly financial reports
  - 2) Trustee report
  - 3) Staff Parish Relations report
  - 4) Progress of area ministry teams towards their fruitful goals
  - 5) The church calendar.

## **17. FACILITIES AND GROUNDS TEAM –an Administrative Team**

- A. Purpose/Function: The Facilities and Grounds Team will work at the direction of the Trustee Chair to provide upkeep and maintenance of the Gobin Memorial UMC facilities and grounds.
- B. Shall assist the chair in recruiting and leading volunteers in the remodeling and maintenance of the facilities and grounds.
- C. The Facilities and Grounds Team will be chaired by one of the 3 designated Trustees on the Leadership Team. The Facilities and Grounds Team shall annually elect a secretary from its members.
- D. Meetings: The Facilities Team shall meet at least quarterly. Special meetings may be called by the Trustee Chairperson or the Senior Pastor.
- E. Quorum: The members present at any duly announced meeting<sup>5</sup> shall constitute a quorum.
- F. Minutes: Minutes of all Facilities Team meetings shall be kept by the Secretary of the Facilities Team and be on record and made available to any member of the Leadership Team.

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<sup>5</sup>Meetings called and notification given in writing ten days prior to the meeting date shall constitute a duly called meeting.

**ADOPTION**

These by-laws of the Leadership Team of Gobin Memorial UMC were adopted by the duly authorized at a session held at \_\_\_\_\_, Indiana, on the \_\_\_\_\_ day of \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_  
Chairperson: Leadership Team Secretary: Leadership Team

## **Gobin Memorial UMC**

### **Leadership Team Structure and Member Responsibility**

The Leadership Team shall have general oversight of the administration and programs of Gobin Memorial UMC. Oversight shall include, but not be limited to the areas of staff, finances, facilities, planning, and visioning. It is made up of at least ten elected Lay members of Gobin Memorial UMC and the Senior Pastor.

The Leadership Team meets quarterly, and more often as needed, and regular and total attendance is important to accomplish the work of the council. Functional members not able to attend a regularly scheduled meeting should advise the Chair, Secretary, or Senior Pastor of their absence as soon as possible and determine if any action or discussion in their area of responsibility should be tabled until the next meeting or to designate the Senior Pastor to represent the function at the meeting. Action must be tabled if it would present any conflict of interest for the Senior Pastor.

Each Leadership Team member is a spiritual leader for the congregation, embracing the United Methodist mission “to make disciples of Jesus Christ for the transformation of the world” and the Gobin Memorial UMC vision “to create a spiritual community that is full of life by honestly sharing our whole selves with one another in relationship.”

Members are elected annually at Charge Conference for a three year term, and the Leadership Team is divided into three classes to maintain continuity. Members may be re-elected to one additional, consecutive, three year term and may serve additionally after at least a one year absence.

Only one person from an immediate family residing in the same household shall serve on the Leadership Team. Any family member of a pastor or staff member serving on the Leadership Team must be excused in any discussions or decisions relating to SPRC issues.

The Leadership Team organization must include, but not be limited to the following functional and/or officer positions:

**Officers** – Chairperson (Chair), Vice Chair, Secretary and Treasurer.

**Functional** - Staff Parish Relations Team Rep (SPRT), Trustees (Three, as the designated incorporated officers – President, Vice President and Trustee/Secretary), Finance Rep, Lay Leader/Lay Representative to Annual Conference, UMW/UMM Representative, Young Adult Representative, Marketing/Communications Rep, and the Senior Pastor.

Each member, with the exception of the Chair and Senior Pastor, may represent more than one position.

To honor the rich diversity of the church and of God's Kingdom, special attention will be made to reflect that diversity in the race, gender-identity, sexual orientation, marital status, and ages of the members.

Each Lay member, including the Chair, has only one vote, regardless of the number of positions held. Members have the privilege to, and are encouraged to attend Administrative, Operational, and Ministry Team meetings.

The Senior Pastor shall be an *ex officio* member and the administrative officer.

As stated above, the Leadership Team is divided into three classes for the purpose of elections.

The Chair should have served on the Leadership Team for at least one year before his or her election to a two year term, and the Vice Chair must be from a separately elected class.

New members added to replace an open position will complete the term of the previous member.

(Space Reserved)



## **Chairperson – Officer**

### **Summary of Responsibility**

The Chairperson (Chair) calls and conducts all meetings of the Leadership Team. The Chair prepares, with the Senior Pastor, agendas for distribution along with the previous meeting's minutes to all Leadership Team members at least 7 days before scheduled meetings; leads and participates as an active member in the discussions, deliberations, and decisions of the Leadership Team. The Chair interacts primarily with the Senior Pastor, Secretary, and Finance Chair. The Chair will interact with and conduct the Leadership Team in a spirit of teamwork and has the privilege to attend any and all functional meetings.

The Chair is a voting member of the Leadership Team, has one vote in all Leadership Team decisions and is responsible for complying with the current edition of *The Book of Discipline of the United Methodist Church* and all applicable Indiana State Laws.

The Chair is the ranking lay position in the church and an important spiritual leader at Gobin Memorial UMC .

### **Requirements**

The Chair must be a member of Gobin Memorial UMC and the Leadership Team for at least one year prior to being elected to the position, have a broad understanding of the work of the church, and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC. The Chair may not occupy any other Leadership Team position.

The Chair should have demonstrated leadership skills, relevant decision making experience, and a passion for developing future leaders and a bright future for Gobin Memorial UMC .

### **Term**

One year with the option of re-election for up to four (4) consecutive years

## **Vice Chair – Officer**

### **Summary of Responsibility**

The Vice Chair assists the Chair in carrying out that position's responsibilities and calls and conducts all meetings of the Leadership Team and any other activities in the absence of the Chair. The Vice Chair participates as an active member in the discussions, deliberations, and decisions of the Leadership Team and interacts primarily with the Chair, Senior Pastor, and Secretary. The Vice Chair will interact with all Leadership Team members in a spirit of teamwork and has the privilege to attend any and all functional meetings.

The Vice Chair has one vote in all Leadership Team decisions, regardless of the number of Leadership Team positions being represented, and is responsible for complying with the current edition of *The Book of Discipline of the United Methodist Church* and all applicable Indiana State Laws.

The Vice Chair is a spiritual leader at Gobin Memorial UMC.

### **Requirements**

The Vice Chair must be a member of Gobin Memorial UMC, have the capacity to assume the position of the Chairperson in the event of the position becoming vacant, and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC .

The Vice Chair may also hold a functional Leadership Team position.

### **Term**

One year and may be re-elected

## **Secretary – Officer**

### **Summary of Responsibility**

The Secretary keeps, distributes, and maintains the minutes and other documents from all Leadership Team meetings, maintains all other records (all media) of the Leadership Team, manages and maintains the Leadership Team calendar, develops and/or has developed Leadership Team correspondence to others, and participates as an active member in the discussions, deliberations, and decisions of the Leadership Team. The Secretary will work closely with the Chair, Vice Chair, and Senior Pastor in communicating with all Leadership Team members. The Secretary will interact with all Leadership Team members in a spirit of teamwork and has the privilege to attend any and all functional meetings.

The Secretary has one vote in all Leadership Team decisions, regardless of the number of Leadership Team positions held, is responsible for complying with the current edition of *The Book of Discipline of the United Methodist Church* and all applicable Indiana State Laws.

The Secretary will interact with and rely upon the Ministry Assistant for necessary support.

### **Requirements**

The Secretary must be a member of Gobin Memorial UMC and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC.

The Secretary may also hold a functional Leadership Team position.

### **Term**

One year and may be re-elected

## **Finance Representative – Functional**

### **Summary of Responsibility**

The Finance Rep will lead the Leadership Team in managing and reporting on all financial matters to inside and outside organizations including Federal and State agencies. It shall compile annually a complete budget for the church for review and adoption by the Leadership Team; develop and implement plans that will raise sufficient income to meet the budget it adopts and administer the funds received according to their instructions and participate as an active member in the discussions, deliberations, and decisions of the Leadership Team. The Finance Rep will work closely with the Chair, Vice Chair, Senior Pastor, and SPRC Rep and will also work closely, as required, with other lay financial team members. The Finance Rep will interact with all Leadership Team members in a spirit of teamwork and has the privilege to attend any and all functional meetings.

The Finance Rep has one vote in all Leadership Team decisions, regardless of the number of Leadership Team positions held, and is responsible for complying with the current edition of *The Book of Discipline of the United Methodist Church* and all applicable Indiana State Laws.

The Finance Rep is a spiritual leader at Gobin Memorial UMC.

### **Requirements**

The Finance Rep must be a member of Gobin Memorial UMC and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC . The Finance Rep shall have a sound understanding of Finance and Financial Reporting.

The Finance Rep may also hold a second functional Leadership Team position.

### **Term**

One year with the option of re-election for up to four (4) consecutive years

## **Lay Leader/Lay Member – Functional**

### **Summary of Responsibility**

The Lay Leader, through the Leadership Team, fosters awareness of the role of laity within the congregation and through their ministries in the home, workplace, community, and world, and finds ways within the community of faith to recognize all these ministries. The Lay Lead will strive to develop a growing understanding of the Church's reason for existence and the types of ministry that will most effectively fulfill the Church's mission and will advise the Leadership Team of opportunities available and the needs expressed for a more effective ministry of the church through its laity in the community. The Lay Leader participates as an active member in the discussions, deliberations, and decisions of the Leadership Team. The Lay Leader will work closely with the Chair, Vice Chair, Senior Pastor, Finance Chair, and SPRC Chair and will interact with all other Leadership Team members in a spirit of teamwork and has the privilege to attend any and all functional meetings.

The Lay Leader has one vote in all Leadership Team decisions, regardless of the number of Leadership Team positions held, and is responsible for complying with the current edition of *The Book of Discipline of the United Methodist Church* and all applicable Indiana State Laws.

The Lay Leader is the primary lay representative of the Gobin Memorial UMC laity and may be the Lay Member to Annual Conference. If the Lay Leader is not the Lay Member to Annual Conference, the Lay Leader will work with the Lay Member to Annual Conference to ensure an accurate account of Annual Conference proceedings is communicated to the members of the Gobin Memorial UMC.

### **Requirements**

The Lay Leader must be a member of Gobin Memorial UMC and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC. The Lay Leader is urged to be familiar with the UMC Lay Servant Ministries.

The Lay Leader may also hold a second functional Leadership Team position.

### **Term**

One year and may be re-elected

## **Staff Parish Relations Committee (SPRC) Rep – Functional**

### **Summary of Responsibility**

The SPRC Rep shall lead the Leadership Team in reflecting biblically and theologically on the role and work of the pastor(s) and staff as they carry out their leadership responsibilities. The Leadership Team shall assist the pastor(s) and staff in assessing their gifts and setting priorities for leadership and service. The SPRC Chair shall also be responsible for communicating with the Lay Leader and the Leadership Team when there is the need for other leaders or for employed staff to perform in areas where utilization of the gifts of the pastor(s) and staff proves an inappropriate stewardship of time. The SPRC Rep shall be the designated liaison to the District Superintendent, as required and appropriate. The SPRC Rep participates as an active member of the discussions, deliberations, and decisions of the Leadership Team. The SPRC Rep will work closely with the Chair, Vice Chair, and Senior Pastor. The SPRC Chair will interact with all Leadership Team members in a spirit of teamwork and has the privilege to attend any and all functional meetings.

The SPRC Rep has one vote in all Leadership Team decisions, regardless of the number of Leadership Team positions held, and is responsible for complying with the current edition of *The Book of Discipline of the United Methodist Church* and all applicable Indiana State Laws.

The SPRC Rep is a spiritual leader at Gobin Memorial UMC.

### **Requirements**

The SPRC Rep must be a member of Gobin Memorial UMC and a member of the Leadership Team for at least 1 year prior to being elected to the position, and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC. No staff member or immediate family member of a pastor or staff member may serve as the SPRC Chair. Ordained clergy are also prohibited from serving on the SPRC. ¶258.2.

The SPRC Rep may hold a second functional Leadership Team position.

### **Term**

One year and may be re-elected

## **Trustees (3) – Functional**

### **Summary of Responsibility**

The three Trustees are in different classes and are elected to be Trustees President, Trustees Vice President, and Trustees Secretary. The Trustees President, or in his or her absence, the Trustees Vice President, leads the discussion of Trustee issues with the Leadership Team. The responsibilities of the Trustees are specified in the most current edition of *The Book of Discipline of the United Methodist Church* and by Federal and Indiana Law. The Trustees participate as active members in the discussions, deliberations, and decisions of the Leadership Team. The Trustees work closely with the Chair, Vice Chair, Senior Pastor, Leadership Team Secretary, and Finance Chair. The Trustees interact with all Leadership Team members in a spirit of teamwork and have the privilege to attend any and all functional meetings. One of the 3 Trustees will chair the Facilities and Grounds Team.

Each Trustee has one vote in all Leadership Team decisions, regardless of the number of Leadership Team positions held, and is a spiritual leader at Gobin Memorial UMC.

### **Requirements**

Each Trustee must be a member of Gobin Memorial UMC and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC.

A Trustee may also hold a second functional Leadership Team position.

### **Term**

Three year and may be re-elected. Each of the three Trustees must be in different classes and during their tenure may occupy any of the named positions.

## **UMW/UMM Representative – Functional**

### **Summary of Responsibility**

The UMW/UMM Representative leads the Leadership Team in discussing the dedicated ministry for building men and women spiritually and involving them in the total ministry of the Church, their spiritual growth and effective discipleship, and their call to model the servant leadership of Jesus Christ. The UMW/UMM Representative participates as an active member in the discussions, deliberations and decisions of the Leadership Team. The UMW/UMM Representative will interact with all other Leadership Team members in a spirit of teamwork and has the privilege to attend any and all functional meetings.

The UMW Representative has one vote in all Leadership Team decisions, regardless of the number of Leadership Team positions held, and is responsible for complying with the current edition of *The Book of Discipline of the United Methodist Church* and all applicable Indiana State Laws.

The UMW/UMM Representative is a spiritual leader at Gobin Memorial UMC.

### **Requirements**

The UMW/UMM Representative must be a member of Gobin Memorial UMC and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC.

The UMW Representative may hold a second functional Leadership Team position.

### **Term**

One year and may be re-elected



## **Young Adult Representative– Functional**

### **Summary of Responsibility**

The Young Adult Representative leads the discussion with the Church encompassing all of the concerns of the Church and all activities by, with, and for young adults age 18-40. It includes all persons who are currently or potentially associated with the church or any of its activities. The Young Adult Representative participates as an active member in the discussions, deliberations, and decisions of the Leadership Team. The Young Adult Representative interacts with all Leadership Team members and appropriate staff in a spirit of teamwork and has the privilege to attend any and all functional meetings.

The Young Adult Representative has one vote in all Leadership Team decisions, regardless of the number of Leadership Team positions held, and is responsible for complying with the current edition of *The Book of Discipline of the United Methodist Church* and all applicable Indiana Laws.

The Young Adult Representative is a spiritual leader at Gobin Memorial UMC.

### **Requirements**

The Young Adult Representative must be a member of Gobin Memorial UMC and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC.

The Young Adult Representative will represent the interests of the group, and it is strongly recommended they be a member of that age group.

The Young Adult Representative may hold a second functional Leadership Team position.

### **Term**

One year and may be re-elected

## **Senior Pastor**

### **Summary of Responsibility**

The responsibilities of elders are derived from the authority given in ordination, and they have a four-fold ministry of Word, Sacrament, Order and Service within the connection and thus serve in the church and the world. Specifically for this position, the Senior Pastor shall:

1. Be the administrative officer of the local church and to assure that the organizational concerns of the congregation are adequately provided for.
2. To give pastoral support, guidance, and training to the lay leadership, equipping them to fulfill the ministry to which they are called.
3. To give oversight to the educational program of the church and encourage the use of United Methodist literature and media.
4. To be responsible for organizational faithfulness, goal setting, planning, and evaluation.
5. To search out and counsel men and women for the ministry of deacons, elders, local pastors, and other church related ministries.
6. To administer the temporal affairs of the church in their appointment, the annual conference, and the general church.
7. To administer the provisions of the *Discipline*.
8. To give an account of their pastoral ministries to the Charge and Annual Conference according to the prescribed forms.
9. To provide leadership for funding ministry of the congregation.
10. To promote faithful financial stewardship and to encourage giving as a spiritual discipline.
11. To lead the congregation in the fulfillment of its mission through full and faithful payment of all apportioned ministerial support, administrative, and benevolent funds.
12. To care for all church records and local church financial obligations, and certify the accuracy of all financial, membership and any other reports submitted by the local church to the Annual Conference for use in apportioning costs back to the church.
13. To participate in denominational and conference programs and training opportunities.
14. To seek out opportunities for cooperative ministries with other United Methodist pastors and churches.
15. To be willing to assume supervisory responsibilities within the connection.
16. To lead the congregation in racial and ethnic inclusiveness.

## **Gobin Memorial UMC**

### **Five Ministry Area Teams and Coordinator Responsibility**

#### **TEAM 1: RADICAL HOSPITALITY**

*“Welcome one another, therefore, just as Christ has welcomed you, for the glory of God.”*

Romans 15:7

“Vibrant, fruitful, growing congregations practice Radical Hospitality. Out of genuine love for Christ and for others, their laity and pastors take the initiative to invite, welcome, include, and support newcomers and help them grow in faith as they become part of the Body of Christ. Their members focus on those outside their congregation with as much passion as they attend to the nurture and growth of those who already belong to the family of faith, and they apply their utmost creativity, energy, and effectiveness to the task, exceeding all expectations.”

#### **RADICAL HOSPITALITY MINISTRY COORDINATOR:**

##### **Summary of Responsibilities:**

1. This ministry coordinator will oversee all area ministry teams that enhance the church’s ability to offer hospitality both inside and outside the walls of the campuses of Gobin Memorial UMC. Those area ministry teams currently include:
  - Hospitality Team
  - Communications & Marketing
  - College student care
2. The coordinator will work with each team leader to assure that the ministry team has set fruitful goals for the year that align with the vision and mission of Gobin Memorial UMC. These fruitful goals should include the strategies towards fulfillment, deadlines, and necessary resources.
3. The coordinator will provide support and encouragement to each ministry team while also holding them accountable to their fruitful goals.
4. The coordinator will meet as a team with leaders of all area ministry teams *at least* quarterly to ensure communication, training, coordinating, and evaluation of all ministry efforts pertaining to hospitality.

##### **Requirements:**

The Radical Hospitality Ministry Coordinator must be a member of Gobin Memorial UMC and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC. The coordinator will be a part of the MAC team (Ministry Area Coordinators) that will meet monthly with the Pastor. Additionally, this person must be familiar with all the work of all of its area ministry teams and be held accountable to the overall goals of the team.

## **TEAM 2: PASSIONATE WORSHIP**

*“How lovely is your dwelling place, O LORD of hosts! My soul longs, indeed it faints for the courts of the LORD.”*  
Psalm 84:1-2

“Vibrant, fruitful, growing churches offer Passionate Worship that connects people to God and to one another. People gather consciously as the Body of Christ with eagerness and expectancy; encounter Christ through singing, prayer, Scripture, preaching and Holy Communion; and respond by allowing God’s Spirit to shape their lives. Lives shaped by God’s Spirit become the nucleus for congregations with extraordinary warmth, graciousness, and belonging. People are searching for worship that is authentic, alive, creative, and comprehensible, where they experience the life-changing presence of God in the presence of others.”

### **PASSIONATE WORSHIP MINISTRY COORDINATOR:**

#### **Summary of Responsibilities:**

1. This ministry coordinator will oversee all area ministry teams that allow for the weekend worship experience to be one of transformation for everyone who comes to worship at Gobin Memorial. Those area ministry teams include:
  - Worship design team
  - Choir
  - Musicians
  - Tech/Sound team
  - Communion stewards
2. The coordinator will work with each team leader to assure that the ministry team has set fruitful goals for the year that align with the vision and mission of Gobin Memorial UMC. These fruitful goals should include the strategies towards fulfillment, deadlines, and necessary resources.
3. The coordinator will provide support and encouragement to each ministry team while also holding them accountable to their fruitful goals.
4. The coordinator will meet as a team with leaders of all area ministry teams *at least* quarterly to ensure communication, training, coordinating, and evaluation of all ministry efforts pertaining to worship.

#### **Requirements:**

The Passionate Worship Ministry Coordinator must be a member of Gobin Memorial UMC and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC . The coordinator will be a part of the MAC team (Ministry Area Coordinators) that will meet monthly with the Pastor. Additionally, this person must be familiar with all the work of all of its area ministry teams and be held accountable to the overall goals of the team.

### **TEAM 3: EXTRAVAGANT GENEROSITY**

*“You will be enriched in every way for your great generosity.”*

2 Corin. 9:11

“Scripture is replete with examples and teachings that focus on possessions, wealth, giving, gifts, generosity, offerings, charity, sacrifice, and sharing with those in need. Giving is central to Jewish and Christian practice because people perceive God as extravagantly generous, the giver of every good gift, the source of life and love. People give because they serve a giving God.”

#### **EXTRAVAGANT GENEROSITY MINISTRY COORDINATOR:**

##### **Summary of Responsibilities:**

1. This ministry coordinator will oversee all area ministry teams whose work pertains to stewardship, special gifts and funds, and financial campaigns. Those area ministry teams currently include:
  - Stewardship campaign team
  - Memorial gifts team (?)
  - Endowment team
2. The coordinator will work with each team leader to assure that the ministry team has set fruitful goals for the year that align with the vision and mission of Gobin Memorial UMC. These fruitful goals should include the strategies towards fulfillment, deadlines, and necessary resources.
3. The coordinator will provide support and encouragement to each ministry team while also holding those ministry teams accountable to their fruitful goals.
4. The coordinator will meet, as a team, with leaders of all area ministry teams *at least* quarterly to ensure communication, training, coordinating, and evaluation of all ministry efforts pertaining to financial giving.
5. This coordinator will work closely with the Finance Chair on the Leadership Team.

##### **Requirements:**

The Extravagant Generosity Ministry Coordinator must be a member of Gobin Memorial UMC and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC. The coordinator will be a part of the MAC team (Ministry Area Coordinators) that will meet monthly with the Pastor. Additionally, this person must be familiar with all the work of all of its area ministry teams and be held accountable to the overall goals of the team.

## **TEAM 4: INTENTIONAL FAITH DEVELOPMENT**

*“They devoted themselves to the apostles’ teaching and fellowship, to the breaking of bread and the prayers.”  
Acts 2:42*

“Vibrant, fruitful, growing congregations practice Intentional Faith Development. From the first generation of Christians to the earliest Methodists to the youngest generations of faithful members today, the followers of Jesus mature in faith by learning together in community. Churches that practice Intentional Faith Development offer high quality learning experiences that help people understand Scripture, faith, and life in the supportive nurture of caring relationships.”

### **INTENTIONAL FAITH DEVELOPMENT MINISTRY COORDINATOR:**

#### **Summary of Responsibilities:**

1. This ministry coordinator will oversee all area ministry teams whose work pertains to Christian education, discipleship and spiritual growth, and relational ministry opportunities for the congregation as well as for newcomers. A functional and effective discipleship pathway for all ages should be the central hub of this ministry team. Those area ministry teams currently include:
  - Children’s ministry team
  - Youth ministry team
  - Adult Discipleship team
  - UMW
  - Older Adult Ministry/Visitation team
  - Discipleship groups
2. The coordinator will work with each team leader to assure that the ministry team has set fruitful goals for the year that align with the vision and mission of Gobin Memorial UMC. These fruitful goals should include the strategies towards fulfillment, deadlines, and necessary resources.
3. The coordinator will provide support and encouragement to each ministry team while also holding them accountable to their fruitful goals.
4. The coordinator will meet as a team with leaders of all area ministry teams *at least* quarterly to ensure communication, training, coordinating, and evaluation of all ministry efforts pertaining to discipleship and faith development.

#### **Requirements:**

The Intentional Faith Development Ministry Coordinator must be a member of Gobin Memorial UMC and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC . The coordinator will be a part of the MAC team (Ministry Area Coordinators) that will meet monthly with the Pastor. Additionally, this person must be familiar with all the work of all of its area ministry teams and be held accountable to the overall goals of the team.

## **TEAM 5: RISK TAKING MISSIONS AND SERVICE**

*“Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me.”*  
Matthew 25:40

“Vibrant, fruitful, growing congregations practice risk-taking mission and service. Risk-Taking Mission and Service includes the projects, the efforts, and work people do to make a positive difference in the lives of others for the purposes of Christ, whether or not they will ever be part of the community of faith. Risk-Taking Mission and Service is one of the fundamental activities of church life that is so critical that failure to practice it in some form results in a deterioration of the church’s vitality and ability to make disciples of Jesus Christ.”

### **RISK TAKING MISSIONS AND SERVICE MINISTRY COORDINATOR:**

#### **Summary of Responsibilities:**

1. This ministry coordinator will oversee all area ministry teams whose work pertains to responding to needs locally and globally. Those area ministry teams currently include:
  - Mission and Service Team
  - Church and Society Team
  - Transformers
2. The coordinator will work with each team leader to assure that the ministry team has set fruitful goals for the year that align with the vision and mission of Gobin Memorial UMC. These fruitful goals should include the strategies towards fulfillment, deadlines, and necessary resources.
3. The coordinator will provide support and encouragement to each ministry team while also holding them accountable to their fruitful goals.
4. The coordinator will meet as a team with leaders of all area ministry teams *at least* quarterly to ensure communication, training, coordinating, and evaluation of all ministry efforts pertaining to missions and service.

#### **Requirements:**

The Risk-Taking Mission and Service Ministry Coordinator must be a member of Gobin Memorial UMC and have a broad understanding of the work of the church and believe in and conduct his or her life to embrace and support the Mission of the UMC and the Vision of Gobin Memorial UMC . The coordinator will be a part of the MAC team (Ministry Area Coordinators) that will meet monthly with the Pastor. Additionally, this person must be familiar with all the work of all of its area ministry teams and be held accountable to the overall goals of the team.

