



FRANKLIN UNITED
METHODIST CHURCH

LEADERSHIP HANDBOOK & DIRECTORY 2025

The United Methodist Church At-A-Glance

This information is taken from <https://www.umc.org/en/content/united-methodists-at-a-glance> (access January 23, 2025)

History

The United Methodist Church was formed in 1968 with the union of the former Evangelical United Brethren Church and The Methodist Church.

The Evangelical United Brethren Church, established in 1946, resulted from the union of two U.S.-born denominations: the Evangelical Church and the Church of the United Brethren in Christ. These two churches originated among German-speaking people during the great spiritual awakening in the late 18th century.

The Methodist movement began in England in the early 1700s, under Anglican minister John Wesley and his followers. Wesley and his brother Charles brought the movement to the colony of Georgia, arriving in March 1736 as Church of England missionaries. The U.S. Methodist Episcopal Church was organized in 1784. The denomination grew rapidly and was known for its "circuit rider" ministers on the advancing frontiers. A split in 1828 formed the Methodist Protestant Church, and in 1844, over the issue of slavery, the Methodist Episcopal Church, South. The North and South factions reunited in 1939 (as The Methodist Church), but retained racial segregation. That segregation ended with the creation of The United Methodist Church in 1968 as a requirement of the Evangelical United Brethren Church.

Structure

The United Methodist Church does not have a central headquarters or a single executive leader. Duties are divided among bodies that include the General Conference, the Council of Bishops and the Judicial Council. General agencies are primarily accountable to the General Conference rather than to the Council of Bishops. Boards of directors, who are lay and clergy elected jointly by General Conference and regional organizations, govern their staffs.

Each local church is chartered by and responsible to its annual conference. Annual conferences approve programming and budget, examine and elect candidates for ministry, and every four years, elect delegates to the general and jurisdictional or central conference. Jurisdictions provide overarching governance and direction, including the direction and assignment of bishops and the creation or approval of proposed restructuring of annual conferences, within one of five geographical regions of the United States. A similar structure, but with substantially more power, including the ability to alter parts of the Book of Discipline, is the central conference, which performs all of these functions for United Methodists outside the United States.

Wherever they are in the world, annual conferences are further subdivided into areas called districts, led by a district superintendent, who more directly oversees the work of the clergy and the local churches within that district.

Each local church is itself governing by what is usually an annual meeting of the charge conference and a church council continuing the work of the charge conference between its regular sessions. The church council plans, implements, and communicates the programs and ministry of the local church and oversees its administration.

Franklin United Methodist Church At-A-Glance

Who We Are

Methodism in Franklin begins with a petition, in 1853, to the conference to establish a church in Franklin. The Rev. John M. Merrill was sent to organize a church. After a few years, the congregation dwindled. In 1871 a new small group formed and in 1872 the charge was reborn. The cornerstone for a new church building was laid on October 23, 1872. The charge (church) has survived these past 150 years due to the determination, ambition, purposefulness, and generosity of its members and the support of the community.

The Franklin United Methodist Church seeks to be a community where all can experience a meaningful relationship with God, grow in Christ, and reach out in love to others; a community where all can love and be loved; a community where you are accepted just as you are. Discipleship happens in community. We find meaningful relationship with God and grow in Christ as we gather with other people seeking the same. Through worship, prayer, fellowship, and study, we discover a God who meets us as we gather (cf. Matthew 18:20). Together we journey with one another in faith—“bound in sacred covenant to shoulder the burdens, share the risks, and celebrate the joys of” each community member (§219. Mutual Responsibility, *The United Methodist Book of Discipline: 2016*) trusting that in so doing we are living into God’s reign. We strive to grow in Christ so that we might live sacrificially for others, forgive sins, seek reconciliation, justice, and peace, and grow evermore in love with God and all else. Jesus said that the entire law and prophets could be summed up in two commandments (cf. Matthew 22:34-40), if we do them we will inherit eternal life (cf. Luke 10:25-28), for they are the greatest commandments (cf. Mark 12:28-31)—love God and love your neighbor as yourself. This is our highest pursuit: to know ourselves as loved and to reach out in love to others.

Locations

PHYSICAL LOCATION:

82 W Central Street, Franklin, MA 02038

DIGITAL PRESENCE:

franklinumc.org
 facebook.com/FranklinMaUMC
 instagram.com/FranklinUMC
 x.com/FranklinUMC
 youtube.com/@FranklinMaUMC

On-Going Facility Users

Aprende Spanish Immersion.....www.aprendespanishimmersion.com
 T-Mobile..... www.t-mobile.com
 Tri-Valley, Inc. Meals on Wheels..... www.trivalleyinc.org/nutrition-services/meals-on-wheels
 Girl Scouts of America..... www.girlscouts.org
 Rise Up..... alirheume.com/rise-up

Community Affiliations

Franklin Interfaith Council..... franklininterfaith.org
 Franklin Downtown Partnership..... franklindowntownpartnership.org
 Franklin Cultural District..... www.franklinculture.org

ORGANIZATIONAL STRUCTURE

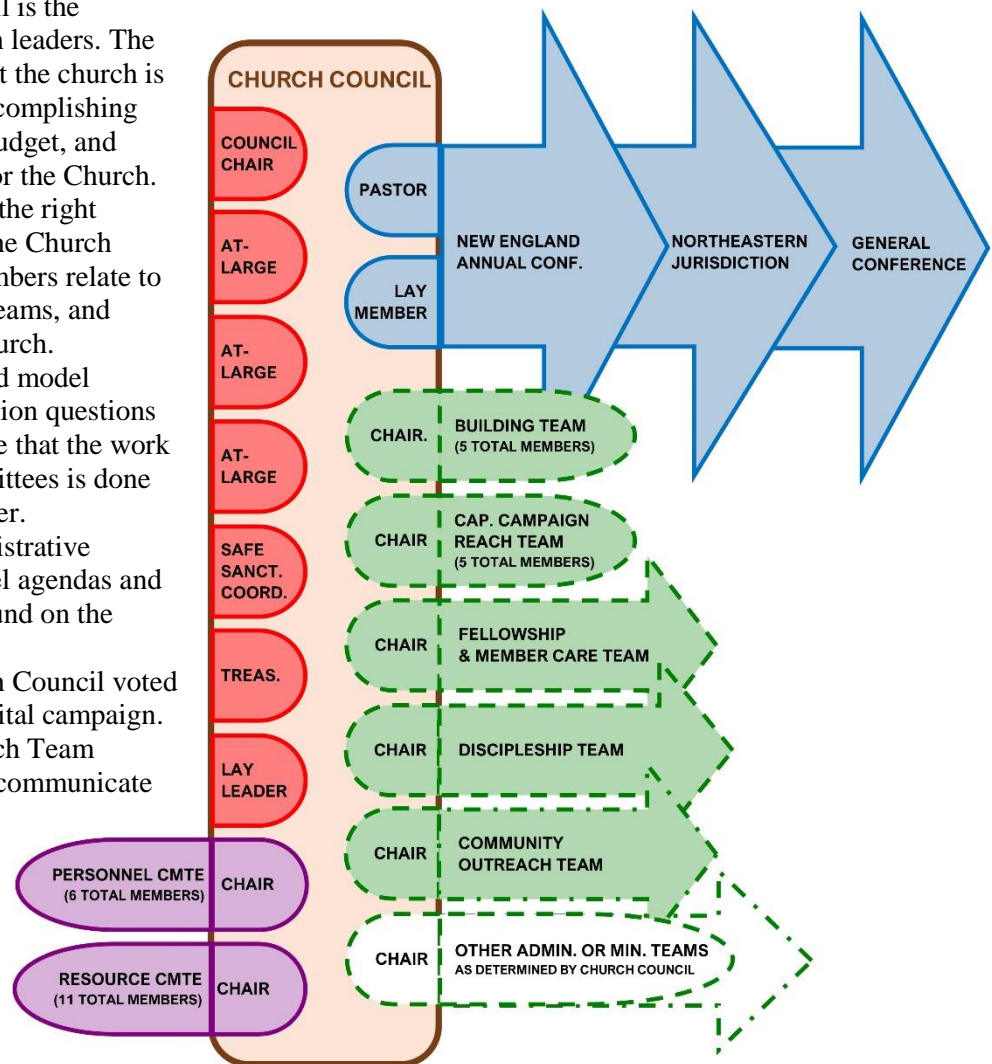
In 2018, the Franklin United Methodist Church adopted a streamlined administrative structure to simplify decision making, reduce the number of people needed to lead the church, and reduce the number of regular meetings from seven (Charge/Church Conference, Administrative Board, Nominations, Staff-Pastor Parish Relations, Finance, Trustees, and Nurture and Outreach) to four (Charge/Church Conference, Church Council, Personnel Committee, and Resource Committee) so that a greater focus could be put on the mission and ministry of the church instead of administrative meetings.

The Church Council is the primary gathering of church leaders. The Church Council ensures that the church is living into its vision and accomplishing its mission. It sets policy, budget, and strategic vision and goals for the Church. The organizational chart to the right shows the membership of the Church Council and how those members relate to various other committees, teams, and entities beyond the local church.

In 2022, we adopted model agendas and regular discussion questions and business items to ensure that the work of the administrative committees is done in a timely, proactive manner. Descriptions of each administrative committee along with model agendas and discussion questions are found on the following pages.

In 2023, the Church Council voted to move forward with a capital campaign. The Capital Campaign Reach Team continues to follow up and communicate to the congregation about the Campaign; and, the Building Team is managing projects. These task-oriented committees fall under the supervision of the Church Council and are not subject to the typical nomination and leadership policies of the church.

In 2024, ministry teams were created, replacing the former Committee on Ministry, to plan and implement the ministries of the church. These teams are facilitated by chairpersons who report directly to the Church Council. All members of the church are encouraged to participate in at least one ministry team. There is no limit to the number of individuals who can be on each team; and, there is no limit to the length of time one can serve. Each ministry team is asked to meet at least once per quarter. A model agenda for ministry team meetings can be found on the following pages.



Church Council

The Church Council ensures that the church is living into its vision and accomplishing its mission. It sets policy, budget, and strategic vision and goals.

General Information

- See the Directory below for membership details.
- Meets quarterly: recommended meeting in January, April, July, and October.
- Quorum is all members present and voting.
- Meetings are open to the public.
- All persons may participate, at the Council's discretion, with voice. Only members can vote. Under special circumstances, the Council may choose to open voting to all professing members of the church.
- Minutes of the meeting, including attendance at the meeting, should be submitted to the Church Office within a week following the meeting.
- Packets for each meeting should be prepared at least one week in advance of each meeting and distributed by the Church Office. Packets should include an agenda, minutes of previous meetings, minutes of committees that have met since the last Council meeting, policies and/or amendments to policies being reviewed, and discussion materials.

Model Agenda

Opening Prayer

Offered by the Church Council Chair or another member of the Council.

Approval of Last Meeting's Minutes (5 min.)

Review and amend as necessary the minutes from the previous meeting. This is led by the Church Council Chair.

Review of Committee Minutes & Pastor's Report (10 min.)

Minutes from various committees are reviewed along with a written pastor's report. The Personnel Committee does not report detailed minutes outside of the Personnel Committee; however, a general overview (at the very least) of what the committee has discussed should be reported. Questions about the pastor's report and the Committees' work can/should be asked to each chair and the pastor. This is facilitated by the Church Council Chair.

Policy Review (if any, 15 min.)

The policies of the church should be reviewed annually and amended as needs arise. Each Committee should have a policy manual that describes how it does its work. This process is facilitated by the Church Council Chair and the Pastor.

Discussion (60 min.)

Make a presentation about and discuss questions pertaining to the mission, vision, and stated goals of the church. See questions to the right. This is facilitated by the Pastor with presentations by others from the Church Council, the conference, and/or the community as needed.

Next Meeting (5 min.)

Review the date and general topic of discussion for the next meeting. Review what needs to be accomplished for the smooth running of the next meeting. Led by Church Council Chair and Pastor.

Closing Prayer

Offered by the Pastor or the Church Council Chair.

Discussion Questions

1st Meeting: Leadership Orientation

- What is our mission? What does it mean?
- What is expected of leaders?
- What is our work this year?
- How do we do our work together?

2nd Meeting: Evaluation

- How did we do in meeting our goals?
- Did we do what we said we would do?
- Did we accomplish what Christ is asking of us?
- What did we learn that will help us be more faithful and fruitful?

3rd Meeting: Capacity & Context

- What is the state of the church now?
- What's working well? What's declining? What's missing?
- What is the state of our mission field?
- Who is our neighbor? What's happening in our mission field that calls for a response? What is changing in the world?

4th Meeting: Future Focus & Goals

- Where is God calling us in 1-3 years?
- Who are we called to reach? Strengths? Weaknesses?
- What will we do to address these needs?
- What new ministries are needed? What existing ministries need to be retired?
- What goals will we set?
- What changes in staff, finances, and facilities need to be made?
- What will the budget be?

Personnel Committee

The Personnel Committee encourages, strengthens, nurtures, and supports the lay, staff, and pastoral leadership of the church. It is called to promote unity in the church and counsel the pastor and staff on matters of effectiveness in ministry, relationships with the congregation, health, and self-care.

General Information

- See the Directory below for membership details.
- The chair is nominated annually and must be a current class member.
- Meets quarterly: recommended meeting in February, May, August, and November.
- Quorum is all members present and voting.
- These meetings are not public. Guests may attend only at the invitation of the Chair.
- The Personnel Committee should not meet in the absence of the pastor unless meeting with the District Superintendent.
- These meetings are confidential as personal matters related to members of the church, staff, and the pastor are discussed.
- Minutes of the meeting should be submitted to Personnel Committee members ONLY. A synopsis of the minutes, including attendance at the meeting, should be submitted to the Church Office within a week following the meeting.
- An updated Personnel Handbook should be made available to all committee members at the beginning of the year. Minutes should be distributed by the chair at least one week prior to the meeting.

Model Agenda

Opening Prayer

Offered by the Personnel Committee Chair or another member of the Committee.

Approval of Last Meeting's Minutes (5 min.)

Review and amend as necessary the minutes from the previous meeting. This is led by the Personnel Committee Chair.

Unfinished Business

Discuss items carried over from the previous meeting. Led by Personnel Committee Chair.

Regular Business (60 min.)

Discuss and vote as necessary on the ongoing business of the Personnel Committee. This is facilitated by the Personnel Committee Chair and Pastor.

Staff & Pastoral Updates (20 min.)

Updates are given by the staff (if present) and the pastor. The staff and pastor are invited to share both personal and professional updates and concerns that may be impacting their well-being and work. Committee members are encouraged to ask clarifying and follow-up questions. Members are encouraged to provide counsel to the staff and pastor regarding their effectiveness in ministry and their relationship with the congregation.

Next Meeting (5 min.)

Review the date of the next meeting. Discuss what needs to be accomplished for the smooth running of the next meeting. Led by Personnel Committee Chair and Pastor.

Closing Prayer

Offered by the Pastor or the Personnel Committee Chair.

Regular Business Items

1st Meeting: Review

- Review the Personnel Handbook and recommend any changes to the Church Council.
- Review job descriptions and amend as needed.
- Define the format for staff and pastor evaluations.

2nd Meeting: Evaluation

- Conduct staff and pastor evaluations.
- Take an initial look at the Lay Leadership slate, and brainstorm names to fill the slate.

3rd Meeting: Nominations & Budget

- Finalize Lay Leadership/Nominating slate. Send report to Church Council for review and approval.
- Review non-salary support for the pastor and staff (vacation, business expenses, housing allowance, and professional expenses).
- Review continuing education and spiritual formation plans for the coming year with the pastor.
- Finalize the proposed Personnel Budget for the coming year. Send proposal to Church Council for review and approval.

4th Meeting: Updating Profile

- Complete the "Church Appointment Update" form and submit it to District Office
- Review and update "Local Church Profile" and send it to District Office.
- Evaluate the total work of the committee. What worked? What did not work? Search for ways to improve.

Resource Committee

The Resource Committee raises, monitors, maintains and deploys the assets of the church. The primary purpose of the church facilities and financial assets is to enable the ministry of the congregation for the fulfillment of the mission.

General Information

- See the Directory below for membership details.
- The chair is elected from the active class members at the first meeting of the year.
- Meets every other month beginning in January.
- A majority of members of the Resource Committee shall constitute a quorum.
- These meetings are open to the public.
- Minutes of the meeting, including attendance at the meeting, should be submitted to the Church Office within a week following the meeting.
- An updated Resource Handbook should be made available to all committee members at the beginning of the year. Minutes should be distributed by the Church Office at least one week prior to the meeting.

Model Agenda

Opening Prayer

Offered by the Resource Committee Chair or another member of the Committee.

Approval of Last Meeting's Minutes (5 min.)

Review and amend as necessary the minutes from the previous meeting. This is led by the Resource Committee Chair

Review Financial Reports (10 min.)

Review the Treasurer's reports and discuss as needed. Facilitated by the Treasurer and Financial Secretary.

Unfinished Business (20 min.)

Discuss items carried over from the previous meeting. Led by Resource Committee Chair and other Committee members as necessary.

New Business (30 min.)

Discuss new items that need to be addressed and/or voted on. Led by Resource Committee Chair and other Committee members as necessary.

Regular Business (30 min.)

Discuss and vote as necessary on the ongoing business of the Resource Committee. This is facilitated by the Resource Committee Chair and Pastor.

Next Meeting (5 min.)

Review the date of the next meeting. Discuss what needs to be accomplished for the smooth running of the next meeting. Led by Resource Committee Chair and Pastor.

Closing Prayer

Offered by the Pastor or the Resource Committee Chair.

Regular Business Items

1st Meeting

- Organize and elect officers: Chair, Treasurer, and Secretary
- Review on-going facility users and usage agreements.

2nd Meeting

- Evaluate service contracts.
- Review and prepare a maintenance schedule.

3rd Meeting

- Take a walking tour of all facilities and property
- Take an Accessibility Audit (required by Discipline)
- Review safety procedures in case of fire, lockdown, etc.

4th Meeting

- Review policies and procedures for receiving and managing wills, bequests, and trusts; review the church's investment policy.
- Discuss and develop strategies for the annual stewardship campaign and other annual appeals.

5th Meeting

- Project the church's financial needs, set a budget for the coming year, and send a proposal to the Church Council for review and approval.
- Review year-end needs for annual reports, Charge Conference, and the audit.

6th Meeting

- Review the church's investment policy and consider meeting with an investment counselor.
- Review ongoing facility usage and set fees for the coming year.

Ministry Teams

The ministries of the church can be broken up into three broad areas: Fellowship & Membership Care, Community Outreach, and Discipleship. These ministry areas are overseen by a team of church members and non-members who plan and implement ministry. Ministry Teams meet regularly and are accountable to the Church Council.

The Fellowship & Membership Care Team develops and coordinates opportunities for members and constituents of the church to fellowship with, support and care for one another.

The Community Outreach Team seeks to build bridges between the church, other communities of faith, and the surrounding community. The Community Outreach Team develops and coordinates Community @FranklinUMC programs providing opportunities for neighbors to meet, serve, and share with one another.

The Discipleship Team oversees learning and worship opportunities so that people of all ages can grow in their understanding and practice of the Christian faith and become better equipped for daily living as a disciple of Jesus Christ.

General Information

- Any members of the church can be a part of a ministry team. Chairs are nominated and approved by the Church Council. They must state their interest. Non-members may participate on teams; however, non-members may not vote at meetings.
- Ministry Teams are asked to meet at least once per quarter.
- Quorum is all members present and voting.
- These meetings are open to the public.
- Minutes of the meeting, including attendance at the meeting, should be submitted to the Church Office within a week following the meeting.
- An updated Ministry Handbook should be made available to all Ministry Team chairs at the beginning of the year. Minutes should be distributed by the Church Office at least one week prior to the meeting.

Model Agenda

Opening Prayer

Offered by the Chairperson or another member of the Committee.

Approval of Last Meeting's Minutes

(5 min.) Review and amend as necessary the minutes from the previous meeting. This is led by the Chairperson.

Ministry/Event Debrief

(10-20 min.) Debrief and hear updates regarding the ministry events, groups, and gatherings that have happened since the last meeting. Review attendance and hear feedback.

Review the Calendar

(30 min.) Look at the calendar for planned upcoming events, groups, and gatherings in the next quarter and year. Discuss any planning and communication needs regarding these events.

Plan New Ministry

(10-20 min.) Discuss opportunities for new ministries, finalize unfinished plans for ministry, and consider the ministry God might be calling us to.

Next Meeting

(5 min.) Review the date of the next meeting. Discuss what needs to be accomplished for the smooth running of the next meeting. Led by Chairperson.

Closing Prayer

Offered by the Pastor or the Chairperson.

DIRECTORY

New England Conference Center

www.neumc.org

411 Merrimack Street, Suite 200, Methuen, MA 01844

978-682-7676 | communicate@neumc.org

Bishop	Rev. Thomas J. Bickerton, bishopsoffice@neumc.org
Director of Communications	Beth DiCocco, beth@neumc.org
Treasurer	Clare Chapman treasurer@neumc.org
Benefits Assistant	Thelma Phelan, benefits-asst@neumc.org
Director of Connectional Ministries	Rev. We Hyun Chang, DCM@neumc.org
Hispanic-Latino Ministry Coordinator	Rev. Juarez Goncalves, latinoministry@neumc.org
Disaster Response Coordinator	Rev. David Arruda, CDRC-NE@neumc.org
Climate Care Coordinator	Rev. Grace Hubbard, ghubbard@neumc.org

Commonwealth East District Office

www.neumc.org/CE

New England Conference Center

411 Merrimack St., Suite 200, Methuen, MA 01844

978-682-7676 ext. 271

District Superintendent	Rev. Nizzi Santos Digan, CEDS@neumc.org
Regional Administrator	Allyson Printz, ce-cwoffice@neumc.org

Franklin United Methodist Church

franklinumc.org

PO Box 313, 82 West Central Street, Franklin, MA 02038

508-528-1092 | office@franklinumc.org

Pastor	Rev. Dr. Jacob Juncker, 860-861-3141, jacob@franklinumc.org
Administrator	Deidre Bassignani, deidre@franklinumc.org
Custodian	Paul Seaver
Accompanist	Deklan Morin

Church Council

The Church Council ensures that the church is living into its vision and accomplishing its mission.
It sets policy, budget, and strategic vision and goals.

Chair	Linda Zardeskas
Pastor	Rev. Dr. Jacob Juncker
Lay Leader	Allen Smith
Treasurer	George Remus
Lay Member Annual Conference	Dawn Pokorny
Safe Sanctuaries Coordinator	Cynthia Croteau
Resource Committee Chair	John Milot
Personnel Committee Chair	TBD

Fellowship & Membership Care Team	Inger Anderson
Community Outreach Team	Tricia Prewitt
Discipleship/Education Team	TBD
Building Committee	John Zardeskas
Phase II Capital Campaign Reach Team	Graydon Smith
Class of 2025	Clarice Cargill
Class of 2026	Cal Duarte
Class of 2027	TBD

Personnel Committee

The Personnel Committee encourages, strengthens, nurtures, and supports the lay, staff, and pastoral leadership of the church. It is called to promote unity in the church and counsel the pastor and staff on matters of effectiveness in ministry, relationships with the congregation, health, and self-care.

Lay Leader	Allen Smith
Pastor	Rev. Dr. Jacob Juncker
Lay Member to Annual Conference	Dawn Pokorny
Class of 2025	Lindsay Moreau
Class of 2026	Vickie Low
Class of 2027	Joe MacDonald

Resource Committee

The Resource Committee raises, monitors, maintains and deploys the assets of the church. The primary purpose of the church facilities and financial assets is to enable the ministry of the congregation for the fulfillment of the mission.

Pastor	Rev. Dr. Jacob Juncker
Lay Leader	Allen Smith
Treasurer	George Remus
Lay Member to Annual Conference	Dawn Pokorny
Financial Secretary	Dawn Harlow
Class of 2025	Bette Ghegan
Class of 2025 (Chair)	John Milot
Class of 2026	Susan Parlee
Class of 2027	Bob Hutchinson

Task-Oriented Administrative/Ministry Teams

The Pastor and Lay Leader are *ex-officio* members of all Ministry Teams.

Building Team

The Building Team leads and guides the process of renovating and restoring the facilities of the church so that the church can effectively accomplish its vision.

Chair	John Zardeskas
Pastor	Rev. Dr. Jacob Juncker
Resource Chair	John Milot
Member(s)	Vickie Low
	Andy Rodenhiser
	Rich Pokorny

Phase II Capital Campaign Reach Team

The Phase II Capital Campaign Reach Team communicates with donors to encourage them to fulfill their pledges to the Phase II Capital Campaign and invite others to participate. The Phase II Capital Campaign pledge cycle runs through April 2027

Chair	Graydon Smith
Campaign Chair	George Remus
Consultant	Tom Melzoni, Horizons Stewardship
Financial Secretary	Dawn Harlow
Member(s)	Vickie Low

Fellowship & Membership Care Team

The Fellowship & Membership Care Team develops and coordinates opportunities for members and constituents of the church to fellowship with, support and care for one another.

Chair	Inger Anderson
Book Club Coordinator	Dawn Pokorny
Lunch Bunch Coordinator	Nancy Boates
Member(s)	Donna Dunwiddie Mary Foley

Community Outreach Team

The Community Outreach Team seeks to build bridges between the church, other communities of faith, and the surrounding community. The Community Outreach Team develops and coordinates Community @FranklinUMC programs which provide opportunities for neighbors to meet, serve, and share with one another.

Chair	Tricia Prewitt
Franklin Interfaith Council Rep	Cynthia Croteau
Franklin Downtown Partnership Rep	Tricia Prewitt
Franklin Cultural Distric	TBD
Member(s)	

Discipleship Team

The Discipleship Team oversees learning and worship opportunities so that people of all ages can grow in their understanding and practice of the Christian faith and become better equipped for daily living as a disciple of Jesus Christ.

Chair	TBD
Adult Bible Study	TBD
Prayer Team Coordinator	Rev. Dr. Jacob Juncker
Worship Volunteer Coordinator	TBD
Member(s)	