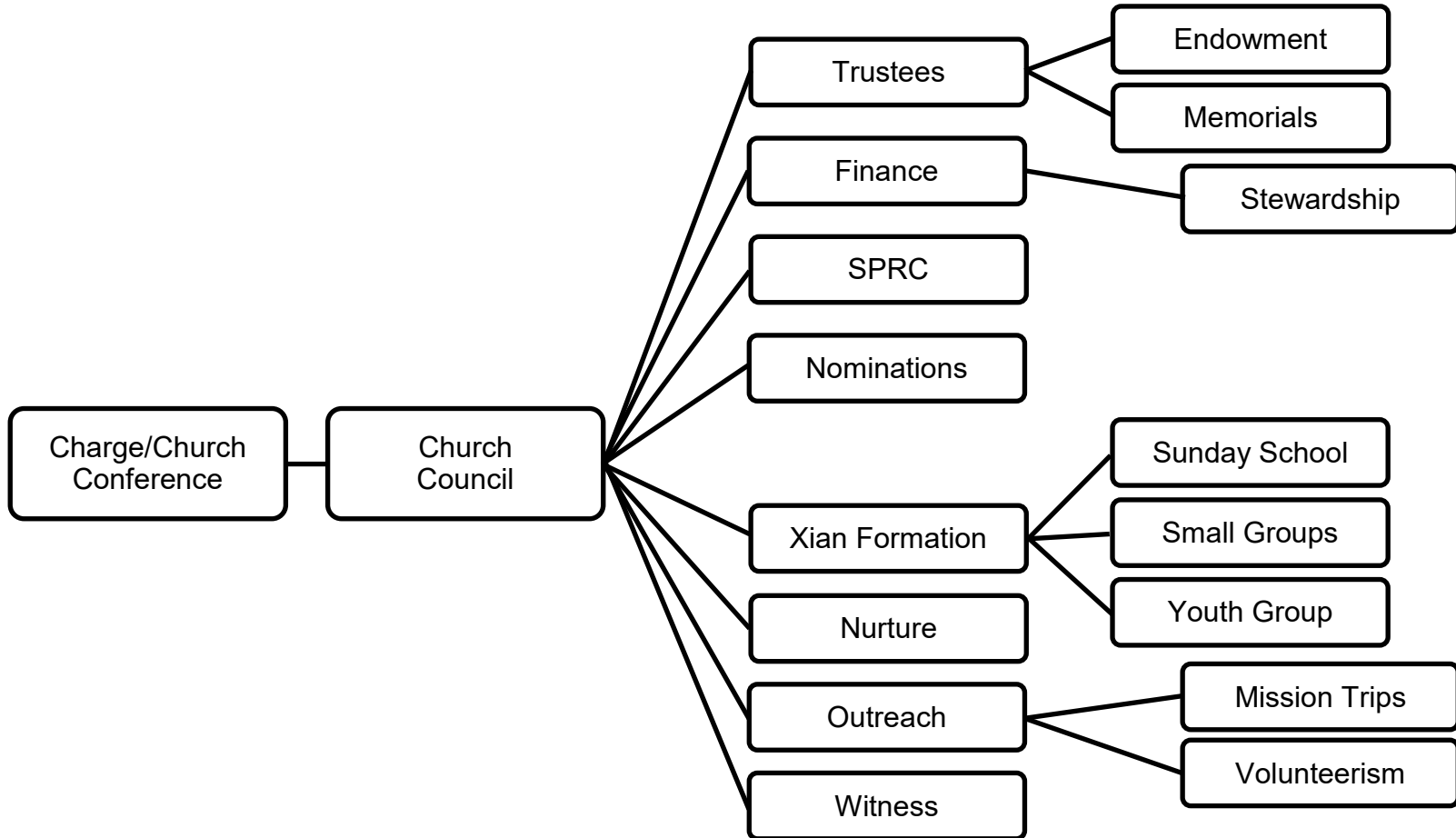
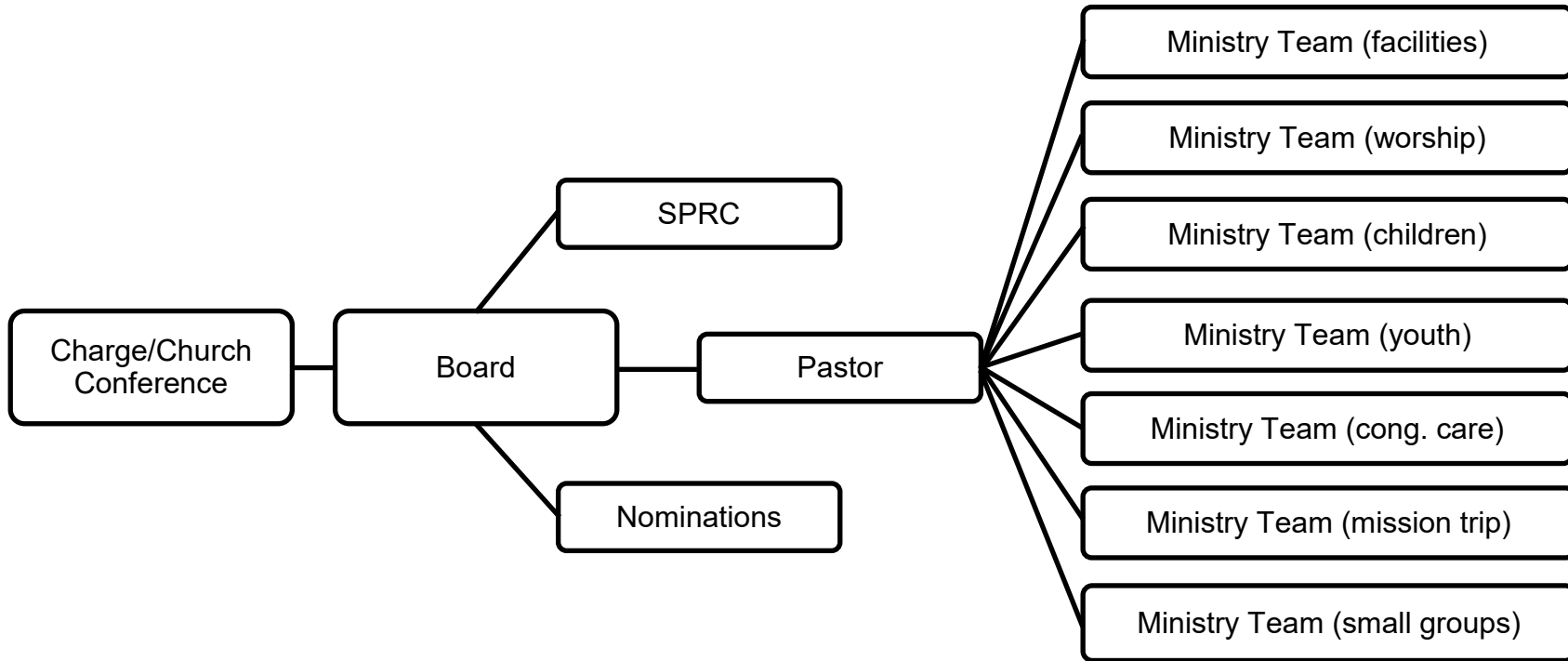


Standard Structure



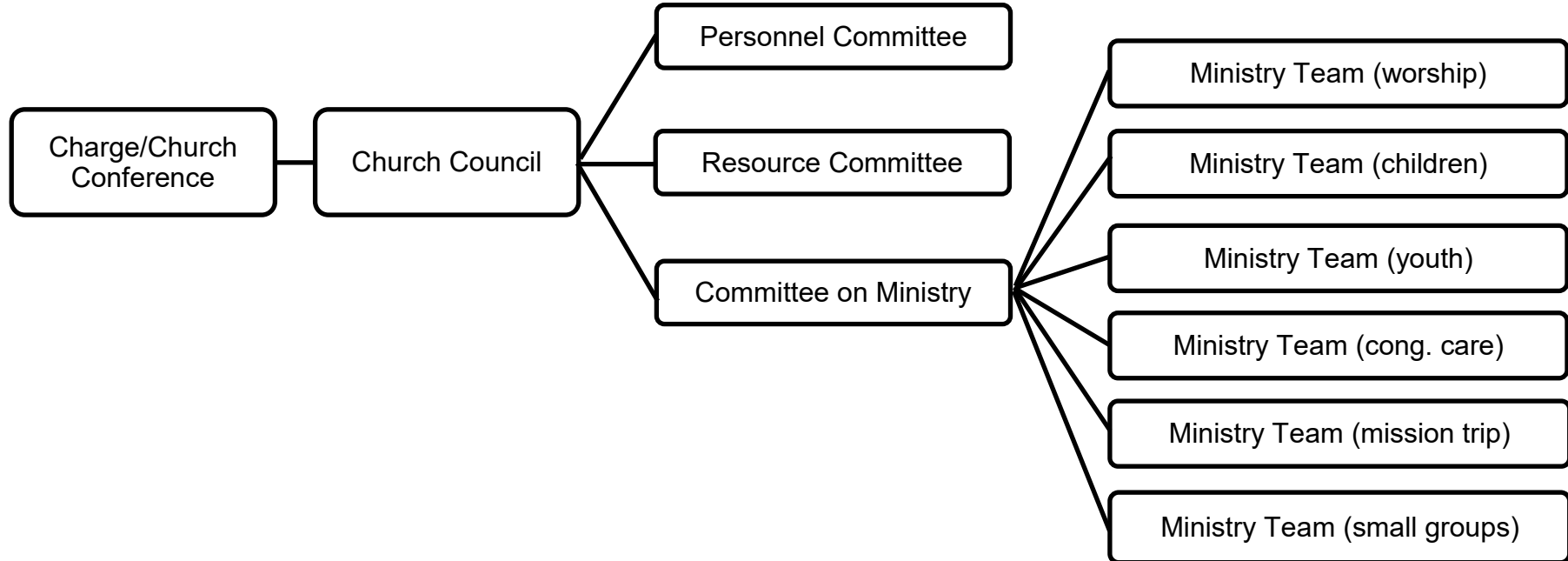
Single Board Structure

Recommended by New England AC



Modified Structure

Adopted in 2018. Revised in 2022



Church Council

The Church Council ensures that the church is on mission. It sets policy, budget, and strategic vision/goals.

Members include:

- Church Council Chair
- Lay Leader
- Pastor
- Lay Member to Annual Conference
- Personnel Committee Chair
- Resource Committee Chair
- Committee on Ministry Chair
- Youth Rep*
- Class A
- Class B
- Class C

* this could be a young adult or parent with a young child (>12)

General Information

- Meets quarterly: recommended meeting in January, April, July, and October.
- Quorum is all members present and voting.
- These 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 and distributed by the Church Office. Packets should include: agenda, minutes of previous meeting, minutes of committees that have met since last Council meeting, policies and/or amendments to policies being reviewed, 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 which describes how it does its work. This process is facilitated by the Church Council Chair and the Pastor.

Discussion

(60 min.) Make presentation about and discuss questions pertinent 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 date and general topic of discussion for 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.

Members include:

- Lay Leader
- Pastor
- Lay Member to Annual Conference
- Class A
- Class B
- Class C

General Information

- 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 on-going 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 to the congregation.

Next Meeting

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

2nd Meeting: Evaluation

- Conduct staff and pastor evaluations.
- Take initial look at the Lay Leadership slate, brainstorm names to fill 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 proposed Personnel Budget for the coming year. Send proposal to Church Council for review and approval.

4th Meeting: Updating Profile

- Complete "Church Appointment Update" form and submit to District Office
- Review and update "Local Church Profile" and send 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 are to enable the ministry of the congregation for the fulfillment of the mission.

Members include:

Lay Leader
Pastor
Treasurer
Financial Secretary
Class A
Class A
Class B
Class B
Class C
Class C

General Information

- 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 Committee on Ministry 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 Committee on Ministry 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 on-going business of the Resource Committee. This is facilitated by the Resource Committee Chair and Pastor.

Next Meeting

(5 min.) Review date of 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 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, consider meeting with an investment counselor.
- Review on-going facility usage and set fees for the coming year.

Committee on Ministry

The Committee on Ministry plans, implements, and evaluates the ministry of the church aligning the ministry to the mission and vision of the church. It's primary purpose is to empower the congregation to be ministers for the sake of the church's mission and vision.

Members include:

Committee on Ministry Chair
Lay Leader
Pastor
Class A
Class A
Class B
Class B
Class C
Class C

General Information

- Meets every other month beginning in February.
- 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 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 Committee on Ministry 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 Committee on Ministry Chair.

New Ministry/Group Proposals

(10-20 min.) Hear proposals and discern how to start new ministries and groups. Ideally, proposals come from guests and not committee members.

Regular Business

(30 min.) Discuss and vote as necessary on the on-going business of the Committee on Ministry. This is facilitated by the Committee on Ministry Chair and Pastor.

Other Business

(10-20 min.) Discuss new, unfinished, and other items that need to be addressed and/or voted on. Led by Committee on Ministry Chair and other Committee members as necessary.

Next Meeting

(5 min.) Review date of next meeting. Discuss what needs to be accomplished for the smooth running of the next meeting. Led by Committee on Ministry Chair and Pastor.

Closing Prayer

Offered by the Pastor or the Committee on Ministry Chair.

Regular Business Items (DRAFT)

1st Meeting

- Review on-going ministries and groups.
- Review Ministry and Engagement survey from previous year and discuss the committee's response.
- Consider changes and updates to survey for the current year.

2nd Meeting

- Finalize Ministry and Engagement Survey and make a plan for disseminating the survey. Set a response goal.

3rd Meeting

- Review Ministry and Engagement Survey responses
- What ministries are vital? Which ministries need to be discontinued? What ministries need to be started?

4th Meeting

- How do we raise up new leaders for new/current ministries?
- Determine and schedule volunteer/leader training.
- Discuss a plan for increasing ministry participation and awareness.

5th Meeting

- Finalize a plan to increase participation and awareness of current/new ministries.
- Set ministry goals for coming year.

6th Meeting

- How will we say thank you to ministry leaders and volunteers?