

# CHAPEL HILL UNITED METHODIST By-Laws

## **PREAMBLE**

The By-Laws of the Chapel Hill United Methodist Church (Chapel Hill UMC) have been written with the intent to comply with the Discipline of the United Methodist Church 2012 (hereafter called Discipline). The Discipline supersedes the Chapel Hill United Methodist Church By-Laws.

## **THE CHURCH COUNCIL**

### **Purpose/Function**

1. The Church Council (CC) shall have general oversight of the administration and program of Chapel Hill UMC. Oversight shall include, but not be limited to the areas of staff, finances, and facilities.
2. The CC acts solely in the interest of the members of Chapel Hill UMC. All other administrative and programmatic structures of the local church shall be amenable to the CC.
3. The CC holds the responsibility of the **Trustees** as is understood in the Discipline. The CC thus directs and authorizes the purchase, sale, mortgage, encumbrance, construction, and remodeling of any and all property of the local church.
  - a. The Church Council 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 (UMC), or permit the use of said property for religious or other meetings without the consent of the Senior Pastor.
  - b. In conjunction with the Senior Pastor, the CC 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.
  - c. Charge Conference approval is required for construction or remodeling costs that exceed 25% of the value of the existing structure. Charge Conference approval is also required if mortgage financing is used in the construction.
  - d. May create a Buildings and Grounds Team to assist with Trustees duties. (See below)

- e. At least three and no more than nine members of the CC shall be designated as Trustees to be in compliance with the Discipline.
  - f. A majority of the Trustees must be present at a duly called meeting<sup>1</sup> of the CC to constitute a quorum for Trustees business.
4. The Church Council holds the responsibility of the **Staff Parish Relations Committee** as is understood in the Discipline. A Staff Parrish Relations Team (SPRT) is required in the Discipline.
- a. The Church Council’s relationship to the district superintendent and the bishop shall be advisory only.
  - b. Participates in the interviewing and hiring of all pastoral staff members.
  - c. Reviews the appointed Pastoral staff and the effectiveness of their leadership.
  - d. Reviews and sets compensation for the appointed pastoral and lay staff members.
  - e. Reviews yearly the effectiveness and performance of the pastors and staff.
  - f. Makes recommendations and gives advice to the staff as it relates to personnel issues.
  - g. Interviewing and hiring of non-pastoral staff members may be delegated to the Sr. Pastor and a team appointed by the CC.
  - h. Understands that the entire paid and unpaid staff of Chapel Hill UMC is accountable to the Senior Pastor.
  - i. May create a Personnel Team to assist the CC with personnel issues. (See below)
5. The Church Council holds the responsibility of the **Finance Committee** as it is understood in the Discipline.
- a. Shall have general oversight of the finances of Chapel Hill UMC
  - b. Shall review the financial records of Chapel Hill UMC monthly to ensure its financial stability.

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<sup>1</sup> Meetings called and notification given in writing ten days, including two Sundays, prior to the meeting date shall constitute a duly called meeting here and throughout the By-Laws.

- c. Shall ensure that a yearly budget is developed. The CC shall review and amend the budget as needed.
  - d. Shall ensure that adequate safeguards are in place to protect the fidelity of the counting, recording and disbursement of funds.
  - e. Shall ensure an annual financial audit is executed by an outside qualified agent, and meet with the auditors to review the results.
  - f. Shall work with the Extravagant Generosity Ministry team regarding stewardship, endowment, etc. as necessary.
  - g. May create a Finance Team to assist with these responsibilities. (See below)
6. The Senior Pastor is responsible for day-to-day planning and administration of the church.
  7. The Pastors and the lay liaisons to the Five Ministry Areas from the CC shall initiate programming and ministry, with suggestions and evaluation from the CC. The Five Ministry Areas are Radical Hospitality, Passionate Worship, Intentional Faith Development, Risk Taking Mission & Service, and Extravagant Generosity. The liaisons to the Five Ministry Areas will be referred to as Ministry Area Coordinators (MACs).
  8. The Pastors, and as appropriate, the MACs shall communicate to the CC the ministry programming as devised by the MACs.
  9. The MACs shall be accountable to the Church Council for the use and disbursement of the church's finances according to the Church Council's approved annual budget, as well as the operation and ministry of the church.
  10. Additionally the Five MACs will be held accountable to the implementation of the mission and vision into all ministry programming.

## **Meetings**

1. The Church Council shall meet at least quarterly at a duly announced meeting.
2. A duly announced meeting shall only be called:
  - a. by the consensus of the entire Church Council or,
  - b. by the Chairperson of the Church Council in agreement with the Senior Pastor.

3. Notification shall be given in writing (paper and/or electronic) ten days, including two Sundays prior to the meeting date.

### **Quorum**

1. The members present at any duly announced meeting, either in person or via electronic media (Skype, phone, etc.) shall constitute a quorum. Business of the Trustees requires a quorum of a simple majority of the Trustees.

### **Minutes**

1. Minutes of all Church Council meetings shall be kept on record and made available to members of the Church Council and to any member of the Chapel Hill UMC. However, minutes from Staff-Parish business shall be considered confidential as per the Discipline.

### **Nominations and Elections**

1. Nomination of the members of the Church Council shall be submitted for election to the Charge Conference by the Nomination and Lay Leadership Development Team.
  - a. A Nominations and Leadership Development Team is required in the Discipline and shall operate under the guidelines of the Discipline.
  - b. The Nomination and Leadership Development Team shall consist of the Senior Pastor (chair), the Lay Leader, one other member of the CC, two of the five MAC's, and two at large members. Other nominations can be made from the floor of the Charge Conference.
  - c. Annually the Nominations and Leadership Development team will elect from its members a vice chair.
  - d. The charge of this team is to identify, develop, deploy, evaluate and monitor Christian spiritual leadership for Chapel Hill UMC.
  - e. 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 Chapel Hill UMC. It shall provide a means of identifying the spiritual gifts and abilities of the membership. The team may work with the Church Council to determine the diverse ministry tasks of the congregation and the skills needed for leadership.
  - f. The team shall serve through the year to guide the Church Council on matters regarding the leadership (other than employed staff) of the congregation so as to focus on mission and ministry as the context for service; guide the development

and training of spiritual leaders; recruit, nurture and support spiritual leaders; and assist the church council in assessing the changing leadership needs.

- g. Only one person from an immediate family residing in the same household shall serve on the committee.
- h. Meetings: The Nominations and Leadership Development Team shall meet at least quarterly. Special meetings may be called by the Chairperson.
- i. Quorum: The members present at any meeting shall constitute a quorum.
- j. 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 Church Council.

### **Membership and Terms of Office**

1. The CC shall have a minimum of nine members; including the pastors and eight lay people. Additional at large lay members may be elected by the Charge Conference at the discretion of the CC, serve terms as listed below.
2. The membership of the CC members shall consist of the following roles:

1—Chairperson (this person cannot serve multiple roles on the Council)

2—Trustee Chair

3—Trustee #2

4—Trustee #3

5—Finance Chair

6—Lay Leader

7—Lay Representative(s) to Annual Conference

8—Young Adult Representative

9—UMW Representative

10—UMM Representative

11—Pastor(s)

12—Staff-Parish Relations Chair

13—Church Treasurer

14—Recording Secretary—may or may not hold another position on the  
CC

3. All members of the Church Council are voting members. Exception: The pastors do not vote during their performance and salary review.
4. Terms and Classes: Lay-Members may serve two consecutive three year 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.
5. 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. The Finance Chair and Church Treasurer should be elected into different classes.
6. Although not mandatory, priority will be given to nominees for the CC from the ranks of the CHAPEL HILL UMC administrative and ministry teams.
7. Only one person from an immediate family residing in the same household shall serve on the CC. Any member of this team who is related to a member of the CHUMD staff shall excuse him or herself prior to discussion or decisions involving said staff person.

### **Officers**

1. Officers shall consist of a chairperson, elected by the Charge Conference, vice-chairperson, and secretary to be elected by the CC from the CC's duly elected lay members. (If incorporated, a treasurer is necessary according to the Discipline and state law, and is elected by the Charge Conference.)
2. The chairperson may serve in addition to his or her two three year terms for one additional year to mentor the incoming chairperson.
3. The vice-chairperson shall be elected annually at the first meeting of each year. The vice-chairperson should be elected from a class differing from the chairperson.

### **Character**

1. Members of the CC 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 and call of Chapel Hill UMC and his or her sacrificial giving in prayer, service, and finances.

### **Relationship to Administrative Teams**

1. Administrative Teams report directly to the CC and are chaired by a CC 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),
2. Administrative teams may consist of the Buildings and Grounds Team, the Finance Team, the Personnel Team, and the Nominations and Lay Development Team.
3. The CC shall have the privilege to attend, but be non-voting members of any and all meetings of the Administrative Teams.

### **Relationship to Ministry Teams**

1. The CC's relationship to each area ministry shall be through the normal reporting of the pastors and MAC's overseeing that ministry area.

### **Formation of Ad Hoc Teams**

1. The CC 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. VBS)

### **Communication**

1. The CC shall receive the following at each meeting:
  - a. Finance report
  - b. Trustee report
  - c. Staff Parish Relations report
  - d. Progress of area ministry teams towards their fruitful goals
  - e. The church calendar.

### **BUILDINGS AND GROUNDS TEAM: Purpose and Function**

1. Subject to the final approval and recommendation of the CC, The Buildings and Grounds Team shall have the supervision, oversight, and care of all real property owned by Chapel Hill UMC, and all property and equipment acquired directly by Chapel Hill UMC
2. Care includes the upkeep and maintenance of Chapel Hill UMC Buildings and Grounds.
3. Recruit and lead volunteers in the remodeling and maintenance of the Buildings and Grounds.
4. Repairs, maintenance, redecorating and remodeling occurring in the general upkeep of the Chapel Hill UMC campus do not need CC approval unless monies needed for such projects exceed that allocated in the yearly budget.

### **Meetings**

1. The Buildings and Grounds Team will be chaired by the Trustees chairperson on the CC

2. The Buildings and Grounds Team shall annually elect a secretary from its members.
3. Meetings: The Buildings and Grounds Team shall meet at least quarterly. Special meetings may be called by the Trustee Chairperson or the Senior Pastor.
4. Quorum: The members present at any duly announced meeting shall constitute a quorum.
5. Minutes: Minutes of all Buildings and Grounds Team meetings shall be kept by the Secretary of the Facilities Team and be on record and made available to any member of the Church Council.

### **Membership and Term of Office**

1. Members of the Buildings and Grounds Team shall be selected by the CC.
2. The chairperson of the Trustees shall be the chair of the Buildings and Grounds Team.
3. Members may be leaders who have expertise in the area of responsibility, including, but not limited to, plumbing, lawn care, electrical, carpentry, heating and cooling, and snow removal.
4. The CC shall have the privilege to attend any meetings of the Buildings and Grounds Team as non-voting members.

### **Character**

1. Members of the Buildings and Grounds 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 and call of Chapel Hill UMC, and his or her sacrificial giving in prayer, service, and finances.

## **FINANCE TEAM**

### **Purpose and Function**

1. May assist the Finance Chairperson concerning financial matters of the church as needed.

### **Meetings and Minutes**

1. Minutes of all Finance Team meetings may be kept by the secretary of the Finance Team and be on record and made available to any member of the CC.

### **Membership and Term of Office**

1. Members of the Finance Team shall be selected by the CC/Finance Committee.

2. Membership shall be the chairperson of Finance from the CC, who shall chair the Finance Team.
3. At least two and up to four at-large members may be selected by the CC to serve on the Finance Team, including the church Treasurer and Financial Secretary.
4. There will be no term limit for at-large members.
5. Only one person from an immediate family residing in the same household shall serve on the team. Any member of this team who is related to a member of the Chapel Hill UMC staff shall excuse him or herself prior to discussion or decisions involving said staff person.
6. Officers shall include the chairperson and a secretary.

### **Character**

1. Members of the Finance 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 and call of Chapel Hill UMC, and his or her sacrificial giving in prayer, service, and finances.

## **ROLL AND FUNCTION OF CHURCH COUNCIL OFFICERS**

### **Chairperson – Officer**

#### ***Summary of Responsibility***

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

The Chair is a voting member of the Church Council, has one vote in all Church Council 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 and Federal laws.

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

### **Requirements**

The Chair must be a member of Chapel Hill UMC and the Church Council 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 Chapel Hill UMC. The Chair may not occupy any other Church Council position.

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

## **Vice Chair**

### **Summary of Responsibility**

The Vice Chair assists the Chair in carrying out that position's responsibilities and calls and conducts all meetings of the Church Council 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 Church Council. The Vice Chair will interact with all Church Council members in a spirit of teamwork and has the privilege to attend any and all Administrative and Ministry Team meetings.

The Vice Chair has one vote in all Church Council decisions, regardless of the number of Church Council 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 and Federal laws.

The Vice Chair is a spiritual leader at Chapel Hill UMC.

### **Requirements**

The Vice Chair must be a member of Chapel Hill 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 Chapel Hill UMC.

The Vice Chair shall be elected from the membership of the CC.

### **Term**

One year and may be re-elected

## **Secretary**

### **Summary of Responsibility**

The Secretary keeps, distributes and maintains the minutes and other documents from all Church Council meetings, maintains all other records (all media) of the Church Council, manages and maintains the Church Council calendar, develops Church Council correspondence to others, and participates as an active member in the discussions, deliberations and decisions of the Church Council. The Secretary will work closely with the Chair, Vice Chair and Senior Pastor in communicating with all Church Council members.

The Secretary has one vote in all Church Council decisions, regardless of the number of Church Council 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 and Federal laws.

The Secretary may interact with and rely upon the Administrative Assistant for necessary support.

### **Requirements**

The Secretary must be a member of Chapel Hill 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 Chapel Hill UMC.

The Secretary may also hold another Church Council position.

### **Term**

One year and may be re-elected

## **Finance Chairperson**

### **Summary of Responsibility**

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

The Finance Chair has one vote in all Church Council decisions, regardless of the number of Church Council 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 and Federal laws.

The Finance Chair is a spiritual leader at Chapel Hill UMC.

### **Requirements**

The Finance Chair must be a member of Chapel Hill 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 Chapel Hill UMC. The Finance Chair shall have a sound understanding of Finance and Financial Reporting.

The Finance Chair may also hold another Church Council position.

### **Term**

One year and may be re-elected for an additional 5 years

## **Lay Leader/Lay Member**

### **Summary of Responsibility**

The Lay Leader, through the Church Council, fosters awareness of the role of laity within the congregation and through their ministries in the home, workplace, community and world, and searches ways within the community of faith to recognize all these ministries. He/she will study and get training to develop a growing understanding of the types of ministry that will most effectively fulfill the Church's mission, and advise the Church Council of opportunities available for 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 Church

Council. The Lay Leader will work closely with the Chair, Vice Chair, Senior Pastor, Finance Chair and SPRC Chair, and will interact with all other Church Council 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 Church Council decisions, regardless of the number of Church Council 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 and Federal laws.

The Lay Leader is the primary lay representative of the Chapel Hill 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 Chapel Hill UMC.

### **Requirements**

The Lay Leader must be a member of Chapel Hill 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 Chapel Hill UMC. The Lay Leader is urged to be familiar with the UMC Lay Servant Ministries.

The Lay Leader may also hold another Church Council position.

### **Term**

One year and may be re-elected for an additional 5 years.

## **Staff Parish Relations Committee (SPRC) Chairperson**

### **Summary of Responsibility**

The SPRC Chairperson shall lead the Church Council in reflecting biblically and theologically on the role and work of the pastor(s) and staff as they carry out their leadership responsibilities. The Church Council 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 Church Council 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 Chair shall be the sole designated liaison to the District Superintendent, as required and appropriate. The SPRC Chair participates as an active member of the discussions, deliberations and decisions of the Church Council. The SPRC Chair will work closely with the Chair, Vice Chair and Senior Pastor. The SPRC Chair

will interact with all Church Council members in a spirit of teamwork and has the privilege to attend any and all Administrative and Ministry Team meetings.

The SPRC Chair has one vote in all Church Council decisions, regardless of the number of Church Council 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 and Federal laws.

The SPRC Rep is a spiritual leader at Chapel Hill UMC.

### **Requirements**

The SPRC Rep must be a member of Chapel Hill UMC and a member of the Church Council 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 Chapel Hill UMC. No staff member or immediate family member of a pastor or staff member may serve as the SPRC Chair.

The SPRC Chair may hold a second functional Church Council position.

### **Term**

One year and may be re-elected for an additional 5 years.

## **Trustees**

### **Summary of Responsibility**

The Trustees shall be in different classes, from who shall be elected a President, who chairs Trustees meetings, a Trustees Vice President, and a Trustees Secretary. The Trustees President, or in his or her absence, the Trustees Vice President, leads the discussion of Trustee issues with the Church Council. 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 Church Council. The Trustees work closely with the Chair, Vice Chair, Senior Pastor, Church Council Secretary and Finance Chair. The Trustees interact with all Church Council members in a spirit of teamwork and have the privilege to attend any and all functional meetings. The Trustees President will chair the Buildings and Grounds Team.

Each Trustee has one vote in all Church Council decisions, regardless of the number of Church Council positions held, and is a spiritual leader at Chapel Hill UMC.

### **Requirements**

Each Trustee must be a member of Chapel Hill 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 Chapel Hill UMC.

A Trustee may also hold another Church Council 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 another position on the CC.

## **UMW/UMM Representative(s)**

### **Summary of Responsibility**

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

The UMW/UMM Representative(s) has one vote in all Church Council decisions, regardless of the number of Church Council 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 and Federal laws.

The UMW/UMM Representative(s) is a spiritual leader at Chapel Hill UMC.

### **Requirements**

The UMW/UMM Representative must be a member of Chapel Hill 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 Chapel Hill UMC.

The UMW/UMM Representative(s) may hold another Church Council position.

### **Term**

One year and may be re-elected

## **Young Adult Representative**

### **Summary of Responsibility**

The Young Adult Representative leads the discussion with the Church encompassing all of the concerns and 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 Church Council. The Young Adult Representative interacts with all Church Council 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 Church Council decisions, regardless of the number of Church Council 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 and Federal laws.

The Young Adult Representative is a spiritual leader at Chapel Hill UMC.

### **Requirements**

The Young Adult Representative must be a member of Chapel Hill 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 Chapel Hill UMC.

The Young Adult Representative will represent the interests of the group and it is recommended he/she be a member of that age group.

The Young Adult Representative may hold another Church Council position.

### **Term**

One year and may be re-elected for an additional 5 years.

## **Senior Pastor**

### **Summary of Responsibility**

The responsibilities of ordained elders are derived from the authority given in ordination. 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 assure that the organizational concerns of the congregation are adequately provided for.
2. Give pastoral support, guidance, and training to the lay leadership, equipping them to fulfill the ministry to which they are called.
3. Give oversight to the educational program of the church and encourage the use of United Methodist literature and media.
4. Be responsible for organizational faithfulness, goal setting, planning and evaluation.
5. Search out and counsel men and women for the ministry of deacons, elders, local pastors and other church related ministries.
6. Administer the temporal affairs of the church in their appointment, the annual conference, and the general church.
7. Administer the provisions of the Discipline.
8. Give an account of their pastoral ministries to the charge and annual conference according to the prescribed forms.
9. Provide leadership for funding ministry of the congregation.
10. Promote faithful financial stewardship and encourage giving as a spiritual discipline.
11. Lead the congregation in the fulfillment of its mission through full and faithful payment of all apportioned ministerial support, administrative and benevolent funds.
12. Care for all church records and local church financial obligations, and certify the accuracy of all financial reports submitted by the local church to the annual conference for use in establishing apportionment amounts.
13. Participate in denominational and conference programs and training opportunities.
14. Seek out opportunities for cooperative ministries with other United Methodist pastors and churches.
15. Be willing to assume supervisory responsibilities within the connection.
16. Lead the congregation in racial and ethnic inclusiveness.

## **Five Ministry Area Teams and Liaison 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 LIAISON

### **Summary of Responsibilities:**

1. This ministry liaison will oversee all area ministry teams that enhance the church’s ability to offer hospitality both inside and outside the walls of the Chapel Hill UMC. Those area ministry teams currently include:
  - Hospitality teams
  - Communications & Marketing
  - Buildings and Grounds
2. The Liaison 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 Chapel Hill UMC. These fruitful goals should include the strategies towards fulfillment, deadlines, and necessary resources.
3. The Liaison will provide support and encouragement to each ministry team while also holding them accountable to their fruitful goals.
4. The Liaison 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 Liaison must be a member or staff person of Chapel Hill 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 Chapel Hill UMC. The Liaison will be a part of the MAC team (Ministry Area Coordinators) that will meet regularly with the pastors. 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 LIAISON**

### **Summary of Responsibilities:**

1. This Ministry Liaison 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 Chapel Hill UMC. Those area ministry teams include:
  - Worship design team
  - Music
  - Media/Sound team
  - Communion team
  - Usher team
  - Altar Guild
  - Liturgists
  - Acolytes
2. The Liaison 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 Chapel Hill UMC. These fruitful goals should include the strategies towards fulfillment, deadlines, and necessary resources.
3. The Liaison will provide support and encouragement to each ministry team while also holding them accountable to their fruitful goals.
4. The Liaison will meet as a team with leaders of all area ministry teams regularly to ensure communication, training, coordinating, and evaluation of all ministry efforts pertaining to worship.

### **Requirements:**

The Worship Ministry Liaison must be a member of Chapel Hill 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 Chapel Hill UMC. The Liaison will be a part of the MAC team (Ministry Area Coordinators) that will meet regularly with the pastors. 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 Corinthians 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 LIAISON

### **Summary of Responsibilities:**

1. This ministry Liaison 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 and special funds team
  - Finance Team
  - Treasurer
  - Financial Secretary
2. The Liaison 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 Chapel Hill UMC. These fruitful goals should include the strategies towards fulfillment, deadlines, and necessary resources.
3. The Liaison will provide support and encouragement to each ministry team while also holding those ministry teams accountable to their fruitful goals.
4. The Liaison 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.

### **Requirements:**

The Extravagant Generosity Ministry Liaison must be a member of Chapel Hill 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 Chapel Hill UMC. The Liaison will be a part of the MAC team (Ministry Area Coordinators) that will meet regularly with the pastors. 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/INREACH LIAISON

### **Summary of Responsibilities:**

1. This ministry Liaison will oversee all area ministry teams whose work pertains to Christian education, discipleship & 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 may include:
  - Children’s ministry team
  - Youth ministry team
  - Adult Discipleship team
  - UMW/UMM
  - Older Adults
  - SEED
  - Small groups
  - Membership Care
  - Vacation Bible School
  - Stephen Ministry
  - Newcomer Class
2. The Liaison 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 Chapel Hill UMC. These fruitful goals should include the strategies towards fulfillment, deadlines, and necessary resources.
3. The Liaison will provide support and encouragement to each ministry team while also holding them accountable to their fruitful goals.
4. The Liaison will meet as a team with leaders of all area ministry teams regularly to ensure communication, training, coordinating, and evaluation of all ministry efforts pertaining to discipleship and faith development.

### **Requirements:**

The Intentional Faith Development Ministry Liaison must be a member of Chapel Hill 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 Chapel Hill UMC.

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/OUTREACH**

*“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/Outreach 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/Outreach 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/OUTREACH LIAISON**

### **Summary of Responsibilities:**

1. This ministry Liaison will oversee all area ministry teams whose work pertains to responding to needs locally and globally. Those area ministry teams currently include:
  - All mission teams and projects
  - Outreach ministries
2. The Liaison 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 Chapel Hill UMC. These fruitful goals should include the strategies towards fulfillment, deadlines, and necessary resources.
3. The Liaison will provide support and encouragement to each ministry team while also holding them accountable to their fruitful goals.
4. The Liaison will meet as a team with leaders of all area ministry teams regularly to ensure communication, training, coordinating, and evaluation of all ministry efforts pertaining to missions and service.

## **ADOPTION**

These by-laws of the Church Council of the Chapel Hill United Methodist Church were adopted by the duly authorized at a session held at \_\_\_\_\_, Indiana, on the \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_  
Chairperson: Church Council  
Church Council

By: \_\_\_\_\_  
Secretary: Church Council

