

**Church Council Chairperson
Ministry Position Description
Bethel United Methodist Church (July 2012)**

“The Church Council shall provide for planning and implementing a program of nurture, outreach, witness, and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church. The Administrative Board shall be amenable to and function as the administrative agency of the charge conference.” ¶ 252, BOOK OF DISCIPLINE

The size of the Church Council is determined by the Charge Conference. It shall include all positions designated in the BOD as well as chairs of ministry teams, committees and councils as deemed necessary for fulfilling the church’s mission: “Bethel United Methodist Church seeks to welcome God's people into a supportive extended family. As a community we strive for faith, witness, and stewardship to uplift the Love, Acceptance, Hope and Grace of God's Son, Jesus Christ, our Savior and Teacher.”

Mandated positions on the Church Council are listed in ¶ 242, BOD. Bethel UMC’s Church Council will consist of:

Church Council Chairperson
Lay Leader
Secretary/Recorder
Pastor Parish Relations Chairperson
Finance Chairperson
Trustees Chairperson
Church Treasurer
Lay Member(s) to Annual Conference
UMW President
UMM President
Evangelism Chairperson
Outreach Ministries Chairperson
Stewardship Chairperson
Worship Chairperson
Health & Welfare Chairperson
Bereavement Chairperson
Education and Family Ministries Director
Children’s Coordinator
Older Adult Representative
United Methodist Youth Representative
Safe Sanctuary Coordinator
Lay Visitation Coordinator
Fellowship Dinner Coordinator(s)
History/Church Records Chairperson
Communications Chairperson
Preschool Director

Pastor
Church and Society Chairperson
Scouting Ministries Representative
Sunday School Superintendent
Young Adult Representative (19-30)
4 at large members

Specific Responsibilities of the Church Council

Set annual and long-range goals to carry out the vision of the church.

Review the membership of the local church.

Fill interim vacancies occurring among the lay officers of the church between sessions of the annual charge conference.

Establish the budget on recommendation of the committee in Finance and ensure adequate provision for the financial needs of the church.

Recommend to Charge conference the salary and other remuneration of the pastor(s) and staff members after receiving recommendations from committee on Staff-Parish Relations.

Review recommendation of committee on Staff-Parish Relations regarding provision of adequate housing for the pastor(s), and report the same to charge conference for approval.

Coordinate plans for the congregation's ministry and support the various ministry teams and committees as they carry out these plans.

Ensure that ministry team and committee tasks are carried out.

Obtain from Committee on Finance the funds needed to carry out programs of ministry.

To be accountable to the Charge Conference.

Specific Responsibilities of the Chair

To help all leaders focus on their primary tasks.

To be responsible for guiding the work of the Council, planning agendas, and presiding at meetings.

To present recommendations from the Council to Charge Conference.

To be accountable to the Charge Conference.

The Outgoing Chairperson will “Shepherd” incoming chair for at least the last quarter of their term as Chairperson. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as chair on following years and have them train under current chairperson for up to a year before becoming chairperson.

The Council is required to meet at least quarterly. The Council meets 4th Monday, 6:00 PM bi-monthly beginning in January with called meetings as necessary.