



Responsibilities of the One Board

- Accountable to the charge conference and serves as the executive agency of the charge conference between meetings to oversee the administration and ministry of the congregation.
 - Should be diverse in age, experience, and interests, bringing all interests of the ministry to the attention of the staff.
- Determines God's call to the congregation for ministry that is transformative.
- Initiates planning, establishes goals, implements action plans, and evaluates effectiveness for congregational ministries of nurture, outreach, witness, and administration.
- Strategizes so that the congregation makes disciples of Jesus Christ for the transformation of the world.
- Works as staff/pastor-parish relations and the committee on nominations and leader development for effective pastoral, staff, and lay leadership.
- Recommends to the charge conference the compensation, housing needs, and benefits for the pastor(s) and other staff after receiving recommendations from the committee on staff/pastor-parish relations.
- Fills leadership vacancies between meetings of the charge conference upon the recommendation of the committee on nominations and leader development.
- Provides for financial support, physical facilities, and the legal obligations of its local congregation.
- Maintains the congregation's connection with appropriate district and annual conference programs and structures.

POSITION: Convener of One Board

Result Expected

An effective Convener provides initiative, coordination, and collaborative leadership for the congregational group that does planning, goal setting, implementation, and evaluation of ministry to fulfill the mission and vision of the congregation.

Spiritual Gifts and Qualifications for the Leader

- One or more of these spiritual gifts:
 - leadership, administration, faith, shepherding, servanthood, discernment, and teaching. This leader should show evidence of prior effective ministry leadership and evidence of active and growing discipleship.
- The ability to listen to and communicate with people of all ages, work with other ministry leaders, preside over meetings, delegate responsibility, and follow up to complete tasks.
- Should show genuine interest in responding to the hopes and concerns of people in the community.
- The congregation's committee on nominations and leader development can establish specific standards for this position.



Responsibilities of the Convener

- Meets and works with the pastor, lay leaders, and others to fulfill the mission of the church.
- Along with the pastor and lay leaders, is the primary spokespersons for the vision and mission of the church and encourage all other ministry leaders.
- Organize an annual planning meeting for church vision and ministry goals.
- Should become familiar with United Methodist resources and organization.
- Works in conjunction with designated OLUMC staff to prepare and communicate the agenda for meetings, leads the meetings, follows up actions by assigning responsibility for implementation, coordinates the activities of the leadership team, and maintains a healthy and growing spiritual life.

POSITION: Pastor/Staff-Parish Relations (SPR) Moderator

Result Expected

An effective ONE BOARD, as SPR, builds a strong positive relationship between staff and congregation so that the congregation makes disciples of Jesus Christ for the transformation of the world. This ONE BOARD, as SPR, will work with the lead pastor and other staff to fulfill legal and ethical responsibilities related to staff.

Spiritual Gifts and Qualifications Helpful for the Job

- One or more of these spiritual gifts:
 - exhortation (encouragement), wisdom, discernment, administration, shepherding, helping, servanthood, and leadership.
- Some experience in human relations, personnel management, and communications is helpful.
- Must listen well to both staff and people of all ages in the congregation, while keeping a focus on the mission of the church.
- Able to maintain confidentiality.

Responsibilities of the Moderator(s)

The moderators are the congregation's primary connection with the district superintendent and bishop related to the appointed leadership of the congregation.



Responsibilities of the ONE BOARD as Staff Parish Relations:

- Maintain a healthy and growing personal spiritual life & engage in biblical and theological reflection about the mission of the church and biblical leadership.
- Encourage, strengthen, nurture, support, and respect the pastor(s) and staff and their families. Confer regularly about the personnel conditions and issues that affect the congregation's total ministry, including healthy life-work balance. Help the staff set priorities.
- Communicate openly and regularly with the pastor(s), staff, and congregation.
- In consultation with the lead pastor and with awareness of the strategy of the church leadership team, recommend needed staff positions and develop and approve written job descriptions and titles for staff.
- In consultation with the lead pastor and Director of Finance and Operations, recommend compensation, travel, housing, and other financial matters related to staffing positions to the One Board.
- Recommend to the One Board a written statement of policy and procedures for hiring, evaluating, promoting, retiring, and dismissing staff members who are not subject to episcopal appointment (procedures must comply with local and state laws).
- Responsible for carrying out, through appropriate agencies, proper screening (including background checks) for lay employees and volunteer staff.
- Weigh several factors as it meets with the district superintendent and/or the bishop in an advisory capacity related to clergy leadership.
- Consider the age and stage of the congregation. Must understand the feelings and desires within the congregation about the pastor's leadership and appointment. Consider the culture and needs of the community around the church.
- Provide an annual evaluation of the pastor(s) and other staff for ongoing effective ministry.
- Enlist, evaluate, and annually recommend candidates for professional ministry to the charge conference.
- Work with the pastor and district superintendent to develop a church profile that reflects the needs, characteristics, and opportunities for mission of the charge consistent with the church's statement of purpose.



POSITION: Trustees Moderator

Result Expected

Effective trustees will function as Christian stewards of property God has entrusted to the congregation. This includes supervising and maintaining both the physical property of the congregation and gifts made to the congregation so that the ministries of the congregation can be effective, and all legal requirements related to the property are satisfied.

Spiritual Gifts and Qualifications Helpful for the Job

- One or more of these spiritual gifts:
 - servanthood, helping, discernment, leadership, administration, and giving. The Moderator should show evidence of prior effective ministry leadership, especially in the area of stewardship of assets, and this leader should exhibit evidence of active and growing discipleship.
- Knowledge of property and asset management, ability to listen to and communicate with people of all ages and the ability to work with other ministry leaders. Show prior ability to preside over meetings, the ability to delegate responsibility and to follow up to complete tasks.
- Show genuine interest in responding to the hopes and concerns of people in the community and show willingness to partner with community interests.
 - The congregation's committee on nominations and leadership development may establish specific standards for this position.

Responsibilities of the Moderator(s)

- Guide the work of the ONE BOARD throughout the year, including preparing and communicating the agenda items for meetings, leading the meetings in regards to Trustees business, following up on plans by assigning responsibility for implementation and coordinating both routine and special maintenance of church property, including endowments, trust funds, and gifts made to the congregation.
- Maintain a healthy and growing spiritual life.
- Become familiar with disciplinary and legal requirements related to church property and with United Methodist resources and organization.
- Consult regularly with the pastor about property matters.
- **This individual will have signatory responsibility to one or more OLUMC financial accounts**
- **This individual will have signatory responsibility to enter into financial contracts on behalf of OLUMC.**



Responsibilities of the ONE BOARD *as Trustees:*

- Have oversight and care of all local church property, buildings, and equipment to further the mission of the church. This work is done in consultation with the pastor and Director of Finance and Operations.
- Participate in spiritual practices that build attentiveness to God's will and direction. Church administration and attentiveness to daily affairs can distract the team from the mission of making disciples of Jesus Christ for the transformation of the world. Trustee moderators need to hold one another accountable to the mission and vision of the church.
- Receive and administer all gifts made to the congregation and make certain that trust funds of the congregation are invested properly.
- Ensure that the Articles of Incorporation of the congregation are kept up to date.
- Annually review property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. Review personnel insurance for protection against risk and consult with the pastor-parish relations team about other personnel insurance.
- Conduct an annual accessibility audit of buildings and grounds to discover and then work toward eliminating barriers that impede the full participation of all people.
- In consultation with Director of Finance and Operations submits annual budget requests to the ONE BOARD for property maintenance, improvement, capital projects and new property purchases.
- Trustees are accountable to the charge conference and the Council on Ministries. The term "trustees" as used in *The Book of Discipline of The United Methodist Church* may be construed to be synonymous with "director of corporations" when required to comply with law.

POSITION: Treasurer/Finance Moderator

Result Expected

An effective church treasurer disburses all funds received into the church treasury in a responsible and organized manner, with funds identified and bills paid when due, so that the ministry of the congregation can be effective.



Spiritual Gifts and Qualifications Helpful for the Job

- One or more of these spiritual gifts:
 - administration, discernment, giving, faith, and helping.
- Interest in financial matters; ability to keep detailed, accurate records and maintain appropriate confidentiality; passion for financially supporting the mission of making Christian disciples for the transformation of the world; and ability to work with individuals and ministry teams.
- Skill in searching for new revenue sources along with an understanding of biblical stewardship and management of all resources that God provides.
 - The finance moderator and treasurer roles should be held by two people who are not immediate family members.
 - The congregation's ONE BOARD on nominations and leadership development may establish specific standards for this position.

Responsibilities of the Position

- In conjunction with the Director of Finance and Operations/Financial Secretary oversees the disbursement of all money contributed to the local church budget.
- Works with finances according to the guidelines established by the ONE BOARD on finance for total fiduciary responsibility. This includes maintaining compliance with all applicable governmental tax guidelines.
- In conjunction with the Director of Finance and Operations/Financial Secretary to maintain records of all funds received. Designated gifts and bequests are managed by the trustees in accordance with *The Book of Discipline*.
- **This individual will have signatory responsibility to one or more OLUMC financial accounts**
- **This individual will have signatory responsibility to enter into financial contracts on behalf of OLUMC.**
- Gather all budget requests to be reviewed by the committee, ensure that the congregation and pastor(s) are informed about the church's financial situation, and recommend to the Council on Ministries any changes that need to be made in the budget after it has been approved.
- Work with the Director of Finance and Operations/Financial Secretary to make regular financial reports to the ONE BOARD on finance, Council on Ministries, the charge conference and, in some cases, the trustees.
 - There are three tasks not specifically assigned to the treasurer, finance moderator, or the Moderator of the ONE BOARD on finance by the *Discipline*. Keeping these responsibilities separate is essential in maintaining segregation of duties. These tasks are: (1) approving payments for expenditures; (2) signing checks; (3) reconciling bank accounts.
 - While the treasurer, finance moderator, or finance Moderator may be authorized to do any one of these tasks, no person should be authorized to do more than one.
 - No persons related to one another should perform any two or more of these three tasks.
 - This leader is accountable to the charge conference through the Council on Ministries.



Responsibilities of the ONE Board *as Finance*:

- Annually compile and approve a budget for supporting the mission and vision of the local church. During the year, the One Board/finance team recommends and approves any changes to the approved annual budget.
- Responsible for developing and carrying out plans to raise enough income to support the budget that has been approved.
- Engage in spiritual practices that attend to God's will and direction. Team members need to hold one another accountable to decisions and actions that fulfill the mission and vision of the church.
- Arranges for an annual audit of financial records and makes a report of this audit to the charge conference.
- In congregations in which there is no stewardship team or committee, the ONE Board as Finance has responsibility for teaching disciples a biblical understanding of abundance and generosity and stewardship of all resources.
- The finance leaders of the church are accountable to the charge conference through the Council on Ministries.
- New language was added to the *2016 Book of Discipline* that expands/clarifies the responsibilities of the pastor in regard to giving. Paragraph 340.2.c.(2)(c) now reads: "To provide leadership for the funding ministry of the congregation. To ensure membership care including compliance with charitable giving documentation requirements and to provide appropriate pastoral care, the pastor, in cooperation with the financial secretary, shall have access to and responsibility for professional stewardship of congregational giving records."

POSITION: Lay Leader

What's My Job?

Result Expected

An effective lay leader functions as the primary representative and role model of Christian discipleship and faith lived out in the church and in daily life. The lay leader works with the pastor to fulfill the mission and vision of the congregation.



Spiritual Gifts and Qualifications Helpful for the Job

- A growing Christian disciple who understands that everyone has spiritual gifts and experiences that are vital to the body of Christ (see 1 Corinthians 12). This person benefits from having one or more of these spiritual gifts: compassion, discernment, faith, helping, leadership, and servanthood.
- A living example of one who “loves God and loves neighbor.” It is important for a lay leader to listen well and communicate with people of all ages. This person should show evidence of working well with both clergy and laity and with various teams and task groups.
- Have the ability to keep a broad view of the separate parts of the congregation and work with the pastor to help align the entire ministry toward the mission of the church.
- Show interest in connecting the congregation with the community and the world as they participate in the *missio Dei*...God’s mission to the world through five main charges: the **Great Commandment** (Matthew 22:37-39) to put love of God and neighbor above all else; the **Great Commitment** (Matthew 16:24) to embody God’s love individually through spiritual disciplines; the **Great Requirement** (Micah 6:8) to live God’s love through our actions; and the **Great Commission** (Matthew 28:19-20) to go and take God’s love into the world by making disciples, baptizing, and teaching faithful obedience.

Responsibilities of the Position

- Represent the laypeople in the congregation in working with the pastor for the mission and vision of the congregation.
- Engage in spiritual practices that build a relationship of attentiveness to God’s will and direction.
- Represent the laypeople in the congregation and serves as a role model of Christian discipleship for the congregation.
- Work with the pastor and other leaders to launch or strengthen ministries that build discipleship
- Assist in advising the Council on Ministries about opportunities available and the needs expressed for a more effective lay ministry of the church in the community.
- Plan with other leaders in the congregation for celebrating the ministry of laypeople throughout the year and especially on Laity Sunday.
- Meet regularly with the pastor to discuss the state of the church and the opportunities for ministry to advance the mission and ministry of the congregation in the community.
- Study and train and 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 that will help strengthen the lay leader’s own work.
- Inform the laity of training opportunities provided by the annual conference.
- Lay leaders are encouraged to become certified lay servants.
 - The lay leader is a member of the charge conference, the Council on Ministries, the pastor-parish or staff-parish relations ONE BOARD, the finance ONE BOARD, and the nominations and leadership development ONE BOARD.
 - Lay leaders are voting members of all the aforementioned ONE BOARD. The ONE BOARD has specific (but various) responsibilities; the lay leader represents the laity in each situation, as well as serving as an interpreter of the actions and programs of the annual conference and the general church.
 - To be better equipped to comply with this responsibility, it is recommended that a lay leader also serve as a lay member of annual conference.



POSITION: Ministries Moderator(s)

The **Council on Ministries** 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. Effective moderators for Council on Ministries function as the primary representative for Oak Lawn's Mission and Ministry efforts (currently known as The Bento Box, *Gather, Grow, Go and Give*) as outlines below:

- *Mission and Ministry* - Nurture, outreach, and witness ministries and their accompanying responsibilities include:
 - The nurturing ministries of the congregation shall give attention to but not be limited to education, worship, Christian formation, membership care, small groups, and stewardship. Attention must be given to the needs of individuals and families of all ages.
 - The outreach ministries of the church shall give attention to local and larger community ministries of compassion, justice, and advocacy. These ministries include church and society, global ministries, higher education and campus ministry, health and welfare, Christian unity and interreligious concerns, religion and race, and the status and role of women.
 - The witness ministries of the church shall give attention to developing and strengthening evangelistic efforts of sharing of personal and congregational stories of Christian experience, faith, and service; communications; Lay Servant Ministries; and other means that give expressions of witness for Jesus Christ.
 - The leadership development and resourcing ministries shall give attention to the ongoing preparation and development of lay and clergy leaders for the ministry of the church.
 - The nurture, outreach, and witness ministries and their accompanying responsibilities shall include consideration of
 - I. the election of a prayer coordinator to promote prayer and mobilize the local church to pray,
 - II. establishing a prayer room or designated place for prayer and prayer resources, and
 - III. encouraging intentional prayer for the pastoral leadership of the local church.