

# Boone United Methodist Church 2011-2012

## The Charge Conference

### Conference

### Description

This is the basic unit, which is responsible for the local congregation. The Charge Conference will usually meet once a year in the fall except when special “Called” sessions are necessary. The Discipline states that an announcement must be made to the local church at least 10 days prior to the meeting. The membership of the Charge Conference is composed of all the members of the Administrative Council together with any retired ministers and other persons designated in The Book of Discipline. This Conference does many of the following:

- 1 It provides a connecting link to the general church.
- 2 It has general oversight of the Administrative Council.
- 3 It reviews the programs of the church and makes sure the Council is implementing plans and programs.
- 4 It adopts objectives and goals for ministry in the church.
- 5 It elects personnel and officers for the local church.
- 6 It sets salary and enumeration for all staff and ministers.
- 7 It recommends Candidates for the ministry.
- 8 It determines the amount of apportionment to be accepted.

### Conference

## The Church Conference

### Description

To encourage broader participation by members of the Church, the Charge Conference may be convened as a Church Conference, extending the vote to all local church members present at such meetings. This meeting must be authorized by the District Superintendent, who may lead the meeting, or authorize the local pastor to do so.

### Council

## The Administrative Council

### Description

The function of the Administrative Council is to initiate and coordinate planning, receive reports, set goals, authorize action, determine policy, evaluate ministries, and review the total state of the church. It is responsible to the Charge Conference and functions under their authority. The Charge Conference elects the members for a term of one year. In general, the Administrative Council is the acting head and hands of the church.

- 1 It oversees the program and administration of the church.

- 2 It establishes goals and objectives for the ministries of the local church and evaluates their effectiveness.
- 3 It elects officers and members of the Council and provides the necessary personnel for implementing ministries.
- 4 It establishes and provides the necessary budget.
- 5 It recommends salary and enumeration for the pastors and staff.
- 6 It supervises the maintenance of membership rolls.
- 7 It cultivates congregational interest in all causes of the Church.

## **Membership**

### **The Administrative Council**

* Chairperson	Peri Moretz
* Recording Secretary	Barbara York
* Lay Leader	Dan Krontz
* Lay Delegate to Annual Conference	Peri Moretz
* Lay Delegate to Annual Conference	Lida Boren
* Treasurer	Harry Davis
* Chair of Finance Committee	Don Cox
* Membership Secretary	Alma Winkler
* Chair of Staff-Parish Relations	Patrick McCoy
* Chair of Trustees	Lenny Cottom
* Chair of Parsonage Committee	Lucille Hipp
* Chairpersons of Missions <b>(one vote only)</b>	Jonathan & Stephanie Allen
* President of UMW	Jane Freund
* President of UMM	Darrell Pulliam
* Chair of Welcoming Committee	Ralph Jacobs
* Chair of Worship	Bobby Sharp
* Chair of Stewardship	Bryan Haas
* Chair of Endowment	Jim Deal
* Children's Coordinator	Jennifer Grimes
* Nursery Coordinator	Ashley Miller
* Chair of Preschool	Gary Childers
* Chair of Communications	Denise Stanley
* Chair of Long Range Planning	Charles Stanley
* Youth Coordinator	Michaele Haas
* Youth Core Chair	Cameron Haas
* Senior Adult Coordinator	Charles Isley
* Family Life Coordinator	Mary Carolyn Abernathy
* Scouting Coordinator	Arvil Sale
* Church Historian	Alma Winkler
* Sunday School Superintendent	Dave Shervington
* Financial Secretary <b>(one vote only)</b>	Buck and Mae Robbins

**Stewards to Administrative Council**

<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Class of 2014</u>
*Chris Peacock	*Andrew Wade	*Andie Leonard
*Kim Eggers	*Laura Padgett	*Summer Hayes
*Jim Deal	*Andrew Shukis	*Carolyn Fogle
*Voting members		*Kathy Eller

**Staff (non voting)**

Jason Byassee	Ronnie Wise
George Naff	Colette Krontz
Vern Collins	Kathy Hardin
	Jennifer Greer

**ADMINISTRATIVE COMMITTEES OF THE CHURCH COUNCIL**

There are several committees within the church that technically report directly to the Administrative Council and are responsible for particular areas of ministry of the church.

**Congregational Care**

**Staff Leadership – Dr. George Naff**

**Chair: Gail Bastarache**

**The Board of Trustees- Meets the 1<sup>st</sup> Monday at 5:30pm**

The Trustees are responsible for all the physical plant of the church. This includes all property and buildings including the church owned parsonage. Some of their other responsibilities could also include:

- 1 Supervision, oversight and care of all property owned by the local church and of all property and equipment acquired by the church or any class, committee, or connected group.
- 2 Responsible with respect to the purchase, sale, construction, repairing, remodeling, and maintenance of all property church owned. They are also responsible for the signing for all loans and mortgages for the church.
- 3 The custody of all legal papers and the acquiring of all insurance.

## **Members of the Board of Trustees**

### **Staff Leadership- Jason Byassee**

**Chairperson – Lenny Cottom**

<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Class of 2014</u>
Ernie Moretz	Betty Pollard	Marcia Winkler
Shelia Deal	Rick Doty	Jay Vincent
Lenny Cottom	Morgan Petry	Bob Brown

## **The Committee on Finance**

Committee on Finance is elected annually by the Charge Conference. Many of the members of this committee are placed because of other significant offices held in the church, while others are elected because of their expertise or interest.

Some of the tasks that are carried by this committee are:

- Preparation of an annual budget for the local church. In preparation of this budget, the Committee on Finance receives recommendations from the Work Areas in regard to funding needed for all aspects of the ministry of the church. The Committee on Finance will also consult with the Board of Trustees, the Staff-Parish Relations Committee and the Administrative Council as to the financial needs of the church. This committee will compile the budget and submit it to the Administrative Council for approval and adoption by the Charge Conference.
- The Committee shall make provision for an annual audit of the records of all financial officers of the local church and all organizations.
- The administration of the funds of the church, and guidance of the treasurer and financial secretary in their work. The Committee on Finance oversees the collection, recording, depositing, and accounting of all church moneys. If funds are submitted for specific causes and objects other than the annual budget, they will promptly forward those funds to the intent of the donor and not be used for any other purpose.

## **Members of the Committee on Finance**

The Book of Discipline specifies that the following persons shall be members of the Committee on Finance: Conference Delegate(s); Administrative Council Chairperson; Lay Leader; the Chairperson of Stewardship; Chairperson of the Trustees; Chairperson of Pastor Parish Relations Committee; Chairperson of the Endowment Committee; Church Treasurer; Building Committee Treasurer; Contract Accountants (sometimes called Financial Secretary). [Note: Any paid position does not have voting rights.]

## **Finance – Meets the 3<sup>rd</sup> Thursday at 6:00pm**

**Staff Leadership: Jason Byassee**

**Chairperson – Don Cox**

Lay Member of Administrative Council

Peri Moretz

Lay Member of Administrative Council

Lida Boren

Administrative Council Chair

Peri Moretz

Pastor Parrish Relations Chair

Patrick McCoy

Trustees Chair

Lenny Cottom

Stewardship Chair

Bryan Haas

Lay Leader

Dan Krontz

Finance Secretary

Buck and Mae Robbins

Treasurer

Harry Davis

Church Business Administrator

Jennifer Greer

Church Accountant

Don Miller (non-voting)

Blackburn's Chapel Treasurer

Gerry Coffey

Endowment Committee Chair

Jim Deal

At Large:

Class of 2012

Class of 2013

Class of 2014

Reed Thomas

Susan Jones

Harold Tilley

Jane Freund

Richard Paulette

Jason Triplett

## **The Committee on Stewardship**

The Work Area on Stewardship shall interpret the Biblical and theological basis for stewardship consistent with the doctrines of the UMC, and inform the church of the same through educational channels and study materials. On a timely basis they are to provide materials to the church school for study of Stewardship and development of giving in personal and family life styles.

This committee shall keep the church aware of the meaning of the stewardship of life, time, talent, and treasure as evidences of the fruit of the Spirit, while providing leadership to the congregation in emphasizing the necessity for all people to be involved in the service and mission of the church. They shall develop a plan for members to discover their particular gifts and talents, and ways for the members to place these into active ministry.

## **Members of the Committee on Stewardship**

**Chairperson- Bryan Haas**

Class of 2012

Class of 2013

Class of 2014

David Rowe

John Cook

Ken Peacock

Charles Crabbe

Ron Branch

Charles Stanley

Pegge Laine

Margaret Eggers

Tim Burwell

## **Endowment Committee**

At the Charge Conference of 1995, the Finance Committee also designated a **Permanent Endowment Fund Committee**. The task of this group is to receive and administer all bequests made to the local church, and to administer all trusts, investing all trust funds in conformity with the law. They are to emphasize the need for adults to have a will and estate; to disseminate information that will be helpful in retirement planning; and to stress opportunities for members to make provisions for giving through United Methodist institutions and Boone UMC by means of wills, annuities, trusts, life insurance, memorials and various types of property.

**Chairperson- Jim Deal**

<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Class of 2014</u>
Jonathan Allen	Robert Ohlen	Mike Perry
Laurie Watson	Jim Deal	

## **Parsonage-**

**Chairperson- Lucille Hipp**

<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Class of 2014</u>
Lucille Hipp	Dwight Simmons	Sarah Mills
Wade Grimes	Patti Kroll	Rickey Jacobs
Eric Hartley	Claire Cline	Andy Harkins

## **Welcoming Ministries- Meets the last Tuesday of each month at 6pm**

**Staff leadership – Jason Byassee**

**Chairperson- Bob Bumgarner**

Members at Large: Mae Robbins     Jan Niblick

<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Class of 2014</u>
Bob Bumgarner	Pat Miller	Phyllis Butler
Neil Perkins	Cathy Martin	Lisa Van Arnam
Susie Cooper**	Bob Kroll**	Ken Decker

\*\*Bob Kroll will be in charge of the Parking Team Sub-committee and Susie Cooper will be in charge of the Foyer Host Sub-committee.

### **Worship- Meets the 4<sup>th</sup> Tuesday at 5:30pm**

**Staff leadership- Jason Byassee**

**Chairperson-Bobby Sharp**

Class of 2012

Rosanne Peacock

Sandra Ammons

Bobby Sharp

Class of 2013

Chuck Mantooth

Johnny Carson

Rodney & Jana Duke

Class of 2014

Linda Ruff

Jay Vincent

Michaele Haas

### **Head Usher Subcommittee**

**Buck Robbins**

### **Missions- Meets the 3<sup>rd</sup> Tuesday at 7:00pm**

**Staff leadership Jason Byassee/ Luke Edwards**

**Chairperson- Jonathan and Stephanie Allen**

Class of 2012

Jessica Overmier

Jennifer Grimes

Tim Blair

Missy Bowers

Ed & Pam Brewer

Class of 2013

Ralph Leonard

Jay Miller

Scott Coe

Jonathan and Stephanie Allen

Class of 2014

Casey Hayes

Adam Rice

Tom Layton

Mary Layton

### **Women's Ministry**

**Staff leadership – Dr. George Naff**

**Chairperson- Jane Higgins and Mary Layton**

Members:

Jane Didier

Kathy Moorman

Michaele Haas

Maggie Tilley

Laurie Watson

Mary Layton

### **The Staff-Parish Relations Committee- Meets the 3<sup>rd</sup> Monday at 6:30pm**

The broad purpose of this committee is to achieve and maintain effective pastoral and professional staff ministry in the local church based on healthy and harmonious relations between the pastor(s) and other professional staff and members of the parish. One of the major elements required for a healthy relationship is communication and is therefore one of the major priorities of the PPRC. When focused on communication, some of their concerns are:

- 1 To confer and consult with the staff and pastor in making an effective ministry by being available for counsel, keeping the staff advised concerning conditions within the congregation as they affect relations between the pastor/staff and the people. This “two-way” communication also keeps the congregation advised as to the concerns and needs of the pastor and staff.
- 2 To counsel with the pastors on matters pertaining to their relationship with the congregation, including priorities to be given in the use of their time and skill according to the goals and objectives set forth in the demands and mission of the church.
- 3 To consult on matters pertaining to pulpit supply, proposals for salary, travel, vacation, health and life insurance, pension, continuing education and housing. Other practical matters affecting the work and families of the pastor and staff are also considered.
- 4 To recommend to the Administrative Council the professional staff positions needed to carry out the work of the church. After consultation with the pastor, the committee shall recommend persons for employment as well as make recommendations for salary and benefits.
- 5 To seek, enlist, review and recommend annually to the Charge Conference persons of all ages and race for candidacy for ministry.
- 6 To deal with difficulties and conflicts in an effort to achieve reconciliation and restoration of harmony and effectiveness in ministry with pastor/staff/congregation. Provision is also made to confer with the pastor if it should become evident that the best interest of the charge and pastor will be served by a change of pastor for staff person.

### **Members of the Staff-Parish Relations Committee**

**Staff Leadership- Jason Byassee**

**Chairperson – Patrick Mc Coy**

**Vice-Chairperson -TBS**

**At Large: Peri Moretz and Lida Boren-Annual Lay Delegate**

<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Class of 2014</u>
Patrick Mc Coy	Bob Dunnigan	Carole Cox
Mickey Cline	Karen Robertson	Don Watson
Eddie Maple	Lily Presson	Laurie Fleming

### **The Committee on Lay Leadership- meets as needed**

The primary work of this committee is to draw up a slate of candidates for the offices in which there will be vacancies to be filled, and to place those names in nomination at the meeting of the Charge Conference. The committee is composed of not more than nine persons who serve throughout the year to guide the Administrative Council on personnel matters; so as to co-ordinate the leadership and service needs with the personnel of the congregation. The Committee’s tasks include recruitment, support, training, and recognition of leaders of the church.

The committee should try to cultivate an awareness of the gifts, talents, and interests of the members of the congregation. They should also be aware of the qualifications for members of boards as set forth in The Book of Discipline and the evidences of Christian character and life. When possible, the base of participation in the work of the church should be as broad as the number of members. Our intent in the past several years has been to assign an individual to one particular task and ask them to lift that to an exceptional level of ministry instead of spreading oneself too thin on numerous tasks.

## **Committee on Lay Leadership**

**Chairperson – Jason Byassee**

**Vice-Chairperson – Dan Krontz**

<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Class of 2014</u>
Betty James	TBS	Will Sears
Nan Uzelac	Carolyn Fogle	Max Schrum
LaFelle Ruff	Kelly Broman- Fulks	Maggie Tilley

## **WORK AREAS OF THE ADMINISTRATIVE COUNCIL**

In order for each local charge to have an effective ministry, the actual work of the Church is directed to Work Areas where in an intentional and focused manner the ministry is brought to fruition. Each Work Area is empowered to make plans and implement those plans and is given the financial resources to accomplish their mission. Some of their responsibilities may include:

- 1 Studies the implications of the work area in the total mission of the church.
- 2 Interprets and recommends to the Administrative Council ways of implementing the mission of the church in each particular Work Area.
- 3 Makes recommendations to all age groups as it relates to the Work Area.
- 4 Carries out programs as assigned by the Council and serves as liaison beyond the local church to the General Church.

## **The Work Area on Education**

### **Adult Ministry**

**Staff Leadership – Jason Byassee**

**Chairperson – Dr. Judith Carlson**

**Membership: Clarissa Schmal and others TBS**

Education shall design and recommend to the Council all aspects of organization, structure, and goals for the educational ministry of the church. The Education Work Area shall also nominate persons for election as teachers, counselors, and officers of the church school.

This Work Area should insure that persons of all ages are provided with opportunities to study the Bible and the Christian faith and life; to facilitate the use of resources, materials, classes, groups, and faculty to meet those goals. To meet these goals, the Education Work Area is always looking at resources offered, and involved in the selection, guidance, and training of leaders.

## **Members of the Work Area on Education**

### **Senior Adult Ministry**

**Staff Leadership-** Dr. George Naff

**Senior Adult Chair-**Charles Isley

Bonnie Carter                      Joy Keasey

### **Preschool Board**

**Chairperson-** Gary Childers

**Staff Leadership-** Colette Krontz

**Trustees Rep.** Shelia Deal

**PPRC Rep.** \_\_\_\_\_

Class of 2012

Crystal Doty

Jana Duke

Gail Sears

Class of 2013

Gary Childers

Ron Henries

Bain Winkler

Class of 2014

Pinkie Bumgarner

Tim Ganley

Kathy Moorman

### **Family Life**

**Staff Leadership-** Colette Krontz

**Chairperson-** Mary Carolyn Abernathy

Class of 2012

Julie Warren

Cheryl Marshbanks

Jessica Overmier

Class of 2013

Cheryl and Steve Keller

Judy Lovett

Dwight and Sandra Simmons

Class of 2014

Greyson Summey

Wendell and Amy Ellis

Meg Andrews

Rush and Doris

Thompson

John and Fran Franka

### **Children's Ministry Team**

**Staff Leadership-** Colette Krontz

**Coordinator-**Jennifer Grimes

Jennifer Grimes

Ashley Miller

Tamera Holshouser

Renee Robinson

Dan Krontz

Candis Walker

Lynette Hartley

Carol Knight

**Class of 2014**

Lisa Cottom

Jana Greer

Kim Eggers

Michele Cowart

Jennifer Ritter

### **Youth Ministry**

**Staff Leadership-** Vern Collins

**Youth Coordinator-** Michaele Haas

Cameron Haas

### **Kitchen Task Force**

**Coordinator-** Jan Niblick & Denise Stanley & Mary Carolyn Abernathy

**Decorating and Flower Committee**  
Chairperson- Claudine Lovins

**Communications Committee**  
Chair- Denise Stanley

<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Class of 2014</u>
Angie Lineberry	Kerry Lewis Rosie Bentley	Barbara York Danielle Wade

**Long Range Planning Committee**  
Chairperson- Charles Stanley

Members: Lee James, Bob Reneau, Bobby Sharp, Robin Greene, Ralph Jacobs, Bob Bumgarner, Jill  
Gidley, Tammy Crumpler