

2016 MUMC Committees Responsibilities

Audit Committee:	Meets as needed.
Responsibilities:	Systematically gather & report information required for annual audit of church's finances using forms provided by the Annual Conference.
Board Of Trustees:	Meets: Third Tuesday of month (except December) at 7:00 p.m.
Responsibilities:	Oversee acquisition, care & maintenance of church-owned property, monitor use of facilities, address issues of insurance policies and Health Department regulations.
Church Council:	Meets: The second Tuesday of January, March, May, July, September, and November at 7:00 p.m.
Responsibilities:	Executive Committee of the Congregation: Strategic Planning, Ministry Coordination, Sets Policy, Sets Budget, Approves Fundraisers, Approves Funding, Coordinates Ministry through Committees and Groups.
Committee Members:	Elected Officers, Chairpersons of all Committees, Members at Large
Education Committee:	Meets: Third Thursday of month at 10:00 a.m.
Responsibilities:	Assist the Children's Ministry Director in setting and meeting goals in the Childrens Ministry. Organize and promote annual Craft Fair, assist with organizing and promoting VBS, & consider ways to enhance Christian Education Ministries.
Endowment Committee	Meets: Third Thursday of month at 7:00 p.m.
Responsibilities:	Follow the policy of the Endowment Charter; Oversee investments; Promote Endowment Giving, Approve endowment spending.Promote Memorial Giving; Receive & acknowledge monetary memorial gifts; Solicit ideas for a "Wish List;" Conduct preliminary research on Wish List items; Ask the Trustees to approve the Wish List; Communicate with bereaved family representatives; Purchase approved items when Memorial funds are available; Arrange Dedication of Memorials with the Pastor.
Finance Committee:	Meets: The first Thursday of month at 7:00 p.m.
Responsibilities:	Manage financial operations and provide for the annual Stewardship Campaign.
Mission Committee:	Meets: First Thursday of month at 7:00 pm.
Responsibilities:	Keep the church aware of various mission opportunities, Select monthly recipients of Noisy Offering, facilitate communication with UM Missionaries, coordinate church participation in United Methodist Mission initiatives, and help the church engage in Christian missions locally, domestically and globally.

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Committee On Nominations and Lay Leadership:	Meets: When called by Pastor. Expect a monthly meeting in June, July, August, September, and November.
Responsibilities:	Study the Mission of the Church and identify leadership needs; get to know members; discover interests and abilities, match willing, able & gifted laity with ministry needs; nominate officers and committee members, provide training, fill vacancies through the year; engage old & new members of various ages in the work of the church; support and encourage church officers; listen for needed adjustments in the church leadership structure.
Staff-Parish Relations Committee:	Meets: As Needed, at least quarterly
Responsibilities:	Facilitate healthy communications/relations between pastor, staff & congregation, identify staffing needs of the congregation, coordinate pulpit supply when pastor is absent, fill staff positions in church (provide job descriptions, annual evaluations, coverage for vacations/absences), recommend compensation plan to Finance Committee & Church Council, provide information requested on forms for Church Conference annually.
Witness Committee	Meets: First Tuesday of month at 7:00 p.m.
Responsibilities:	Enhance all forms of church communication between committees, groups, the congregation and the community. Foster a welcoming atmosphere in the church, welcome guests, provide information helpful to guests & new members, support the new member orientation process, staff and maintain the Welcome Center, sustain a comprehensive system of caring for people, from Sunday greeters to small groups, to Stephen Ministry.
Worship Design Team,	Meets approx. twice a month with the pastor.
Responsibilities:	Plan meaningful worship experiences. Coordinate Worship Ministries: Acolytes, Altar Guild, Communion Stewards, Liturgists, Music, Ushers, Sanctuary décor, Seasonal worship services, Special events, and Holy Baptism. Invite the congregation to share their gifts to enhance worship through participation. Provide training.