

Governing Council Position Descriptions

There are 12 voting positions on the Governing Council (one person holding just one vote). The 12 voting positions are either an Executive (5) or Functional (7) position. Persons may serve any role on GC but after two consecutive three-year terms on GC there must be a year of absence before serving another GC role.

Executive Positions:

1. Chair of the GC
2. Vice Chair of GC
3. Chair of Trustees
4. Chair of Staff Parish
5. Chair of Finance

Functional Positions

1. Two voted Trustees
2. Two voted Staff Parish
3. Two voted Finance
4. One Young Adult Rep
(recommended age 21-35)

Job Descriptions for all GC positions:

Chair of the GC

- *Term of this position is three years term following a three year term as Vice Chair of GC.
- *Provides leadership and orderly conduction of monthly GC meetings
- *Assures that agenda and minutes are sent to GC members at least one week in advance of meeting
- *Meets regularly with Senior Pastor in preparation for meetings and to address issues/concerns
- *Maintains regular connection/communication with Chairs of Staff Parish, Finance and Trustees
- *Provides direction and accountability for planning and implementing ministries of Connecting and Growing and Serving as defined by CUMC mission and vision
- *Plans and conducts in conjunction with the Senior Pastor an annual retreat for strategic planning
- *Serves as liaison for communication with congregation as needed

Vice Chair of GC

- *Term of this position is three years in preparation for a three year term as Chair of GC. Recommended to have served in another capacity of leadership at CUMC prior to term of Vice Chair.
- *Attend regularly the monthly GC meetings and participate fully
- *Assist the Chair of GC as needed

Chair of Trustees

*Term of this position is three years. Prefer that prior to serving this role that this person has served in some functional role on the GC.

*Recruits and assigns additional persons outside of GC to Accomplish individual trustee projects as needed

*Regularly connects/communicates with Senior Pastor, Chair of GC, and Business Administrator as needed

*Oversees all focus areas listed in the job of Trustee members to GC

Chair of Staff Parish

*Term of this position is three years. Prefer that prior to serving as Chair of Staff Parish that this person has served in some role on the GC.

* Connects regularly as needed with Senior Pastor regarding personnel issues.

* Supports and advises the Senior Pastor on sensitive issues as needed.

* Calls closed Staff Parish sessions along with the knowledge of Senior Pastor and GC Chairperson as needed for personnel matters (closed sessions attended by Chair of SP, SP members of GC, Senior Pastor, Chair of GC. In addition may invite associate pastor and/or Business administrator and others as deemed needed.)

* Oversees all focus areas listed in the job of Staff Parish members to GC

Chair of Finance

*Term of this position is three years. Prefer that before serving as Chair of Finance this person has served in some other functional role of the GC

* Recruits and supports team for annual stewardship campaign

* Serves and leads (or designates another to serve as lead) effective and growing approach to endowment/planned giving.

* Communicates church financial condition to GC and congregation

* Oversees all focus areas listed in the job of Finance members to GC

Trustee members

* Term is three years in length.

* Focus areas of Trustees:

1. Care and maintenance of Church property

2. Hold the title to church's property, buildings and equipment

3. Establish policies and procedures regarding church property, disaster planning, land acquisition and construction planning

4. Annually review the adequacy of the property, liability, and crime insurance coverage on church-owned property,

buildings, and equipment. Also review annually the adequacy of personnel insurance.

Staff Parish members

- * Term is three years in length.
- * Key focus areas of Staff Parish:
 1. Serve as liaison between congregation and its pastors and staff
 2. Set employment policy, guide the work of the management team and hold the staff of CUMC accountable in fulfilling the mission of CUMC as it Connects, Grows and Serves.
 3. Provide evaluation at least annually for the pastor(s) and staff in an ongoing effective ministry and for identifying continuing educational needs and plans.
 4. Develop and approve written job descriptions and title for pastors and staff in cooperation with the Senior Pastor
 5. Enlist, interview , evaluate, and recommend annually to the charge conference lay preachers and persons for candidacy for ordained ministry.
 6. Persons serving in this capacity shall keep themselves informed of personnel matters in relationship to the Churches policy, professional standards, liability issues, and civil law. They are responsible for communicating and interpreting such to staff.

Finance members

- * Term is three years in length.
- * Key focus areas of Finance:
 1. Working with Senior Pastor and Business Administrator develop and administrate a coordinated plan of fiscal and administrative policies and procedures.
 2. Oversees the financial health of CUMC
 3. Plan annual audits
 4. Persons serving in this capacity in collaboration with the Senior Pastor and GC to find creative ways to turn their congregations into tithing congregations with an attitude of generosity.
 5. Persons serving in this capacity will continually be assessing, as culture changes, the patterns of giving and ways to effectively change and meet those patterns for continual and growing giving.

Young Adult rep

- *Term is three years in length.
- *This is a generalist position with the GC with no direct ties to Trustees, Finance or Staff Parish. The desire is to be intentional to bringing the Young Adult perspective to decisions of the church as well as being about the business of raising up ongoing leaders of the church.
- *Will fully participate in meetings of GC, hold one vote, and willingly participate in "extra" assignments when appropriate.

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