



METHODIST MEMBERSHIP & ITS MEANING

As Methodist at Beverly United Methodist Church the most important aspect we do as disciples of Jesus Christ is WORSHIP. Beyond worship, as we desire to get to know one another, we CONNECT in fellowship, get involved in Bible Study to deepen our GROWTH, and then find a way to SERVE. There are many ways we serve within the walls on committees and in Sunday School, but also to the local community at the and more. A core value at Beverly Methodist is for each generation (G2), whether two or ninety-two is to get to know God in a new way, as they Worship, Connect, Grow & Serve in this family of God.

Membership in the Church is not required to participate in any of our activities. However, becoming a member allows you to make a personal commitment to your faith community. In addition, there are positions of leadership that you would not otherwise be able to hold, if you were not a member.

The Church accepts new members throughout the year. However, each year a new membership orientation will be offered as well as a youth confirmation class for those who are interested in learning more about the Church and becoming members. For youth, these classes are called Confirmation, as young adults are confirming for themselves the faith they want to continue in. These informative sessions are scheduled at various times and you are encouraged to watch the bulletin and check the website for the next available classes, or speak to the Pastor.

Members are expected to support the Church with their prayers, their presence, their gifts, their service, and their witness.

(Book of Discipline Para. 215)

Revised October 2018

MINISTRY HANDBOOK

Beverly United Methodist Church



Mission Statement

A fellowship of believers in Jesus Christ
who continue to grow spiritually and share God's love

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ADMINISTRATIVE COUNCIL
As of October, 2018

- **Pastor**.....Rev. Heidi M. Bak
- **Lay Leader**.....Rick Craft
- **Lay Member to Conf**.....Cheri Craft
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- **Admin. Council Ch**.....Eileen Landry
- **Communication /Technology Chair**
-Michael Diaczynsky
- **Evangelism Chair**.....Rick Craft
- **Fellowship Co-Coordinator**.....
-Amy Bent & Cheri Petner
- **Finance Chair**.....Eileen Landry
- **Meals of Love Rep**.....Ginger Coon
- **Recording Secretary**.....Lois Aaronson
- **Staff Pastor-Parish Relations Chair (SPRC)**
.....Firman Abdill
- **Sunday School Coord**.....Danny Clark
- **Team Vital Chair**.....Paul Bent
- **Treasurer**.....Kelly Pinto
- **Trustees Chair**Ken Becker
- **Worship Chair**.....Robyn Clark
- **United Methodist Women**.....Jennifer Sutton
- **Members at Large**Frank D’Erminio
- **Others**.....(no events at this time)

Para. 249. Election of Leaders—The charge conference shall elect, upon recommended by the Committee on Nominations and Leadership Development of each local church and by vote of each local church the following leaders: 1)Chairperson of Church Council 2)Committee on Nominations 3) Chair of Committee on Staff Pastor-Parish Relations 4)Chair of Finance and other members of finance 5) Lay Member to Annual Conference/Lay Leader

OUTREACH/EVANGELISM COORDINATOR
“Beyond the Congregation”

What does this leader do—help people see ways they can live out their faith in tangible ways as they serve beyond the walls of the congregations.

- Maintain a growing and healthy spiritual life and lead others to do the same..
- Lead the congregation to understand mission and service in the Christian life.
- Link people with organizations and resources that are concerned with mission, locally and with the Greater United Methodist Church.
- Connect mission projects with the overall goals of the congregation, and develop new emphasis to carry out the goals of the congregation.
- Connect the congregation with mission and service through worship celebrations, fellowship opportunities, mission studies, guest speakers, and witness and testimony of participants to highlight missions, in events like mission studies and speakers and regular opportunities for children, youth, and adults to engage in service projects.
- Lead the congregation to take advantage of every opportunity to share in financial giving for missions, blurbs in media, newsletters.
- As the congregation serves beyond the walls, Bring report back to the Admin council meeting. .

AREAS INCLUDED: Meals of Love, Monthly Communion Offerings, Mission Trip Opportunities, Food Pantry, Family Skate Nite, Beverly Discovery Zone,

SUNDAY SCHOOL / DISCIPLESHIP COORDINATOR

“Intentional Faith Development”

In a sense, everything we do in the church is about being a disciple of Jesus, but the Grow Coordinator Chairperson has specific interest in how we help each other GROW an individual’s personal faith in the Lord.

Duties:

☐ PRAY!

☐ Attend the regular Council meetings with a report from your area.

☐ Begin to gather a group of people around you who will share concern for the Sunday School, prayer ministry, stewardship, Bible Study, etc.

☐ Your job is to explore how we can help each other GROW in Christ. The area is wide open as to what might be done to help each other grown.

☐ Take any training you can find to help you understand Christian education, prayer, stewardship, and the spiritual disciplines better.

☐ PRAY for a deepening growth in Christ for each of our members!!

AREAS INCLUDED: Sunday School for all ages, Wednesday Night Bible Study, Men’s & Women’s Bible Studies, Pastor’s Pals

BOOK OF DISCIPLINE—CLARIFICATIONS

The United Methodist Book of Discipline describes the local church as the most significant arena through which disciple-making occurs. It is a community of true believers under the Lordship of Christ. In Para. 202 it says the local church exists in the world and for the world and is the strategic base from which Christians are to minister to persons in the community where the church is located, to cooperate in ministry with other churches where Christian move out to the structures of society and carry forth the work of Christ.

Each local church shall provide a comprehensive program of nurture, outreach and witness. . .in accordance with the mission of the United Methodist Church (see para. 120-124).

Alternative plans may be developed in each church in accordance with the provisions of #247.2. Such alternatives may be named by uniquely, but must embrace nurture, outreach and witness ministries, administrative council or administrative board/council on ministries. Accordingly Worship, Connect, Grow & Serve with our Administrative Council at First United Methodist Church of Hightstown fill the correct responsibilities.

The job descriptions in the pamphlet are based on the 2012 United Methodist Book of Discipline. The suggestions for Administrative positions follow the Discipline closely. Of course, each church is encouraged to develop leadership for different areas of ministry as needed.

The church council and all other administrative and programmatic structures of the local church shall be amenable to the charge conference (Para. 246).)

The Council shall function as the executive agency of the charge conference.

PASTOR

Our Discipline is clear on the duties of a pastor::

1. **Preaching and general church ministry:**

- a. To preach the Word of God, lead in worship, read and teach the Scriptures, and engage the people in study and witness.
- b. To counsel persons with personal, ethical or spiritual struggles.
- c. To perform marriages and funerals.
- d. To visit in the homes of the church and the community, especially among the sick, aged, imprisoned, and others in need.
- e. To maintain all confidences inviolate, including confessional confidences except in the cases of suspected child abuse or neglect, or in cases where mandatory reporting is required by civil law.

2. **Sacrament:**

- a. To administer the sacraments of baptism and the Supper of the Lord according to Christ's ordinance.
- b. To encourage the private and congregational use of the other means of grace.

3. **Order:**

- a. To be the administrative officer of the local church and to assure that the organizational concerns of the congregation are adequately provided for. The Pastor is the Chair of Nominations.
- b. To administer the temporal affairs of the church in their appointment, the annual conference, and the general church.
- c. To participate in denominational and conference programs and training opportunities.
- d. To lead the congregation in racial and ethnic inclusiveness.

4. **Service:**

- a. To embody the teachings of Jesus in servant ministries and servant leadership.
- b. To give diligent pastoral leadership in ordering the life of the congregation for discipleship in the world.
- c. To build the body of Christ as a caring and giving community, extending the ministry of Christ to the world.
- d. To participate in community, ecumenical and inter-religious concerns and to encourage the people to become so involved and to pray and labor for the unity of the Christian community.

Pray for your pastor to have God's wisdom in fulfilling these responsibilities!

FELLOWSHIP COORDINATOR

“Radical Hospitality within the Congregation”

The Connect Coordinator is all about connecting people and groups with the church to each other in Christ. This Coordinator needs to look at what the church is doing to connect people with each other in supportive discipleship.

Duties:

- ☐ **PRAY!**
- ☐ Attend the regular Council meetings with a report from your area.
- ☐ Begin to gather a group around you who will work with you to grow in an understanding of biblical fellowship. This might include all the things you would do as a church with Small Groups, Welcoming Ministry, Visitation Ministry, Fellowship Meals, etc. (While meals together are fun and important, fellowship is much larger in scope.
- ☐ Your job is to explore what will help us discover our basic oneness in Christ, living and loving together in His grace. Plan events through out year to facilitate Fellowship and fun across the generations.
- ☐ Take any training you can find to help you understand small groups and visitation ministry better.
- ☐ **PRAY** for a deepening sense of FAMILY throughout the congregation!

AREAS INCLUDED: Hospitality, United Methodist Women, Youth Group, Fellowship events, Bowling,, Bring-A-Friend Sunday, Coffee & Conversation, Refresh Adult Outings.

In general, Fellowship nurtures and helps the family of God already WITHIN the church get to know one another in a fun relaxed way!

COMMUNICATIONS/TECHNOLOGY CHAIR

What is my job?

Communicate internally and externally so that members and others will understand and become interested in participating the congregation
Lead the congregation in effective communication for the 21st century

Who is qualified for this job?

Spiritual gifts: exhortation (encouragement), knowledge, administration, and helping

Experience, skills: This leader shows passion for communicating a clear message and skill with methods of communication—verbal, written, and electronic. At the same time, this person must be able to work with leaders of other ministry groups, have expertise in the field of communication, and interest in developing and sharing knowledge. This leader must be able to connect their knowledge and expertise to the vision and mission of the congregation.

What do I do?

Maintain a healthy and growing spiritual life and lead others to do the same.

Oversee and coordinate the communications that go from your congregation to its members and to the community, such as print and electronic newsletters and announcements, telephone contacts, a website, radio spots and [programming](#), and broadcast journalism.

Assist Office, Worship, Congregation with current, relevant technology as needed according to the situation and needs at hand. Knowledge projects, hard goods and software helpful to accomplish task and implementation of such. Upkeep of website, facebook etc. to be done by volunteers and office staff.

Areas included: Website, facebook, Monday Messenger, Computers & Wi-fi

. LAY LEADER

Duties:

☐ PRAY!

☐ **Attend all regular Council meetings.**

☐ Help lay people realize their role in the congregation and community to live out their faith in ministry.

☐ Consult with pastor regularly on the state of the church and the needs for ministry.

☐ Sit on these committees:

The Charge Conference

Committee on Finance

Lay Leadership Selection Committee

Staff-Parish Relations Committee

☐ Interpret the actions and programs of the Annual Conference and the general Church.

☐ Study and attend training to deepen your understanding of the Church's reason for existence and the kinds of ministry that will help fulfill the Church's mission.

☐ Aid the Council in being aware of opportunities for ministry to needs expressed in the congregation and community.

☐ Inform congregation of training opportunities provided by the annual conference

Book of Discipline Para. 251.2

**LAY MEMBER/ALTERNATE LAY
Member of Annual Conference**

Duties of the LMAC:

- ☐ PRAY!

- ☐ Attend and report on actions of the Annual Conference.

- ☐ The Lay Member of the Annual Conference (LMAC), along with the pastor, will interpret the actions of each annual conference session. The LMAC will report to the local church council on actions of the annual conference as soon as possible, but not later than three months after the close of the conference.

- ☐ The LMAC shall be the voting lay representative from the local church at the annual conference session, unless prevented from attending, in which case the alternate LMAC shall attend and vote on behalf of the local church.

- ☐ The LMAC is seated on the following teams by virtue of their office:

Staff-Parish Relations Committee

Finance Committee

Lay Leadership Selection Committee

Book of Discipline Para. 251.2

WORSHIP MINISTRY CHAIR
“For the Glory of God”

Vital worship looks, sounds, and even feels different in different contexts because the people who offer it and the gifts they bring are different. But whatever the context or the style, when worship is vital, there is energy and authentically happens.

Team Leader—part of the Administrative Council

- Maintain a growing and healthy spiritual life and lead others to do the same.

- Know the goals of the congregation in order to support and expand the ministry goals through worship. Learn about worship and the people in your congregation and community so you can plan worship opportunities appropriate to the community. The worship team must be sensitive to new worship styles and to congregational traditions.

- Coordinate with the pastor and other worship leaders. Support worship by identifying, training and supporting worship leaders such as acolytes, scripture readers, ushers, greeters, artists and others.

- Explore resources (United Methodist and other) for worship in order to recommend their use with children, youth and adults.

- Promote individual and family worship and opportunities for spiritual formation. Participate in training events

- Work with other ministry leaders so that worship celebrates the whole life of the congregation and community.

- Call meetings to coordinate & train ushers, communion stewards, acolytes, altar helpers and other worship assistants, media planners. Encourage a team approach to worship planning led by the pastor.

.AREAS INCLUDED: Ushers, Greeters, Communion Stewards, Altar helpers, worship planning, decorating

TRUSTEES

Chairperson and Committee

Structure—The Board of Trustees shall be composed of not fewer than three nor more than nine persons. Trustees shall be of legal age as defined by law, and 2/3 shall be professing members of the United Methodist Church. No pastor is a voting member unless elected as a member. The Board of Trustees will elect their own chair person 2530.2. Legal requirements for trustees of property are outlined in the *United Methodist Book of Discipline 2012*, ¶2524 through 2550.

The Board of Trustees is nominated by the Lay Selection Committee, shall organize themselves from within their membership with these officers:

1. Chairperson & Vice-Chairperson
2. Secretary
3. Treasurer
4. A representative to the Finance Committee

Overall duties:

- **Chair attends all regular meetings of the Council.**
- The Supervision and oversight, and care of all real property owned
By the local church
- Each year review to see that all insurance coverages are adequate
Including property, liability, and personnel.
- Grant permission to outside organizations who want to use the Building only when that use is consistent with the Social Principles.
- Make annual review of the parsonage to ensure proper maintenance
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- Receive and administer all bequests, trusts, etc.
- Perform annual accessibility audit of the buildings.

Book of Discipline 2012, ¶2524 through 2550, 2530.2

ADMINISTRATIVE COUNCIL CHAIR

Duties:

- ☐ PRAY!
- ☐ **Attend all regular Council meetings.**
- ☐ Lead council in fulfilling its responsibilities
- ☐ Prepare and communicate the agenda of Council in consultation with the Pastor and Lay Leader, and others.
- ☐ Review and assign responsibility for actions for the implementing of actions taken by the council
- ☐ Specifically sits on these committees:
The Charge Conference
Committee on Finance
- ☐ Provide the initiative and leadership for the Council as it does its planning, establishes its goals, objectives and evaluation of ministry.
- ☐ Coordinate the various activities of the council.
- ☐ The Council Chair person is entitled to attend meetings of **all** boards and committees of the church unless specifically limited by the Book of Discipline.
- ☐ Participate in training opportunities provided by the annual conference

Book of Discipline Para. #252.1

STAFF PASTOR-PARISH RELATIONS CHAIR (SPRC) Chairperson and Committee

The Pastor-Parish Relations Chairperson is responsible to meet with the SPPC Squad at **least quarterly**. The Chairperson is also seated on the Finance Team.

In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term. The committee shall be composed of not fewer than five nor more than nine persons representative of the total charge. The lay member of the annual conference and the lay leader are exempt from the three-year term. To begin the process of rotation where such a process has not been in place, on the first year one class shall be elected for one year, one class for two years, and one class for three years. Retiring members of the committee shall not succeed themselves. When vacancies occur during the year, nominees shall be elected at the church council (or alternative church structure).

Duties include:

- ☐ **Chair attends all regular meetings of the Council.**
- ☐ Encourage, strengthen, nurture, support, and respect the pastor, staff, and their families. **Promote unity in the church.**
- ☐ Confer with and counsel Pastor and Staff on matters pertaining to the effectiveness of ministry; relationships in the congregation; conditions that may impede the effectiveness of ministry; interpret the nature and function of the ministry. Include counsel in setting priorities in the use of gifts, skills, and time to meet the demands of ministry.
- ☐ Provide at least annual evaluation for pastor/staff for use in designing ongoing effective ministry, and for identifying continuing educational needs and plans.
- ☐ Interpret to the congregation how ministry works in the United Methodist Church (open itinerancy, preparation for ordained ministry, etc.)
- ☐ Develop job descriptions for all hired personnel.
- ☐ Consult with and support pastor/staff concerning continuing education and spiritual renewal.
- ☐ To enlist, interview, evaluate, review, and recommend annually to the charge conference lay preachers and persons for candidacy for ordained ministry.
- ☐ Confer with pastor when need for change is evident.

To do now: PRAY!

Book of Discipline Para. #258.2

COMMITTEE ON FINANCE Chairperson and Committee

The Finance Committee is made up of the Finance Chairperson, Pastor, LMAC, Council Chairperson, Staff-Parish Relations Chairperson, Board of Trustee Representative, Stewardship Chairperson, Lay Leader, Financial Secretary, Treasurer, and At-large members as determined by the charge conference.

Duties:

\$ PRAY!

\$ Chair attends all regular meetings of the Council.

\$ Each year, ask for budget requests from all areas, ministries, and chairpersons.

\$ Each year, compile a complete budget for the church, and submit it to the Council for review and adoption.

\$ Develop and implement plans to raise sufficient income to meet the budget adopted by the Council.

\$ Administer all funds received according to instructions from the Council.

\$ Designate a counting committee for weekly offerings.

\$ Make provision for an annual audit of the records of the financial officers of the local church, and all its organizations, with report to the Charge Conference.

\$ Recommend to the Council proper depositories for the church's funds.

\$ Contributions designated for specific causes shall be promptly forwarded according to the intent of the donor, and shall not be used for any other purpose.

\$ After the Council approves the budget, all other changes must be approved by the Council.

\$ Annually prepare a report to the Council of all designated funds separate from the current expense budget.

Book of Discipline Para. #258.4