

Who Does What

Revised 07/24/10

Charge Conference

(The Charge Conference is the connecting link between the local church and the General Church and has general oversight of the Church Organization. It consists generally of members of the Administrative Board and meets at least once each year to evaluate the total mission & ministry of the Church, receive reports, adopt objectives and goals, approve pastoral salaries, elect officers, recommend candidates for ordained ministry and other Church-related vocations, and lay speakers. The District Superintendent presides at such meetings.)

Church Conference

(When warranted by business needing fuller participation by the entire Church membership, the Charge Conference may be convened by the District Superintendent as a Church Conference.)

Leadership for the following organizations is selected by the Committee on Lay Leadership. In a few cases, all participants in an organization are selected by the Committee as prescribed by the UMC Book of Discipline. This fact is shown in this listing for those organizations. However, anyone may indicate an interest in serving on any of the organizations by using the "Opportunities for Involvement" Form found under "Getting Involved" on our web page or in the Church Office.)

Administrative Board

Mission & Purpose: To plan & implement a program of nurture, outreach, witness and resources in the local church; provide for administration of the church organization; envision, plan, implement, and evaluate the mission & ministry of the local church. It functions as the administrative agency of the Charge Conference.

(The Administrative Board is comprised of the leaders of the various teams/committees recommended by the Committee on Lay Leadership and elected by the Charge Conference along with the Lay Leaders and several Members at Large, the President of the United Methodist Men and the president of the United Methodist Women. The Board serves as the approval agency of the local church for business affecting the entire local church, for example, budget.)

Joel Committee

Mission & Purpose: To focus, enhance, expand, and coordinate the ministry programs of GUMC.

(The Joel Committee is comprised of a Chair, the pastors {as ex officio members} and the coordinators of the Gray UMC ministry focus areas: Mission, Discipleship, Outreach, Fellowship, Worship, Resources).

Trustees

Mission & Purpose: Provide supervision, oversight, and care for all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission, or similar organization connected therewith.

(All members of the Trustees are recommended by the Committee on Lay Leadership. They are divided into three classes of three persons each and serve 3-yr. terms, with one third being replaced each year. They elect their own chair annually.)

Staff-Parish Relations Committee

Mission & Purpose: Encourage, strengthen, nurture, support, and respect pastors, staff and their families; promote unity in the Church; confer with and counsel pastors and staff on matters pertaining to effectiveness of ministry, relationship with the congregation, conditions that may impede the effectiveness of ministry; interpret the nature of ministry; confer with, consult, and counsel pastors & staff on matters pertaining to priorities in the use of gifts, skills, and time & priorities for the demands and effectiveness of the mission & ministry of the congregation; develop and approve written job descriptions for staff; propose compensation for staff; confer with pastors and other staff members if it should become evident that staff changes would be beneficial to both staff and congregation.

(A Lay Leader and a Lay Member of Annual Conference will serve on this Committee along with seven other members recommended by the Committee on Lay Leadership to serve 3-yr. terms, with one third being replaced each year.)

Committee On Lay Leadership

Mission & Purpose: Identify, develop, evaluate, and monitor Christian spiritual leadership for the local congregation; guide the Administrative Board and Council on Ministries on matters regarding the leadership of the congregation so as to focus on ministry and mission; guide the development and training, recruitment, nurture and support of spiritual leaders; recommend to the Charge Conference the names of people to serve as officers and leaders.

(The Committee is comprised of the Pastor and a Lay leader and nine persons elected by the Charge Conference for 3-yr. terms, with one third being replaced each year. The Pastor serves as chairperson.)

Futures Planning Committee

Mission & Purpose: A standing committee of the Administrative Board whose purpose is to establish and maintain an updated vision of what we need to do as a church in order to effectively minister to the Body of Christ (our fellow believers) and to fulfill our mission as Christ's witnesses to the world.

Finance Committee

Mission & Purpose: Compile a complete budget for the local church and submit it to the Administrative Board for review and adoption; implement plans that will raise sufficient income to meet the budget adopted by the Administrative Board; administer the funds received

according to the instructions received from the Administrative Board; carry out the Board's directions in guiding the Treasurer(s) and the Financial secretary; make provision for an annual audit; recommend to the Administrative Board proper depositories for the Church's funds. *(Members are elected annually by the Charge Conference upon recommendation of the Committee on Lay Leadership and consist of the chairperson, the pastors, a Lay Member of Annual Conference, chairperson of the Administrative Board, chairperson or representative of the Staff- Parish Committee, a representative of Trustees elected by them, Chairperson on Stewardship, a Lay Leader, the Financial Secretary, the Treasurer, and other persons as added by the Charge Conference.)*

Stewardship Committee

Mission & Purpose:

Audiovisual Team

Mission & Purpose: Provide quality audiovisual capabilities for Church facilities, including:

- 1) Identifying, obtaining, developing, and maintaining all the audiovisual equipment (sound, video, & other projection) required for the wide variety of Church ministries.
- 2) Operation of all the audiovisual equipment, as appropriate, for both internal Church ministries and for outside users of Church facilities.

Children's Ministries Team

Mission & Purpose: Ensure that children are considered and included within the life of the congregation; vision, plan and advocate for children, particularly in the areas of faith development, safety, and discipleship; assure that policies and procedures are in place to help keep all children and adults who work with them safe.

(Children's ministries-for, with, and by children include all ministries involving children within the life of the congregational community, including but not limited to Sunday School, Vacation Bible School, Nursery Ministries, Children's Choir and music ministries, fellowship groups, support groups, short-term study groups, children's worship experiences, mission education experiences, intergenerational activities, and all weekday programs for children of all ages.. Team members are recommended by the Committee on Lay leadership and elected by the Charge Conference.)

Caring Team

Mission & Purpose: By guidance of the Holy Spirit, show God's love through actions, such as coordinated prayer, social activities, visitation, and member support, with special attention given to our brothers and sisters in times of difficulty and need and in times of thanksgiving. Nurture and care of church members and others in hospitals and nursing homes, shut-ins, the elderly, and others facing crises in their lives; promotion of fellowship and making everyone feel like a vital part of our church ministry.

Communications Team

Mission & Purpose : Develop coordinated capability & materials for effectively communicating to new and established church members, visitors, other churches (Methodist & ecumenical; locally, regionally, nationally & worldwide), the community, and the general public (particularly those who may be seeking a church home) the mission & purpose of Gray United Methodist Church, its ministries, activities, and opportunities for involvement.

Drama Team

Mission & Purpose: Provide quality resources for a wide variety of Church ministries involving drama, including:

- 3) Infrastructure development -lighting, staging capabilities
- 4) Production resources- scripts, direction, props. etc.
- 5) Acting

Ministry Types: All of the following types of drama have been used over the past years.

- 1) Humorous sketches
- 2) Dramatic worship sketches
- 3) Monologues
- 4) Plays
- 5) Sermon illustrations
- 6) Interpretive movement
- 7) Pageant drama for musical performances

Much effort has been made over past few years in developing infrastructure. Team typically consists of those involved in the current productions & involves a wide variety of persons in the church. Currently, no regular team meetings are held beyond those required for the current productions. If interested, signing up will put you on a list of potential participants as the productions are planned. No experience required. Opportunities exist for behind the scenes work (set building, props, etc in addition to acting .

Education Committee

Mission & Purpose: Plan, promote and implement the total Christian education program of Gray UMC, including Sunday School, Bible Studies, special and short-term studies, and other small-group studies. Includes recruiting & training of required leaders, acquiring needed study materials, assisting in effective use of available space, and maintaining attendance records.

Evangelism Team

Mission & Purpose: Promote, enable and encourage every Gray UMC Christian to share their testimonies with all those they encounter who have not yet received the gift of eternal life our church embarks on our mission to invite others to Christ, anchor them in the faith, and equip them to lead a Christ-like life. Includes a wide variety of efforts such as training persons through the Evangelism Explosion classes in how to share the message of salvation; (About 40 persons have completed this 13-wk.class so far); proactively seeking out those at work, school,

in the community, or in their neighborhood who have not heard the message of salvation and developing relationships with them that would present opportunities to share the message; inviting them to worship; taking advantage of every opportunity through church events to share the love of Christ with those attending or even passing by, for example handing out free water to fair goers, sharing Christian music with those passing by; encouraging community attendance at various worship/music services.

History & Archives Team

Mission & Purpose: Preserve the history of the local church, including keeping historical records up to date, cooperating with the Annual Conference Commission on Records and History, providing an annual report on the care of the church records and historical materials to the Charge Conference, providing for preservation of local church historical records no longer in use.

Interfaith Hospitality Network Team

Mission & Purpose: Plan & coordinate the participation of Gray UMC as a host church in the Interfaith Hospitality Network of Greater Johnson City providing overnight lodging and meals at the church to homeless families for one week every quarter and providing daily transportation for the families that week to a day center where they meet with the Network Director, care for children, look for permanent housing and employment, or go to school or work.

Meals On Wheels Team

Mission & Purpose: Plan and coordinate the delivery of meals to shut-ins

Missions Team

Mission & Purpose: Envision, plan, promote, coordinate, and enable the mission ministries of Gray UMC at all levels--Local, for example, the Daily Bread ministry of feeding homeless at the Melting Pot in Johnson City once a month; Area, for example, work at Sneedville or in Appalachian Service Projects; and Foreign, for example, Mexico, Czech Republic, Liberia. Often assists mission teams in raising funds for specific mission trip.

Office Technology Team

Mission & Purpose: Develop and maintain sufficient office technology capabilities to enable effective and consistent dispatch of Church business, including:

- 1) Development and maintenance of Church computer network, including hardware, software, and necessary procedures and protocols.
- 2) Development and maintenance of Church telephone system and related communications capabilities.
- 3) Development and maintenance of Church management database (RDS).
- 4) Provision of other technological office equipment such as copiers, printers, faxes, etc.
- 5) Maintenance of Church electronic calendar for scheduling facilities.
- 6) Maintenance of Church web page.

Wellness Team

Mission & Purpose:

Worship Team

Mission & Purpose: Envision, plan, enable, and implement the worship ministry of Gray UMC. Includes identification and evaluation of all the worship talents/resources available and determining how and when they can be used to enrich the worship experience for everyone coming to our worship services; planning which worship services we will have, where, and at what times; specific planning of worship services to ensure that everyone is afforded the best possible opportunity as they worship here for praising and encountering God , for coming into a saving relationship with Jesus Christ, and allowing the Holy Spirit to work in their lives.

Ushers Team

Mission & Purpose: Develop & provide coordinated capability to effectively greet, make welcome, and assist all persons-- particularly visitors-- attending Gray- United Methodist Churchwide-sponsored events such as worship services, bible studies, Sunday School, family nights, special musical and other programs.

Duties include, but are not limited to, 1)greeting persons at all major entry doors (kitchen, new ramp doors, main sanctuary doors), directing and leading them if necessary to the areas where they need to go, 2) seating them (if required) and providing them with needed available event or Church literature, 3) providing available special equipment needed (wheelchair, walker, hearing devices), 4)assisting with offerings and Communion, 5) identifying visitors and handing out visitor packages when available, 6) providing parking assistance for major events when appropriate parking may not be obvious for visitors.

Memorials Committee

Mission & Purpose:

Senior Citizens Team

Mission & Purpose:

Weddings Team

Mission & Purpose: Develop and establish procedures, policies, fees and ground rules for using Church facilities for weddings. Provide required services according to Church Wedding policy; coordinate and oversee weddings and receptions to ensure that policies and procedures are followed, that all appropriate facility coordinators are involved and that church facilities are returned to their appropriate condition.

