



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

ADMINISTRATIVE BOARD

Job Description

A detailed description and purpose of the Church Council, aka Administrative board, can be found in ¶252, and the duties of the Church Council chair, aka Administrative Board chair, can be found in ¶251.3 of The Book of Discipline of the United Methodist Church.

Overview / Purpose

Provide the planning and implementation a program of nurture, outreach, witness and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement and annually evaluate the mission and ministry of the church and uphold CUMC's vision and mission. The Administrative Board meets once a year as the Charge Conference.

Mission and Ministry

Nurture, outreach, and witness ministries and their accompanying responsibilities

Meetings

At least quarterly

Responsibilities

- Review membership
- Fill interim vacancies occurring among lay officers
- Establish a budget on recommendation of the committee on finance and ensure adequate provision for the financial needs of the church
- Recommend to the charge conference the salary and other remuneration of the pastor(s) and staff members after receiving recommendation from staff/parish relations committee
- Review the recommendation of staff/parish relations regarding provision for pastor(s) adequate housing and report same to charge conference

Membership

There are 11 required members, but no maximum limit (we have historically had every committee chair as a member of the board with addition of at large members

Quorum

The members present and voting at any duly announced meeting shall constitute a quorum

Length of Service

2 - 3 years

Mission: To Know Christ and to Make Him Known



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CHAIRPERSON

The Administrative Board Chair is elected by the charge conference annually and shall have the following responsibilities as found in *The Book of Discipline* of the United Methodist Church ¶ 251.3

- Lead the board in fulfilling its responsibilities
- Preparing and communicating the agenda of the board in consultation with the pastor(s), lay leader, and other appropriate persons
- Reviewing and assigning responsibility for the implementation of action taken by the Board
- Communication with members of the board and others as appropriate to permit informed actions taken by the Board
- Coordinating the various activities of the Board
- Providing the initiative and leadership for the Board as it does the planning, establishing of objective and goals, and evaluating
- Participate in leadership training programs as offered by the annual conference and/or district

Other Committees you will serve on:

- Finance
- Leadership Council

CORE VALUES

SCRIPTURE: Led by God's Word

LOVE: Growing in God's Grace

HUMILITY: Walking w/God

SERVANTHOOD: Living as God's Servants

MISSION: Reaching out in God's Love, Justice & Mercy

Mission: To Know Christ and to Make Him Known