

Leadership Handbook for WPGUMC Ministry Teams



Woodbury/Peaceful Grove United Methodist Church
7465 Steepleview Rd, Woodbury MN 55125
651-738-0305
Fax: 651-738-4964
E-mail: office@wumc-pgumc.org
Web site: www.wumc-pgumc.org

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Administrative Ministry Team Overview

Board of Trustees: the corporate officers of the congregation, the nine trustees manage and maintain all real property owned by WPGUMC. Each year three new members are elected to the board for a three-year term, and three trustees retire after serving for three years. Meetings are scheduled at least once each month, and are two hours long.

Finance Team: responsible for managing the funds necessary to maintain the mission/ministry of WPGUMC. Participants in this ministry prepare the annual budget proposal, and monitor, in consultation with the WPGUMC financial manager, the financial health of the congregation. Each at large member is elected for a three year term. Meetings are held every other month, and last two hours.

Endowment Team: educates and promotes planned giving at WPGUMC as a means of developing faithful stewards of God's resources. This team receives and manages special gifts designated to the WPGUMC Trust. The five members of the team are each elected to three year terms. Two three year terms open each year. Meetings must occur at least once a quarter, and last about ninety minutes.

Lay Leadership Team: identifies, recruits, trains and deploys leaders for ministry. The team prepares the annual slate of church offices for election by the church council or the congregation. This team is also responsible for training leaders. The pastor chairs the team. Meetings are ninety minutes once a month.

Leadership Council: discern, design, develop, and annually evaluate the mission of WPGUMC; provide for planning and implementing the ministry of welcome, invitation, nurture, growth, service at WPGUMC; function as the administrative authority of the WPGUMC church conference between annual meetings of the congregation; provide oversight for the organization and management of WPGUMC; coordinate all ministry activities at WPGUMC so that ministries will complement and cooperate with each other.

Staff-Parish Relations Team: advises and counsels the WPGUMC appointed clergy for effective and faithful leadership of the church. Also interprets to the congregation the direction and intention of ministry initiatives. SPR is the church's personnel team, and recommends annual compensation for staff. Meetings are scheduled for two hours once each month. In addition, an annual meeting is held with the district superintendent of the denomination.

Board of Trustees

Purpose: to manage and maintain all real property owned by WPGUMC.

Responsibilities of the Board of Trustees:

- ...shall hold title to and manage the property belonging to the church, such as parsonage, burial ground, and such other property as may be committed to it.
- ...shall have the supervision, oversight, and care of all real property owned by WPGUMC or any society, board, class, commission, or similar organization connected to WPGUMC.
- ...shall review annually the adequacy of the property, liability, and crime insurance coverage on church-owned property, buildings, and equipment as well as personnel insurance.
- ...shall receive and administer all bequests made to WPGUMC as well as all trusts.
- ...shall elect, annually, a chairperson, who must be a member in good standing of WPGUMC, a vice chairperson whose term of office cannot be the same as the chairperson, and secretary
- ...annually review with a representative of the staff-parish relations ministry team the church owned parsonage to ensure proper maintenance

Responsibilities of Members of the Board of Trustees:

- ...committed to grow in faithfulness as a disciple of Christ by:
 - † engaging in the study of God's word,
 - † praying daily for the people and leaders of WPGUMC,
 - † serving at least once each year in an outreach ministry,
 - † practice forgiveness in all relationships as a witness to God's unconditional love, and
 - † regularly attending the weekly worship of the community of faith.
- ...understand the mission & vision of WPGUMC in order to faithfully plan and implement the ministry of welcome, invitation, nurture, growth, and service at WPGUMC;
- ...listen faithfully to God and the people of WPGUMC;
- ...attend every meeting of the board of trustees when in town, unless illness prevents it;
- ...interpret actions and decisions of the trustees to the community of faith;
- ...employ your spiritual gifts to build the body of Christ that is WPGUMC;
- ...lead/supervise maintenance work by volunteers and hired contractors (it is helpful for some team members to be familiar with commercial building maintenance and/or building trades skills of plumbing, electrical, HVAC, carpentry or computerized project documentation, but this is not required for service);
- ...participate in implementing the structural changes needed in the Trustee's organization such that our facilities are maintained to welcome congregation members and visitors and comply with building codes.

- ... **Length of Commitment:** 3 years

Time Commitment:

- ...nine monthly two-hour meetings during the year;
- ...additional tasks and assignments between meetings as needed to accomplish the work of the trustees.

Membership:

- ...the board of trustees shall consist of not less than three persons, who shall be members of the United Methodist Church and of legal age as determined by law
- ...women and men shall be represented in each three-year class of trustees

Resources:

- The Book of Discipline of the United Methodist Church, paragraph 2524-2425; 2529-2532

Finance Ministry Team

Purpose: To ensure that adequate financial resources are available for the faithful ministry of Woodbury/Peaceful Grove United Methodist Church.

Responsibilities of Finance Ministry Team:

- Compile an annual budget and submit it to the Leadership Council for review and adoption.
- Guide the work of the financial manager according to the policies set forth by The Book of Discipline of the United Methodist Church and the Leadership Council.
- Administer all funds according to the instructions given by the Leadership Council.
- Make provisions for the annual audit of the church's financial records.
- Prepare an annual report for the Leadership Council and the Church Conference, including a report of all designated funds not included in the current expense budget.

Responsibilities of Ministry Team Members:

- ...committed to grow in faithfulness as a disciple of Christ by:
 - † engaging in the study of God's word,
 - † praying daily for the people and leaders of WPGUMC,
 - † serving at least once each year in an outreach ministry,
 - † practice forgiveness in all relationships as a witness to God's unconditional love;
 - † regularly attend the weekly worship of the community of faith, unless ill or out of town;
- ...understand the mission & vision of WPGUMC in order to faithfully plan and implement the ministry of welcome, invitation, nurture, growth, and service at WPGUMC;
- ...listen faithfully to God and the people of WPGUMC;
- ...attend every meeting or the finance ministry team when in town, unless illness prevents it;
- ...interpret actions and decisions of the finance ministry team to the community of faith;
- ...employ your spiritual gifts to build the body of Christ that is WPGUMC.

Length of Commitment: 3 years

Time Commitment: Approximately 3 hours per month

Qualifications and Special Skills:

- Skills and interest in financial/budgetary matters
- Willingness to learn about the overall ministry of the congregation.
- Member of WPGUMC.

Membership:

- Chairperson of Finance Ministry
- WPGUMC Financial Manager
- 3 Members of WPGUMC not serving the congregation in any other leadership capacity.
- Church Council Chair or Council Representative
- Lay Leader
- Staff-Parish Relations Chair or Representative
- Trustees Chair or Representative
- Pastor

Resources:

- The Book of Discipline of the United Methodist Church, paragraph 259.4

Endowment Ministry Team

Purpose: to develop and manage the trust fund of WPGUMC.

Responsibilities of Endowment Fund Ministry Team:

- ...educate, inform and promote at WPGUMC planned giving as a means of developing faithful stewards of God's financial resources.
- ...generate gifts for the trust fund in a variety of ways.
- ...receive and manage gifts designated to the WPGUMC trust.
- ...distribute annual dividends according to the by-laws of the trust as grants to ministries of WPGUMC;
- ...prepare an annual report for the congregation, and present it at the annual meeting.
- ...provide reports, as requested, to the WPGUMC board of trustees, finance ministry team, and leadership council.

Responsibilities of members of Endowment Fund Ministry Team:

- ...committed to grow in faithfulness as a disciple of Christ by:
 - † engaging in the study of God's word,
 - † praying daily for the people and leaders of WPGUMC,
 - † serving at least once each year in an outreach ministry,
 - † practice forgiveness in all relationships as a witness to God's unconditional love, and
 - † regularly attending the weekly worship of the community of faith.
- ...understand the mission & vision of WPGUMC in order to faithfully support the ministry of welcome, invitation, nurture, growth, and service at WPGUMC.
- ...listen faithfully to God and the people of WPGUMC.
- ...attend every meeting or the endowment board when in town, unless illness prevents it.
- ...employ your spiritual gifts to build the body of Christ that is WPGUMC.

Length of Commitment: 3 Years

Time Commitment: two-hour meeting the first month of each quarter of the year

Qualifications and Special Skills:

- ...skills and interest in financial/budgetary matters.
- ...leadership and communications skills.
- ...ability to understand the relationship between the missional and fiduciary responsibilities at WPGUMC.

Resources:

- The Book of Discipline of the United Methodist Church, paragraph 2533-2534

Lay Leader & Lay Member of Annual Conference

Purpose: To represent laity in the ministries and administration of WPGUMC, and to provide a link between WPGUMC and our denomination by participating in the Annual conference sessions and interpreting its actions to the WPGUMC congregation.

Responsibilities of Lay Leader:

- Grow in depth as a disciple of Jesus Christ.
- Study the Church's reason for existence and the types of ministry that will most effectively fulfill the Church's mission.
- Meet regularly with the pastors to discuss the state of the church and the needs for ministry.
- Participate as a member on the church council, ministry teams on finance, staff-parish relations, and lay leadership and interpret the actions and programs of the annual conference and the general Church.
- Assist in advising the church council of opportunities and needs for the most effective ministry in the community.
- Foster awareness of the role of laity both within the congregation and through their ministries in the home, workplace, community and world, and find ways to recognize all these ministries
- Inform the laity of training opportunities for ministry provided by the annual conference and other agencies.

Responsibilities of Lay Member:

- To become knowledgeable about the structure and ministries of the Minnesota Annual conference, The United Methodist Church, and WPGUMC.
- To attend all sessions of the Minnesota Annual Conference
- To interpret the actions of the Minnesota Annual Conference to the WPGUMC congregation, and the needs and concerns of the WPGUMC congregation to the Minnesota Annual Conference.

Length of Commitment: maximum of four years

Time Commitment: Ten to twelve hours each month for regularly scheduled meetings and four days in May or June for the Annual conference, and one pre-conference meeting.

Qualifications and Special Skills:

- Member of WPGUMC and The United Methodist Church for at least two years and active participant for at least four years preceding election.
- Ability to listen to and communicate with persons of all ages.
- Ability to lead others in identifying and pursuing goals.
- Ability to inspire others to be in ministry.
- Commitment to principles of discipleship.

- Desire to participate in discussion and decisions affecting ministry in many communities
- Commitment to and knowledge of WPGUMC ministries.
- Desire to learn about issues and hopes of persons in the community and congregation.

Resources:

- The Book of Discipline of the United Methodist Church
- Official journal and Year Book of the Minnesota Annual conference
- The Buck Stops Here by Mary Logan

Lay Leadership Team

Purpose:

- ...to nominate, annually, a leadership slate for the ministry of WPGUMC.
- ...to provide annual training opportunities for WPGUMC's leaders.
- ...to engage people in ministry based on their personal spiritual gifts.

Responsibilities of Lay Leadership Team:

- Identify, develop, deploy, evaluate, and monitor Christian spiritual leadership for WPGUMC.
- Engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church.
- Develop a ministry identifying spiritual gifts and abilities of the church membership.
- Recommend to the annual church conference the people to serve as leaders of the ministries of WPGUMC.

Responsibilities of Lay Leadership Team members:

- ...committed to grow in faithfulness as a disciple of Christ by:
 - † engaging in the study of God's word,
 - † praying daily for the people and leaders of WPGUMC,
 - † serving at least once each year in an outreach ministry,
 - † practice forgiveness in all relationships as a witness to God's unconditional love, and
 - † regularly attending the weekly worship of the community of faith.
- ...understand the mission & vision of WPGUMC in order to faithfully support the ministry of welcome, invitation, nurture, growth, and service at WPGUMC.
- ...listen faithfully to God and the people of WPGUMC.
- ...attend every meeting or the lay leadership ministry team when in town, unless illness prevents.

Length of Commitment: The membership is divided into three classes; one class will be elected each year to serve a 3 year term.

Time Commitment: Eight 90 minute meetings plus an average of two hours each month to complete assigned tasks.

Team Member Qualifications:

- ...a member of WPGUMC

Chairperson Responsibilities: The chairperson is a pastor assigned to serve WPGUMC

- Lead the lay leadership team to carry out its responsibilities.
- Schedule and lead regular meetings of the team and provide an agenda.

Roles and Responsibilities:

- Attend regularly scheduled meetings of the team throughout the year.
- Determine the diverse ministry tasks of the congregation and the skills needed for leadership.
- Guide the church council on matters regarding the leadership of the congregation.
- Guide the development and training of spiritual leaders.
- Recruit, nurture, and support spiritual leaders.
- Assist the church council in assessing the changing leadership needs of WPGUMC.

Resources:

- The Book of Discipline of the United Methodist Church, paragraph 258.1

Leadership Council

Purpose:

- ... provide for planning and implementing the stewardship ministry of welcome, invitation, nurture, growth, service at WPGUMC by reviewing all proposals for ministry.
- ... provide for the oversight of the organization and management of WPGUMC.
- ... coordinate the pace and flow of ministry activities at WPGUMC so that ministries will complement and cooperate with each other.
- ... discern, design, develop, and annually evaluate the mission and ministry of WPGUMC.
- ... be accountable to and function as the administrative agency of the WPGUMC church conference.

Responsibilities of Leadership Council:

- Elect leaders when vacancies occur between annual church conference meetings.
- Set the annual WPGUMC budget with the guidance of the WPGUMC finance ministry team.
- Recommend to the WPGUMC annual church conference the total clergy compensation, including housing, and salary for staff, with the guidance of the staff-parish relations and finance ministry teams.
- Communicate effectively and in a timely way, all decisions to the people of WPGUMC.
- Provide a regular system for members of the congregation to raise questions, provide ministry initiatives, and openly discuss WPGUMC's mission.
- Any meeting of the council will be clearly announced to the people of WPGUMC, be open to anyone who wishes to attend, and provide an opportunity for the receiving comments or initiatives from the people of the church.

Responsibilities of Leadership Council members:

- ...committed to grow in faithfulness as a disciple of Christ by:
 - † engaging in the study of God's word,
 - † praying daily for the people and leaders of WPGUMC,
 - † serving at least once each year in an outreach ministry,
 - † practice forgiveness in all relationships as a witness to God's unconditional love, and
 - † regularly attending the weekly worship of the community of faith.
- ...understand the mission & vision of WPGUMC in order to faithfully support the ministry of welcome, invitation, nurture, growth, and service at WPGUMC.
- ...listen faithfully to God and the people of WPGUMC.
- ...attend every meeting of the leadership council when in town, unless illness prevents.

Length of Commitment: elected directors and ex-officio members will serve terms of three years, and may not be elected to succeed themselves in the same capacity

Time Commitment: the WPGUMC leadership council shall meet no less than eight times each year. The chairperson, lay leaders, and pastors will be responsible for scheduling an adequate number of meetings during the year so that the ministry of WPGUMC will flourish and remain faithful to God's call. The chairperson or the pastor may call special meetings.

Team Member Qualifications: full members of WPGUMC

Membership of the leadership council:

- Ex-officio, with vote: chairperson and secretary of leadership council, who are nominated by the WPGUMC lay leadership team, and elected by the annual church conference of WPGUMC for three year terms; an assigned representative of finance ministry, staff-parish relations, and board of trustees; lay leaders and clergy.
- Six directors who are members of WPGUMC in good standing to be elected for three year terms so that two directors retire each year.
- Without vote: WPGUMC finance manager
- Directors of the council will reflect a cross-section of WPGUMC to insure that all constituents are properly represented and have a voice in all decisions.

Quorum: the elected members of the WPGUMC leadership council present and voting at any duly announced meeting shall constitute a quorum.

Resources:

- The Book of Discipline of the United Methodist Church, paragraph 251

Staff Parish Relations Team

Purpose: The staff-parish relations team (SPR) works with the clergy of WPGUMC to provide a staff to implement the vision and mission of the church. The team advises and counsels the appointed clergy of the church and promotes communication with members of the congregation.

Responsibilities of Staff Parish Relations Ministry Team:

- Provide an annual evaluation of each pastor
- Communicate and interpret to the congregation the nature and function of ministry in the United Methodist Church
- Develop and approve staff job descriptions
- Recommend staffing needs to the congregation to faithfully carry out the ministry at WPGUMC
- Prepare annual compensation recommendations for the whole staff;
- Reviewing the mission statements and effectiveness of lay staff;
- Consulting with the district superintendent regarding clergy appointments;
- Develop a staff that will effectively lead WPGUMC to fulfill God's vision and mission for this church.
- Work by consensus

Responsibilities of Staff Parish Relations Ministry Team members:

- Commitment to grow in faithfulness as a disciple of Christ by:
 - † engaging in the study of God's word,
 - † praying daily for the people and leaders of WPGUMC,
 - † serving at least once each year in an outreach ministry,
 - † practice forgiveness in all relationships as a witness to God's unconditional love, and
 - † attend the weekly worship of the community of faith unless ill or out of town.
- Understand the mission & vision of WPGUMC in order to faithfully plan and implement the ministry of welcome, invitation, nurture, growth, and service at WPGUMC;
- Listen faithfully to God and the people of WPGUMC in order to discern, design, develop, and evaluate the mission and ministry of WPGUMC;
- Offer opinions and comments on issues raised at the team meetings
- Attend every SPR meeting;
- Interpret SPR decisions to the community of faith;
- Employ your spiritual gifts to build the body of Christ that is WPGUMC.
- Be attentive to issues raised by members of the congregation that have impact on the effectiveness of leadership of the pastors and staff.
- Participate in special projects as needed.

Length of Commitment: 3 years

Time Commitment: Eight two hour meetings each year plus additional tasks as assigned.

Qualifications:

- A member of WPGUMC
- Ability to honor and protect confidential information

Resources:

- The Book of Discipline of the United Methodist Church, paragraph 258.2

Igniting Ministry Team Ministry Team Descriptions (Feb 2008)

PURPOSE OF IGNITING TEAM:

- Create a welcoming & inviting place where all persons experience God's loving grace in the church.
- This team will work together as advocates for outreach, inclusion, and community connectedness.
- This team will also be advocates for the vision, strategy, and educational opportunities with respect to welcoming and inviting (i.e. evangelism) people into the life of WPGUMC
- Subgroups that report to Igniting team include: publicity (to larger community), connecting with new guests, welcoming new members, and hospitality teams.

OVERALL STRUCTURE

- ***There will be One Igniting Team, divided into 5 subgroups.***
 - **Igniting Team (coordination group)**
 - **PURPOSE:** In order to coordinate the different functions, an Igniting Team meeting will occur once a month. This oversight team is primarily responsible for keeping the subgroups working together as a team and communicating necessary information.
 - **WHO IS ON THE TEAM?** At least one member from each subgroup (preferably the chair of the subgroup) will be represented on this team and attend each monthly meeting (or send a representative). There will also be representation on the Igniting Team by one of the pastors.
 - **Igniting Team Subgroups:** publicity, new guest ministries, connection ministries, new member team, and hospitality. (These subgroups will meet as needed.)
- **Structure of the Igniting Team Meeting**
 - Entire team meets once a month
 - 15 minutes – devotional/Bible study
 - 15-30 minutes – sharing important ministry news between subgroups
 - 45 minutes – work as a “think tank” for subgroups to assist with ministry needs (especially with respect to coordination among subgroups)
 - Subgroups will meet as needed.
- **How long will I be asked to serve?**
 - Eventually, we would like to have people interested in volunteering for a multiple year term (like SPR, Finance, Trustees, etc). However, as the group gets started, people will have the option of volunteering for 1-3 years.

Publicity Team

- **Purpose**
 - To be a creative, strategic team that establishes and oversees church publicity that goes out to the larger community.
 - To advocate for important community event participation that would help WPGUMC gain visibility in the community (e.g. Woodbury Days)
- **Responsibilities**
 - To develop creative approaches for general publicity (e.g. newspaper ads, phone books, website design, community mailings, etc.) and seasonal publicity (e.g. Christmas, Easter, back-to-school, and summer worship in the grove)
 - Coordinate community publicity for church events
 - Advocates for community outreach ideas: e.g. Woodbury Days, etc.
- **Connections with other Ministry Teams & Staff**
 - Checking in with all groups about news that is good for publicity!
 - Will work directly with staff person responsible for communications.
- **Volunteer Info – Time and Numbers**
 - 5-6 members who serve on the team.
 - One person will chair the team and attend the monthly Igniting Team meeting. (All members are welcome to attend the monthly Igniting Team meetings.)
 - Time commitment – 1x month meeting, plus additional time as needed for special projects.
 - Team will work with staff liaison for communications.
 - Certain team members should have experience and/or creative skills needed for publicity work

New Guest Ministries

- **Purpose**
 - To provide a warm hospitality environment for new guests.
 - To identify (& create systems that identify) & welcome new guests.
- **Responsibilities**
 - Design and organize the Welcome/Information Desk to be operational and welcoming (including oversight of desk renovation).
 - Provide materials for gift bags. (working with greeters on this)
 - Provide follow up calls/letters/cards with guests.
- **Connections with other Igniting Team Subgroups & Staff**
 - Relay info about guests to Connections Team & staff.
 - Link with greeters: regarding new guests hospitality.
 - Will work directly with the associate pastor.
- **Volunteer Info – Time and Numbers**
 - 4-6 people (expand as needed)
 - Check the friendship notebooks after worship and follow up within a few days with guests.
 - Meet as needed to care for new guest ministry needs.

- One person will chair the team and attend the monthly Igniting Team meeting. (All members are welcome to attend the monthly Igniting Team meetings.)

Connecting Ministries

- **Purpose**
 - Connect people (both guests AND members) into ministry areas and small groups
- **Responsibilities**
 - Work with pastor regarding Connections Sundays (1 Sunday per month; workshops designed to share information about the ministries of WPGUMC and how people can get involved)
 - Basic invitations for guests to attend connection events.
 - Follow up with people who attended connection events
- **Connections with other Igniting Team Subgroups & Staff**
 - Work directly with new guest team – sharing names
 - Share interested names also with new member team
 - Connect new folks with appropriate ministry areas
 - Will work directly with the associate pastor
- **Volunteer Info – Time and Numbers**
 - 3-5 people (expand as needed)
 - the team will meet as needed in order to organize, and follow up on connection events
 - time needed to host connection classes: includes extending invites and follow ups, along with preparing materials needed for connection classes (both handouts and any goodies to eat)
 - One person will chair the team and attend the monthly Igniting Team meeting. (All members are welcome to attend the monthly Igniting Team meetings.)

New Member Team

- **Purpose**
 - Help organize new member classes and provide hospitality for new members.
 - The New Member Class is currently a 1 day session (12:30-3pm). We then welcome new members during worship services on Sunday morning. There are approximately 3-4 new member Sundays per year.
- **Responsibilities**
 - Assist with registration and promotion of new member classes
 - Send out invitations for new member classes
 - Prepare & host lunch for new member class
 - Work with pastors regarding content/materials for new member classes
 - Prepare hospitality for new member Sundays (may include sponsors, and picture boards for new members, and refreshments as needed.)

- **Connections with other Igniting Team Subgroups & Staff**
 - Receive names from Connections team regarding interested new members
 - Share ministry interests from new members with appropriate groups
 - Coordinate new member Sunday with hospitality team
 - Will work directly with the associate pastor
- **Volunteer Info – Time and Numbers**
 - 4 people (expand as needed)
 - meet as needed to care for team responsibilities
 - One person will chair the team and attend the monthly Igniting Team meeting. (All members are welcome to attend the monthly Igniting Team meetings.)

General Hospitality Ministries

- **Purpose**
 - Oversee ongoing hospitality ministries that provide a welcoming atmosphere for all people
- **Responsibilities**
 - Provide coordination of ushers, greeters, and Just Café ministries
 - Provide training and recruitment opportunities for volunteers Specific responsibilities TBD as the team sets up
 - May also expand to coordinating fellowship events (e.g. potlucks)
- **Connections with other Igniting Team Subgroups & Staff**
 - Coordinate with new guest team regarding greeting ministry needs
 - Coordinate with connections and new member team for new recruits
 - Coordinate with new member team regarding hospitality on New Member Sundays
 - Will work with the associate pastor
- **Volunteer Info – Time and Numbers**
 - 3-5 people overseeing the hospitality ministry area
 - dozens and dozens of volunteers engaged in the front lines of hospitality!

One person will chair the team and attend the monthly Igniting Team meeting. (All members are welcome to attend the monthly Igniting Team meetings.)

Library Ministry

Purpose: to encourage or to continue spiritual and faith formation for members of the merged community by use of various media resources.

Responsibilities of the Library Ministry Board:

- ...to develop a library mission statement or vision.
- ...to develop policies for library operation.
- ...to plan a library budget, or wish list.
- ...to develop a donation policy.
- ...to plan promotional activities.
- ...to plan for recruitment of volunteers.

Responsibilities of Members of the Library Board:

- Process materials.
- Enter titles into data base.
- Shelf materials.
- Keep library in order.
- Weed books and materials to keep library in order.
- Participate in promotional activities.
- Acknowledge gifts.
- Possibly staff library when open.

Length of Commitment: 2 years

Time Commitment:

- Quarterly meetings.
- Work a weekly period in the library.
- Participate in promotional activities as needed.

Compassion & Justice Ministry

Mission Statement for Compassion & Justice Team:

To encourage the development of all people as fully devoted followers of Jesus Christ by assisting them in actively manifesting the love of God and neighbor through service to others with spiritual, emotional, physical or material needs while fostering true community among all God's children and advancing the dignity of all people of the world.

Responsibilities of the Team:

- Identify, organize and/or promote opportunities for hands-on service in the local community & beyond in a wide variety of settings and ways;
- Identify and promote opportunities to share financial resources with compassion projects meeting the needs of people around the world;
- Identify, organize and/or promote opportunities for people to advocate for just, fair and equitable economic and political systems at home and abroad.

Responsibilities of the Team Members:

- Attend monthly team meetings, held 1st Monday, 6:30-8:30 pm
- Take an active role in supporting and promoting one or more compassion and/or justice projects supported by WPGUMC.
- Help identify people in the congregation who have gifts for leadership in the area of Compassion & Justice and work to engage them in this ministry area.

Length of Commitment & Time Commitment:

Three year term of service if possible, with annual renewal option. Time commitment varies depending on how many projects or programs a person is involved with. On a routine basis the commitment is to one meeting a month.

Child Care Ministry Team

Purpose Statement

The Child Care Team is to oversee the children's programs of WPGUMC, providing a service to Woodbury/Cottage Grove and the surrounding communities by providing high quality loving care for children coming into the weekday and weekend programs of the church. The team will ensure that children participating in the programs will experience learning and nurturing in a Christian environment.

Responsibilities of the Team:

- Shall write job descriptions, describe qualifications, interview and select employees for the Weekday programs, prepare and review personnel policies, And support the Christian Education Director with recruiting and screening volunteers for the weekend programs.
- Shall prepare the budgets, plan for fund raising, grant writing, or other sources of income and recommend the fee schedule (for the Weekday programs) and budget to the Leadership Council.
- Shall prepare and review policies for enrollment, calendar, and administrative functions.
- Shall review curriculum content as presented by the teachers or the Directors and maintain consistency with the philosophy of the weekday programs and the church's educational ministry.
- Shall plan and develop ways to publicize the programs for children
- Shall plan ways to show appreciation to teachers/ leaders

Responsibilities of Team Members:

- Attend and participate in the meetings throughout the year
- Lend support by attendance, sharing ideas, helping with fundraisers, research and legwork on specific agenda items.

Length of Commitment:

Two years

Time Commitment:

6 to 8 two hour meetings a year + 4-6 hours for additional projects by the team.

Student Ministry Teams: FROG—Junior High, JOLT-Senior High

Purpose Statement for the Team

We are a committed adult community using our gifts to care for students in relational and incarnational ministry so they will know and experience the love of Jesus.

Responsibilities of the Team

- Implement weekly programming in small group ministry using curriculum provided, and individual spiritual gifts.
- Provide leadership to students in small groups and large groups settings
- Support each other with feedback as needed

Responsibilities of Team Members

- Be consistent in their attendance and leadership
- Keep in contact with the Student Ministry director for support
- To keep these 5 values in mind as they minister to students during their small groups and large group gatherings

- † **JH and SH STUDENTS MATTER TO GOD**

- † Every student has an important life story

- † Being Biblically centered

- † Worship enjoyment

- † Welcoming all friends

- † Valuing people over programming

- † Discipleship development

- † Students are changing socially, emotionally, relationally, physically and spiritually throughout adolescence

Length of Commitment

- August training sessions & planning
- Weekly, or twice a month commitments, from September Through April (Junior High) or September through May (Senior High)
- Attend Quarterly Recharge and Renew meetings (3 total)

Time Commitment

- Junior High 6:30-8:00 PM, Weekly or switch with Co-Leader
- Senior High 7:00-8:30 PM, Weekly, or switch with Co-Leader

Other Volunteer Ministries

Ambassadors – contacting WPGUMC Sunday morning guests by phone or a short door-step visit to their home to welcome, answer questions, and offer information about the church.

Helping Hands Ministry – providing hot meals for individuals and families 2-3 times per week during a time of personal crisis.

Financial Secretaries – count, total and record Sunday morning donations for the financial manager and deposit all contributions in the bank the day of the offering.

Pathways to Faith – periodic workshop for guests interested in learning more about WPGUMC; involves hosting, serving a meal, engaging in conversation with guests, etc.

Prayer Chain – weekly opportunity to join with others from WPGUMC to ask God's blessing on specific individuals within the church who have asked for prayer support as they face a transition or issue in their life.

Red Cross Bloodmobile – coordinate bi-monthly blood drives at WPGUMC on the Woodbury campus; provide hospitality for donors and Red Cross workers.

Sunday Morning Coffee Fellowship – serving refreshments in the plaza between Sunday worship and education activities; involves preparation before Sunday schedule begins and clean-up during third round of worship/education.

Sunday Morning Hospitality: Greeters and Ushers – **greeters** offer a word of welcome as people enter the building on Sunday morning and invite everyone to wear a nametag; **ushers** welcome people to the worship center, offer a copy of the OUTLOOK, and, if needed, help people find a place to sit.

REVISED 12/17/09