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MINISTRY COMMITTEE POSITIONS AT FIRST UMC, SIOUX CITY A Brief Description of Responsibilities

We have a Unified Meeting night where all regularly scheduled committees (except Staff Parish) meet on the *Fourth Tuesday* of the month from 7:00 p.m. - 8:00 p.m., with Administrative Council following at 8:00 p.m. Also, the committees only meet as necessary, so there may be some months that they will not meet.

ADMINISTRATIVE COUNCIL (*Regular meeting, 4th Tuesday, 8:00 p.m.*) - Responsible for overall management of the congregation's ministries. Initiates planning, receives reports, sets objectives and goals, authorizes action and expenditures of funds, determines church policy, evaluates the church's ministries, reviews the state of the church.

STAFF-PARISH RELATIONS COMMITTEE (*Regular meeting, 2nd Wednesday, 7:00 p.m.*) - Supervises and evaluates the work of all paid church staff members (Pastor(s), office secretary, custodian, organist, music personnel). Assists staff members in prioritizing their tasks and scheduling their time. Acts as a communicator and interpreter of concerns, needs, and feelings between the staff members and the congregation. Initiates salaries of staff members annually. Evaluates pastoral performance and makes recommendations annually to the District Superintendent about the pastors' re-appointment.

FINANCE COMMITTEE (*Regular meeting - 4th Tuesday, 7:00 p.m.*) - Promotes responsible stewardship of time, talents, gifts, and service. Responsible for compiling and proposing the annual operating budget of the church, with input from persons and groups who have budget askings.

TRUSTEES (*Regular meeting - 4th Tuesday, 7:00 p.m.*) - Responsible for the management and supervision of all property of the congregation. Cares for maintenance, insurance, repairs, new construction, remodeling, security, building use policy, and custodial staff and supplies. Responsible for all bequests left to the church.

ENDOWMENT FUND COMMITTEE (*Meet as needed*) - Oversee the investment and use of the church's Endowment Fund and the interest accumulated from the Fund.

NOMINATIONS COMMITTEE (*Meet in November &/or December for one or two meetings*) - Primarily responsible for recruiting and nominating members of the congregation to serve in the many leadership positions in the church. Seeks to enable as many church members as possible to find fulfillment through their service to the church.

EDUCATION COMMITTEE (*Regular meeting - 4th Tuesday, 7:00 p.m.*) - Responsible for planned and organized Christian Education Programs for all ages in the church, including Church School, JAMZ, Youth Fellowship, Camps, Vacation Bible School, and Christian Education activities. Enlists, trains and supports the Education Staff. Obtains and cares for materials and equipment in the Education Department. Promotes higher education.

HIGHER EDUCATION COMMITTEE (*Regular meeting - 4th Tuesday, 7:00 p.m.*) - They organize ways to care for the post-high school youth of our church who are away at college, often through mailings.

MEMORIAL COMMITTEE (*Meet as needed*) - Responsible for the overseeing of memorial funds left to the church. Duties include finding appropriate memorials for the church as well as contacting loved ones about ideas.

MISSIONS / CHURCH AND SOCIETY COMMITTEE (*Regular meeting - 4th Tuesday, 7:00 p.m.*) - Advocates and promotes the mission program of the United Methodist Church, locally and worldwide. Informs and educates the congregation about missions. Provides opportunities for financial giving to missions.

WORSHIP COMMISSION (*Regular meeting - 4th Tuesday (usually every other month), 7:00 p.m. -*) - Cares for the worship life of the congregation, in cooperation with the pastors and music staff. Oversees the settings of worship, worship schedules, studies of worship by the congregation, lay participants in worship, the Christmas sanctuary decorating, and content as well as planning for events throughout the church liturgical year.

COMMUNION STEWARDS (*Meet as needed*) - Prepare and help the pastors administer Communion at the worship services. Communion is currently planned to be offered every other month.

Please respond by Sunday, January 9, 2011

I realize that while God knows all of my thoughts and my talents, that other people cannot read my mind. I am interested in serving God and my church through the following Committee(s):

- _____ - Administrative Council
- _____ - Staff-Parish Relations Committee
- _____ - Finance Committee
- _____ - Trustees
- _____ - Endowment Fund Committee
- _____ - Nominations Committee
- _____ - Education Committee
- _____ - Higher Education Committee
- _____ - Memorial Committee
- _____ - Missions / Church and Society Committee
- _____ - Worship Commission
- _____ - Communion Stewards

Name _____ Phone # _____

Street _____

City _____ State _____ Zip Code _____

You may respond by placing this in the offering plate, mailing it back to the church (1915 Nebraska, 51104), e-mailing your desire (scfirst@msn.com) or telephoning the church office (258-0119).