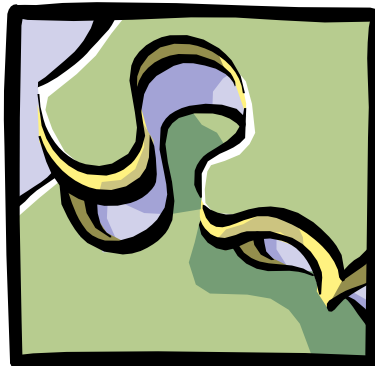


Leadership for Ministry and Mission



Leadership, Structure and Policy Manual for Skyline United Methodist Church Fall 2003



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Spirits on Fire with Contagious Enthusiasm for Christ

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What We Believe

**Underlined Statements come from the text of the Christian Creed known as the Apostles' Creed.
All Scripture quotations taken from the New Living Translation of the Bible, unless otherwise noted**

We believe in God the Father Almighty, the Creator of heaven and earth... You alone are the Lord. You made the skies and the heavens and all the stars. You made the earth and the seas and everything in them. **You preserve and give life to everything**, and all the angels of heaven worship you. (Nehemiah 9:6)

...and in Jesus Christ, His only Son, our Lord... For God so loved the world that he gave his only Son, so that everyone who believes in him will not perish but have eternal life. (John 3:16)

...Who was conceived by the Holy Spirit, born of the virgin Mary... Mary asked the angel, "But how can I have a baby? I am a virgin." The angel replied, "**The Holy Spirit will come upon you, and the power of the Most High will overshadow you.** So the baby born to you will be holy, and he will be called the Son of God. (Luke 1:34-35)

...suffered under Pontius Pilate, was crucified, died, and was buried. But they kept urgently demanding with loud shouts that [Jesus] should be crucified; and their voices prevailed. **So Pilate gave his verdict that their demand should be granted.** (Luke 23:23-24, NRSV)

The third day He rose again from the dead... I passed on to you what was most important and what had also been passed on to me—that Christ died for our sins, just as the Scriptures said. **He was buried, and he was raised from the dead on the third day, as the Scriptures said.** (1 Corinthians 15:3-4)

...He ascended into heaven, and sits at the right hand of God the Father Almighty... So then the Lord Jesus, after he had spoken to them, was taken up into heaven and sat down at the right hand of God. (Mark 16:19)

...from thence He shall come to judge the living and the dead. And just as it is destined that each person dies only once and after that comes judgment, so also Christ died only once as a sacrifice to take away the sins of many people. **He will come again but not to deal with our sins again. This time he will bring salvation to all those who are eagerly waiting for him.** (Hebrews 9:27-28)

I believe in the Holy Spirit... But the Advocate, **the Holy Spirit, whom the Father will send in my name, will teach you everything**, and remind you of all that I have said to you. (John 14:26)

...the holy catholic [or universal] church... Now, dear brothers and sisters, I appeal to you by the authority of the Lord Jesus Christ to stop arguing among yourselves. **Let there be real harmony so there won't be divisions in the church.** I plead with you to be of one mind, **united in thought and purpose.** 1 Cor. 1:10

...the communion of saints... [Christ] will take these weak mortal bodies of ours and change them into glorious bodies like his own, using the same mighty power that he will use to conquer everything, everywhere. (Philippians 3:21)

...the forgiveness of sins... If we confess our sins, [Christ] who is faithful and just will forgive us our sins and cleanse us from all unrighteousness. (1 John 1:9)

...the resurrection of the body... We know that **the same God who raised our Lord Jesus will also raise us with Jesus** and present us to himself along with you. (2 Corinthians 4:14)

...and the life everlasting. It is God who saved us and chose us to live a holy life. ...And now he has made all of this plain to us by the coming of **Christ Jesus, our Savior, who broke the power of death and showed us the way to everlasting life** through the Good News. (2 Timothy 1:9-10)

Our Vision

Spirits we recognize ourselves as spiritual beings, with spiritual needs and hungers

On Fire our hearts blaze with love for the world and gratefulness to Jesus for saving us

with contagious we spread the Good News with everyone we know and meet

Enthusiasm we share an excitement that comes from the Holy Spirit in our hearts

for Christ we do everything for Jesus Christ, our Center, Our Lord, and our All.

Our Mission

Go and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit. Teach these new disciples to obey all the commands I have given you. Matthew 28:19-20

When God gives the word, don't be afraid to launch. God created you for a purpose. Find it. Live it.



Make time for prayer and God's Word to nourish your faith. Join a small group and stoke the fire.



Invite a friend or even a stranger to a life-changing experience of Christ. (Or take God's hand and explore a new avenue of faith for yourself.)

Learn a new name (and perhaps a new story) and make someone feel welcome. Go the extra mile.

Skyline UMC Church Structure

Methodist Discipline requires that United Methodist Churches organize to facilitate Nurture, Outreach and Witness to the local and global community. The basic organizational plan for all United Methodist Churches includes:

1. Charge Conference
2. Church Council (the executive agency of the Charge Conference)
3. Committee on Staff-Parish Relations (SPRC)
4. Board of Trustees
5. Committee on Finance
6. Committee on Lay Leadership (formerly Nominations & Personnel)

Charge Conference

The **membership of the Charge Conference are the members of the Church Council**. The district superintendent fixes the time of the Charge Conference and presides at the meeting (or designates an elder to preside). This meeting is held at least annually, or at the discretion of the district superintendent, after consultation with or in response to a request by the pastor of the charge.

The **primary responsibilities of the charge conference** are to evaluate the mission of the church and to adopt goals recommended by the church council. The charge conference also:

1. examines and recommends to the district committee on ordained ministry candidates for ordination or for a church-related vocation
2. reviews the annual progress of all lay speakers and recommends them for continuation
3. sets the compensation for the pastor and other staff appointed by the bishop
4. receives and acts on the annual report of the pastor concerning membership rolls
5. elects upon recommendation of the committee on lay leadership at least the following:
 - a. chairperson of the church council (lay leader(s))
 - b. the committee on lay leadership
 - c. the committee on staff-parish relations (SPRC) and its chair
 - d. the committee on finance and its chair (including the treasurer and financial secretary if not employees of the church)
 - e. the board of trustees (which elects its own chair)
 - f. the lay member(s) of the annual conference

The charge conference **may be convened as a church conference**, extending the vote to all local church members present at the meeting, if authorized by the district superintendent. Any one of the following may request (in writing) the district superintendent convene a church conference:

1. the pastor
2. the church council
3. 10% of the membership of the local church

Skyline Church holds our annual charge conference in June. The pastor makes a written request to the District Superintendent to hold the meeting as a Church Conference.

Special sessions may be called by the District Superintendent after consultation with the pastor of the charge, or by the pastor with written consent of the district superintendent. The purpose of such special session shall be stated in the call, and only such business shall be transacted as is in harmony with the purposes stated in the call.

Notice of time and place of a regular or special session of the Church Conference shall be given at least ten days in advance by two or more of the following: from the pulpit of the church, in its weekly bulletin, a local church publication, or by mail.

Church Council

The church council **envisions, plans, implements, and annually evaluates the mission and ministry of the church**, functioning as the administrative agency of the charge conference. It must meet at least quarterly. The senior pastor(s) and lay leader(s) serve as co-chairs, and may call special meetings. The council follows the Discipline recommendation that it use a consensus/discernment model of decision making. The members present and voting at any duly announced meeting constitute a quorum.

The Council will through prayer and Bible study discern whether the operations, groups, teachings and efforts of Skyline church remain true to God's word. The Council will make all decisions through prayerful consensus, communicating as one what seems good to the Holy Spirit and to the Council (Acts 15:28).

The Council will monitor pathway ministry progress toward fulfilling the mission and ministry of the church. Council members will mentor pathway ministers and staff, coordinating their efforts as necessary to support Skyline's mission and ministry. Other responsibilities of the council include:

1. review the membership
2. fill interim vacancies among the lay officers between charge conference sessions
3. establish the budget on recommendation of the committee on finance
4. recommend to the charge conference the salary and housing for pastors and staff after receiving a recommendation from the SPRC

Council & Pastors

The Council behaves as a true team, where each member is accountable to the whole and committed to the mission statement for this Council. Decisions will be made using the Quaker method of consensus, which requires each person on the team to participate actively in discerning God's will. Decisions reached by the Council will be made public as such – i.e., the decision will be attributed to the Council, and not to any one member or subgroup of the Council.

All teams have a coach. That leadership responsibility will be shared by the senior pastor and the lay leader. It shall be the responsibility of these leaders to:

- handle or assign the administrative tasks associated with the Council
- lead or assign leadership for each Council meeting
- lead in the establishment of Council meeting agendas
- lead the Council in reaching consensus decisions at the appropriate time

In the Council structure, lines of authority can be thought of in terms of a web of strands that connects each individual member to every other member. Each member is accountable to and responsible for all other members.

Quaker Consensus

Listening is at the very heart of Friends' faith and practice. By listening to the divine in ourselves and in each other, Friends are better prepared to find God's will. **Friends should not listen for the most convincing argument but for the greater understanding to which each contributes and to which each may assent.**

Unity requires active participation: where there is division over an issue, it is especially important for everybody to be heard. When Friends withhold expressions of dissent in the interest of avoiding controversy, the unity that results is spurious. The collective wisdom of the Meeting can be realized only to the extent that all participate in seeking it.

In a Quaker meeting, **silence is allowed after each contribution** to allow it to be fully absorbed and to allow subsequent contributions to flow from a grounded state.

It is the task of the clerk-or facilitator-to **ensure that all voices are heard and listened to**. There need be no competition to be allowed to speak.

The Quaker Clerk attempts periodically to **summarize the state of the collective perception** as the decision making process evolves. This is a way of testing the degree of convergence and divergence of perceptions and revealing where the picture is still less than clear.

In Quaker experience, **it is possible for all to unite in a decision, even when some have reservations**. A united Meeting is not necessarily of one mind but it is all of one heart.

Relationship of Council to Pathway Ministers

The Council, in keeping the vision of Skyline UMC, provides direction, guidance and support to the Pathway ministers and staff as they carry out the implementation of the vision:

1. The Council establishes the role and mission of each Pathway to support the overall mission of Skyline UMC, including assigning new ministries to an appropriate Pathway.
2. The Council ensures that Pathway ministers are educated and trained to understand the vision and strategic plan of Skyline UMC and the way in which each Pathway fulfills that vision and plan.
3. The Council reviews Pathway annual goals and action plans to ensure that implementation of programs adequately and faithfully support the mission and vision of Skyline UMC.
4. The Council provides guidance and redirection to ensure the actions and decisions of Pathways are in alignment with the mission and vision.
5. The Council provides opportunities for Pathway ministers and staff to communicate and work harmoniously together in keeping their day to day work a unified reflection of God's purpose for Skyline Church.

Council members act as mentors to support staff and Pathway ministers in their roles. Each Council member has one or more Pathway ministers or staff for which he/she is a liaison and mentor.

1. Designated Council members provide guidance and consultation to each Pathway through regular contact with the Pathway minister or staff member and review of monthly activity reports.
2. The Council Liaison assists Pathway ministers and staff in resolving problems or concerns.
3. The Council liaison, in consultation with the Pathway Minister, determines matters which need to be brought to the attention of the full Council.
4. The full Council will discern whether actions and decisions of Pathways require guidance or redirection.
5. Council decisions regarding Pathway alignment with the vision and mission of Skyline UMC carry the authority of the Church Conference.

Council Member Qualifications (based on 1 Timothy 3:2-7)

1. Good reputation; worthy of respect; lead by example, free of addictions and excesses
2. Generous; not stingy or greedy for gain
3. Faithful to marriage and family
4. Well respected by those outside the church
5. Maturing spiritually; not a new Christian
6. Member of Skyline UMC at least one year
7. Able to teach and communicate
8. Self controlled and hospitable
9. Earnest wholehearted follower of Christ, who is the source of his or her faith
10. Desire to be just, fair and impartial based on Scriptural principle
11. Willing to commit to a team process of consensus and dialogue
12. Willing to be a servant; not prone to force opinions on others

Council Member Responsibilities

1. Be available for team meetings.
2. Attend worship services on a regular basis.
3. Be available to help serve monthly communion services.
4. Pray habitually for the pastors, team members, staff and congregation.
5. Encourage, care for, and challenge the pastor(s), staff and other team members.
6. Be willing to share your teaching or other spiritual gifts with the congregation.
7. Financially support our church by giving at least a tithe or strive to be a tither by regular increases in giving.
8. Participate in the shepherding of the congregation by helping the church to stay focused and on target and to positively communicate the vision and values of our church.
9. Participate in our church's small group programs.
10. Strive to follow the Quaker model of consensus building.

Council Nomination Process

1. The Lay Leadership Team consults with the Council to discern potential nominees.
2. The Lay Leadership Team invites potential nominees to prayerfully consider service on the Council, including self-evaluation of qualifications.
3. The Council invites potential nominees to a dialogue about member responsibilities, the Council process and the unique gifts of the potential nominee in order to discern God's leading about the nomination. The Vice-Chair of the Lay Leadership Team will be invited to this dialogue process.
4. The Lay Leadership Team will make the final nomination of Council members to the Church Conference based on the input of the potential nominees and the Council.
5. Any church member who is nominated and seconded for Council membership during a Church Conference will undergo this same discernment process (steps 2-4 above) before a vote of the members for Council membership at a subsequent special or regular Church Conference.

Council Member Term of Service

The Church Conference will elect all lay Council members (excluding Lay Leader(s)) to serve a one-year renewable commitment, up to a maximum of seven continuous years of service. The Church Conference may extend this maximum service to serve the needs of the church. This service commitment is subject to annual review, recommitment, and reaffirmation at Church Conference. Council members will complete an annual self evaluation before committing to continued service on the Council.

The Pastor(s) and Lay Leader(s) will serve as de facto members and co-chairs of the Council. Lay Leaders will serve a three-year commitment, after which they may serve another year as a Council member before rotating off of the Council for at least one year. Besides the Pastors, the Council membership will include a minimum of six lay members, but no more than ten lay members (including the Lay Leader(s)).

Questions for Renewal of Term of Service

As each member prayerfully considers the continuation of service on the Council, the following questions are worthy of consideration and reflection.

- Is there joy in serving as a member of the Council?
- Are you fulfilling your responsibilities as a Council member?
- Is your family supportive of your continued service?
- Are you practicing the spiritual disciplines: prayer, scripture reading and study, communion, witnessing, seeking forgiveness, compassionate caring for people
- Do you have an ongoing conflict with another member or Pastor? Have you followed the principle of Mathew 18 for resolving the conflict?
- Are you tithing or striving to become a tither?
- Do you believe it is God's will for you to continue serving as a member of the Council?

Pathway Ministry Team

Charter: To be accountable to the Church Council for implementing the mission of the church articulated in the Strategic Church Plan, the vision, and the fiscal responsibility required by the United Methodist Church.

To work together leading Skyline's ten pathway ministries at Skyline. Pathways include:
Communications, Worship and Evangelism to Reach Disciples of Christ;
Caring and Facilities to Welcome Disciples of Christ;
Education, Small Groups and Staffing/SPRC to Equip Disciples of Christ;
and Missions and Stewardship to Send Disciples of Christ.

To offer support to each other in overcoming the challenges presented in implementing the strategic plan.

To work with the Lay Leadership Team to identify Skyline members who can serve in the ministry and leadership of each of the Pathways.

Develop & adapt the Strategic Church Plan to keep it a living document guiding the Church.

Coordinate all Pathway activities to ensure they are operating in concert with each other.

Will be convened by the Pastor(s) and Lay Leader(s).

Report to the Church Conference annually and the Council on a monthly basis on the progress of and modifications to the Strategic Church Plan.

Review and approve detailed Pathway plans.

Allocate financial (budget) and volunteer resources among the pathways in a way that maximizes progress towards the Strategic Church Plan.

Work with other team members and other teams in the spirit of love and respect as taught to us by Jesus Christ.

Membership: The Pastor(s), the Lay Leader(s), the Pathway Ministers elected by the Church Conference. The Pathway Ministers will serve a term of three years and be chosen from the pool of active members.

Definition of Terms

Believer: A person engaged in his/her journey of faith, who has publicly professed his/her faith in Jesus Christ.

Churched: A person currently active in organized religion. This person may or may not have professed his/her faith in Jesus Christ.

Pathway: A stream of work integral to achieving the vision of the church and aligned with the strategic plan of the church: Worship, Communications, Evangelism, Facilities, Caring, Education, Small Group, Staffing, Stewardship, and Missions.

Pathway Minister: Person nominated by the Lay Leadership Team and elected at the annual Church Conference, responsible for leading development and implementation of a pathway outlined by our strategic plan.

Pathway Ministry Team: A team consisting of the ten Pathway Ministers, Pastor(s), and Lay Leader(s), responsible for coordinating the activities of the pathways and working in accord towards the future state.

Program: An event or ministry organized by a person or team of people to meet the needs of a large group of people either within or outside the church.

Seeker: A person not currently active in organized religion yet interested in spiritual growth.

Small Group: A Christian small group is an intentional, face-to-face gathering of several (typically 2-12) people on a regular time schedule with a common purpose of discovering and growing in the possibilities of the abundant life in Christ.

Roberta Hestenes

Spiritual Gifts: The God-granted skills and abilities used to further God's kingdom on earth.

Strategic Church Plan: The agreed upon direction of our church expressed in terms of a vision, future state, and pathways.

Unchurched: A person not currently active in organized religion. This person may or may not be interested in spiritual growth.

Pastor

From *The Discipline*, ¶ 330. **Definition of a Pastor**—A pastor is an ordained elder, probationary deacon (according to 1992 Book of Discipline) or licensed person approved by vote of the clergy members in full connection and may be appointed by the bishop to be in charge of a station, circuit, cooperative parish, extension ministry, ecumenical shared ministry, or to a church of another denomination, or on the staff of one such appointment.

From *The Discipline*, ¶ 331. **Performance Evaluations**—Persons serving as pastors of congregations shall be evaluated in part on the basis of the following list of responsibilities and duties:

Responsibilities and Duties of a Pastor—The pastor(s) shall oversee the total ministry of the local church in its nurturing ministries and in fulfilling its mission of witness and service in the world by: (1) giving pastoral support, guidance, and training to the lay leadership in the church, equipping them to fulfill the ministry to which they are sent as servants under the Lordship of Christ; (2) providing ministry within the congregation and to the world; (3) ensuring faithful transmission of the Christian faith; and (4) administering the temporal affairs of the congregation. In the context of these basic responsibilities, the pastor shall give attention to the following specific duties:

1. Ministering Within the Congregation and to the World—

- a) To preach the Word, oversee the worship life of the congregation, read and teach the Scriptures/ and engage the people in study and witness.
- b) To administer the sacraments of baptism and the Lord's Supper and all the other means of grace. It shall be the duty of all appointed pastors, before baptizing infants or children, to prepare the parents and sponsors by instructing them concerning the significance of Holy Baptism, the responsibilities of the parents and the sponsor(s) for the Christian training of the baptized child, and how these obligations may be properly discharged (see ¶ 225.1). All appointed pastors may select and train lay members with appropriate words and actions to immediately deliver the consecrated communion elements to members confined at home, in a nursing home, or in a hospital.
- c) To encourage reaffirmation of the baptismal covenant and renewal of baptismal vows at different stages of life. The practice of re-baptism does not conform with God's action in baptism and is not consistent with Wesleyan tradition and the historic teaching of the church. Therefore, the pastor should counsel any person seeking rebaptism to participate in a rite of re-affirmation of baptismal vows.
- d) To give oversight to the total educational program of the church and encourage the distribution and use of United Methodist literature in each local church.
- e) To provide leadership for the funding ministry of the congregation and to encourage giving as a spiritual discipline.
- f) To lead the congregation by teaching and example in a ministry with people with disabilities.
- g) To be involved and to lead the congregation in evangelistic outreach that others might come to know Christ, be baptized, and become members.
- h) To encourage people baptized in infancy or early childhood to make their profession of faith after instruction so that they might become professing members of the church.
- i) To perform the marriage ceremony after due counsel with the parties involved. The decision to perform the ceremony shall be the right and responsibility of the pastor. Qualifications for performing marriage shall be in accordance with the laws of the state and The United Methodist Church.
- j) To counsel those who are under threat of marriage breakdown and explore every possibility for reconciliation.
- k) To counsel bereaved families and conduct appropriate funeral and memorial services.
- l) To counsel with members of the church and community concerning military service and its alternatives.
- m) To counsel persons struggling with personal, ethical, or spiritual issues.

- n) To visit in the homes of the church and community, especially among the sick, aged, and others in need.
- o) To participate in community, ecumenical, and interreligious concerns and to lead the congregation to become so involved through ministries of service and advocacy, relevant to specific and diverse community contexts; and to pray and labor for the unity of the Christian community.
- p) To search out from among the membership and constituency men and women for pastoral ministry and other church-related occupations; to help them interpret the meaning of the call of God; to advise and assist when they commit themselves thereto; to counsel with them concerning the course of their preparation; and to keep a careful record of such decisions.
- q) To give diligent pastoral leadership in ordering the life of the congregation for discipleship in the world.

2. Equipping and Supervising—

- a) To give diligent pastoral leadership ordering the life of the congregation for nurture and care.
- b) To offer counsel and theological reflection in the following:
 - 1) The development of goals for fulfilling the missions of the congregation, the annual conference, and the general Church.
 - 2) The development of plans for implementing the goals of the congregation and a process for evaluating their effectiveness.
 - 3) The selection, training, and deployment of lay leadership within the congregation and the development of a process for evaluating lay leadership.
- c) To lead the congregation in experiencing the racial and ethnic inclusiveness of The United Methodist Church and to help prepare it for participation in the itineracy of all ordained men and women.
- d) To participate in denominational and conference programs and training opportunities and to seek out opportunities for cooperative ministries with other United Methodist pastors and churches.
- e) To be willing to assume supervisory responsibilities within the connection.
- f) To lead the congregation in the fulfillment of its mission through full and faithful payment of all apportioned ministerial support, administrative, and benevolent funds.

3. Administration—

- a) To be the administrative officer of the local church and to assure that the organizational concerns of the congregation are adequately provided for.
- b) To be responsible for the process of goal setting and planning through which the laity take responsibility for ministry in the church and in the world.
- c) To administer the provisions of the Discipline and supervise the working program of the local church.
- d) To give an account of their pastoral ministries to the charge and annual conference according to the prescribed forms. The care of all church records and local church financial obligations shall be included. The pastor shall certify the accuracy of all financial, membership, and any other reports submitted by the local church to the annual conference for use in apportioning costs back to the church.

Lay Leader

From *The Discipline*, ¶ 250. *Duties of Leaders and Members*—1. Out of the general ministry of each local church (¶ 126), there shall be elected by the charge conference a **lay leader** who shall function as the primary lay representative of the laity in that local church and shall have the following responsibilities:

- a) fostering awareness of the role of laity both within the congregation and through their ministries in the home, workplace, community, and world, and finding ways within the community of faith to recognize all these ministries;
- b) meeting regularly with the pastor to discuss the state of the church and the needs for ministry;
- c) membership in the charge conference, the church council and the [Pathway Ministry Team](#), the committee on finance, and the committee on lay leadership, where, along with the pastor, the lay leader shall serve as an interpreter of the actions and programs of the annual conference and the general Church (to be better equipped to comply with this responsibility, it is recommended that a lay leader also serve as a lay member of annual conference);
- d) continuing involvement in study and training opportunities to develop a growing understanding of the Church's reason for existence and the types of ministry that will most effectively fulfill the Church's mission;
- e) assisting in advising the church council and [Pathway Ministry Team](#) of opportunities available and the needs expressed for a more effective ministry of the church through its laity in the community;
- f) informing the laity of training opportunities provided by the annual conference. Where possible, the lay leader shall attend training opportunities in order to strengthen his or her work. The lay leader is urged to become a certified lay speaker.

Specific Responsibilities

- Write an overview state of the church report for Charge Conference report.
- Serve as a sounding board for the pastors and liaison between laity and pastors.
- Review monthly pathway reports and meet with pastors prior to Council and Pathway meetings to discuss leadership training and agenda.
- Attend Council and Pathway meetings, occasionally leading leadership training segment of Pathway meeting.
- Write newsletter articles as necessary to highlight information and encourage members and friends of Skyline to call with feedback or questions.
- Write and send Christmas letter to congregation regarding pastors' Christmas gift; collect Christmas gift money and arrange for purchase and presentation of gift at Christmas dinner.

Skyline's Lay Leader serves as Pathway Team co-leader (along with the pastors). The Lay Leader serves as a sounding board for the pastors and liaison between laity and pastors. Each month, the Lay Leader reviews pathway reports and meets with the pastors to discuss the Pathway meeting agenda and training focus. In addition to these primary responsibilities, the Lay Leader serves as a member of the SPRC and Lay Leadership Teams. At Church Conference, the Lay Leader reports on the state of the church.

The Lay Leader serves a three-year term, working with the outgoing Lay Leader in his or her first year and training an oncoming Lay Leader in his or her final year of service.

The Lay Leader serves as a de facto member of the Council as well as co-chair of the Council with the Senior Pastor(s). In the Council structure, the Lay Leader will be crucial in ensuring a smooth pastoral transition. While all Council members will hold equal "status" in the Council, the Lay Leader will continue to serve as an important liaison between the congregation and pastor(s), as well as meet with the pastors to set meetings and agendas for the meetings of the Council and Pathway Ministers.

The Lay Leader will rotate off of the Council no later than one year after the end of his or her 3-year term.

Lay Member of Annual Conference

From *The Discipline*, ¶ 250.2. The lay member(s) of the annual conference and one or more alternates shall be elected annually or quadrennially as the annual conference directs. If the charge's lay representative to the annual conference shall cease to be a member of the charge or shall for any reason fail to serve, an alternate member in the order of election shall serve in place.

Both the lay members and the alternates shall have been members in good standing of The United Methodist Church for at least two years and shall have been active participants for at least four years next preceding their election (see ¶ 30), except in a newly organized church, which shall have the privilege of representation at the annual conference session. No local pastor shall be eligible as a lay member or alternate. United Methodist churches that become part of an ecumenical shared ministry shall not be deprived of their right of representation by a lay member in the annual conference. The lay member(s) of the annual conference, along with the pastor, shall serve as an interpreter of the actions of the annual conference session. These persons shall 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.

Pathway Recording Secretary

The Pathway Recording Secretary records and distributes official minutes from monthly Pathway Ministry Team meetings and bi-annual Church Conferences (typically June and November). These duties take approximately eight to ten hours each month. Equipment requirements are a computer with an Internet connection (e.g. AOL, Delaware On Line) and printer. The Recording Secretary also acts as a liaison between the Pastors, Lay Leader(s) and the Pathway Leaders to accomplish the monthly tasks.

If the Pathway Recording Secretary needs to be away for any reason at meeting or report time, it is their responsibility to notify the Pastors and find a substitute to take over the duties that month.

Specific Responsibilities

- Maintain a current email distribution list of the Pastors, Pathway Ministers, Lay Leader(s), and Administrative Assistant (Pat Foster).
- Send an email reminder at least a week in advance to all Pathway Leaders to submit their monthly reports by the last day of each month. Send other reminders as necessary.
- Collect, format and combine the Pathway reports into a single report to be sent via email to the Pastors, Pathway Ministers, Lay Leader(s) and Administrative Assistant. Extract the identified concerns from each pathway report and include as the first page of the combined report.
- Send an email reminder at least a week in advance of the monthly meeting.
- Attend the Pathway Meetings on the second Wednesday of each month from 7:00 p.m. to 9:00 p.m. Attend the Church Conferences (June meeting is in lieu of the June Pathway meeting; the end of year Church Conference is in lieu of the November, December, or January Pathway meeting. Skyline does not usually hold a July Pathway meeting.
- Record attendance for all meetings. This includes Church Conferences.
- Record and/or take the minutes of Pathway meetings and Church Conferences.
- Transcribe the recording or notes into a formatted report. Record any and all votes taken at the meeting in the minutes.
- Send the minutes via email to the Pastors, Lay Leader(s), Pathway Leaders and Administrative Assistant within five to ten days after the meeting.
- Keep a monthly indexed hardcopy notebook of all Pathway Reports and Minutes (including handouts from the meetings).

Pathway Ministry Teams

Reaching: Listening and Inviting Ministries

These pathways are primarily concerned with reaching out and inviting people into a relationship with God and with the community of Disciples at Skyline. They bridge the gap between people and each other, and between people and God.

- [Worship](#)
- [Evangelism](#)
- [Communication](#)

Welcoming: Hospitality and Incorporation Ministries

These pathway ministries invite people to move from the “front porch” into a deeper commitment to God and to the community of disciples at Skyline through deeper commitment. To that end, they focus on clearing away impediments to fellowship and opening channels of compassion and service within our church community.

- [Facilities/Trustees](#)
- [Caring/Fellowship](#)

Equipping: Growth and Transformation Ministries

Having been invited and welcomed into the community, disciples at Skyline seek to grow in their faith and walk with Christ. These pathway ministries fill the need both for fellowship and for the faith maturing process for disciples of all ages, providing challenging, relevant “life” learning for following Christ in daily life.

- [Education](#)
- [Small Group](#)
- [Lay Leadership](#) (*Not a Pathway Position*)
- [Staffing](#) (*Staff Parish Relations Committee*)

Sending: Commissioning Ministries

These pathway ministries provide outlets for disciples at Skyline to share their gifts with others in ministry and outreach to the world. They encourage all Christians to heed God’s call to ministry and provide low- and higher levels of commitment to exercise that call.

- [Missions](#)
- [Stewardship/Finance](#)

Worship Pathway Ministry

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Job Description

The Pastor serves as Worship Pathway Minister at Skyline, planning worship services and ceremonies and coordinating the many individuals and groups involved in worship. The worship pathway minister also creates opportunities for as many members and friends of Skyline to offer their gifts in worship services at Skyline as possible.

Specific Responsibilities

- Meet with worship, drama and music planners as needed to review past services and to plan future services.
- Submit a Pathway Report at the end of each month and attend the Pathway Meeting held on the 2nd Wednesday of each month. Submit newsletter articles and bulletin announcements pertaining to worship. Review the bulletin weekly.
- Review and submit changes to Skyline's *Invitation To Serve* each Spring. Respond to people who volunteer for worship ministries to let them know what the project involves and to schedule their involvement.
- Prepare (for Stewardship Pathway) and oversee budget for worship needs each Spring.
- Planning and resource special services/seasons: typically Thanksgiving, Christmas Eve, Ash Wednesday, Holy Thursday, Easter Vigil, Pentecost, and Church Conferences.
- Maintain copyright licenses for song words (Christian Copyright Licensing, Inc. or CCLI) and for motion picture clips (Motion Picture Licensing Corporation or MPLC).
- Monitor "Listening Posts" for worship feedback from the congregation. Review with worship leaders.

Worship Coordinators/Teams

- **Usher training & scheduling** for Sunday and special services (publish their names in the bulletin). Prepare schedules in August for September - December; December for January - May; and May for June - August. Ensure coverage each Sunday.
- **Scripture readers training & scheduling** for each service (publish their names in the bulletin). Provide them with the translation referenced by the pastors in the service (typically the New Living Version). Ensure coverage each Sunday.
- **Communion servers training & scheduling** (2 people to assist the pastors at the 9:00 service 6 people to assist the pastors at the 10:30 service or special evening services. Ensure the kitchen is stocked with fresh bread and juice for communion (usually the first Sunday of each month). Ensure that the elements are set out for each service and cleaned up after each service.
- **Prepare the worship platform for all baptisms** (Large shell, white terry cloth towel, anointing oil, and a small shell for the person being Baptized).
- **Ensure copies of the "Joys and Concerns" blank forms are available** on communion Sundays or Sundays when we need to conserve time by writing Joys and Concerns.
- **Decorate the sanctuary** to reflect the overall theme of each liturgical season. Areas of focus:
 - Wall Space - Banners, changed seasonally and for special services (Communion, Baptism)
 - Altar Table - Candles, Paraments and Visuals that help support the theme of the day/season.
 - General Stage Area – baptismal font upkeep, greenery, flowers (Christmas and Easter)
- Coordinate donation of **Christmas and Easter flowers** for use in worship services, including:
 - Prepare articles for the newsletter and bulletin and post sign-up sheets in the foyer
 - Collect money and reporting the totals collected and spent to the church treasurer
 - Purchase and set up flowers in the Sanctuary (including maintaining them)
 - Provide a list of names of those who purchased flowers and who they were purchased for (in honor of, or in memory of) to our Administrative Assistant for the bulletin

Evangelism Pathway Ministry

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Job Description

Coordinate ministry to take the message of Christ's good news beyond the doors of our church building and into the surrounding community, primarily through training and encouraging our members and friends to share their faith stories with other people, but also through coordinated mass mailings, advertisements, and evangelism events.

Our evangelism pathway embodies the "contagious" aspect of Skyline's vision, taking the message of God's love in Christ to believers who are new to our area, people who are unchurched, formerly churched, or who are seekers.

Specific Responsibilities

- Meet with coordinating pastor/council mentor as needed to review evangelism ministry plans.
- Submit a Pathway Report at the end of each month and attend the Pathway Meeting held on the 2nd Wednesday of each month. Submit newsletter articles and bulletin announcements pertaining to evangelism.
- Review and submit changes to Skyline's *Invitation To Serve* each Spring. Respond to people who volunteer for evangelism ministries to let them know what the project involves and to schedule their involvement.
- Prepare (for Stewardship Pathway) and oversee budget for evangelism needs each Spring.
- Coordinate with Worship Pathway when planning special worship events or gatherings in the church sanctuary or on the grounds.
- Coordinate with Communications Pathway to arrange advertising and/or mailings for special services and events, Grove Summer Services, Christmas, Easter, VBS, and September Services.
- Provide Skyline Church information packages for first-time and prospective visitors.
- Plan regular evangelistic events designed to attract community members who are uncomfortable with church (i.e., blood drives, bicycle safety courses, puppet shows or summer reading programs) either at Skyline UMC or in the community.
- Plan regular evangelistic events for the community designed to introduce people to the saving grace of Jesus Christ (concerts, revivals, special speakers or services).
- Set up evangelistic training opportunities for church leaders and members.

Evangelism Coordinators/Teams

- Coordinate **first-time visitor follow-up team** responsible for copying and distributing worship sign-up sheets, collecting and reviewing sheets to make a weekly list of first-time visitors, and contacting the first-time visitors within the week (preferably within 24 hours). The Team will pass along the sign-up sheets to our Caring Team for member attendance recording and follow-up
- Direct **team of greeters** who will welcome and direct people at the door of the church building every Sunday morning

Communications Pathway Ministry

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Job Description

Skyline United Methodist Church's Pathway leadership established the Communication Pathway as a means to foster improved congregational and community involvement in Skyline's ministry; to better inform the congregation and community about activities; to provide a record of past events; and to help open our doors to all people by fostering feelings of community, caring and connection through improved communication.

The Communication Pathway Leadership responsibilities include coordinating and/or implementing all strategic Skyline communications to appropriate identified target audiences.

As Skyline United Methodist Church continues to grow in membership and community presence, compelling, cohesive communication becomes especially important in enabling the pastors and congregation to support the growth and activity of the church. The Communication Pathway will provide the leadership to manage this aspect of Skyline's ministry.

Specific Responsibilities

- Meet with coordinating pastor/council mentor as needed to review evangelism ministry plans.
- Submit a Pathway Report at the end of each month and attend the Pathway Meeting held on the 2nd Wednesday of each month.
- Review and submit changes to Skyline's *Invitation To Serve* each Spring. Respond to people who volunteer for communications ministries to let them know what the project involves and to schedule their involvement.
- Prepare (for Stewardship Pathway) and oversee budget for communication needs each Spring.
- Recruit appropriate Pathway Communication team members, including publication editors, designers, writers, etc.
- Develop a marketing communications plan that reaches internal as well as external audiences, including budgets for advertising, signage, printing and direct mail expenses
- Facilitate communication needs of Pathway Leaders
- Develop procedures to archive all strategic communications, as well as keeping pastor and office staff informed of communication
- Identify, coordinate and facilitate regularly scheduled communications, including, but not limited to:
 - Monthly newsletter
 - Church Web Site
 - Schedules for article submissions
 - Direct Mail
 - Brochures
 - Press Releases and PSA's
 - Advertisements
 - Photography
 - Congregational directory
 - Electronic vehicles
 - Bulletin boards
 - Special emphases (e.g., Holy Week, Christmas, Shrove Tuesday, Vacation Bible School, Capital Funds Drives, etc.)
 - Research

Facilities/Trustees Pathway

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Job Description

The facilities pathway maintains church meeting facilities and grounds so that they support the vision and mission of Skyline Church. Just as the worship pathway team ensures the sanctuary décor reflects and enhances the liturgical and thematic emphasis of the worship services and seasons, the Trustees monitor the buildings and grounds, including the parsonage(s), to ensure they provide adequate, safe, and hospitable spaces for ministry and worship activities.

Specific Responsibilities

- Meet as a team monthly to review facilities policies, maintenance and upkeep needs, and assess future facilities needs.
- Conduct annual inspection of church buildings, identifying maintenance, upkeep, renovations, repairs, serviceability and beautification needs and implementing steps to address them. Ensure proper functioning/upkeep of furniture, equipment and fixtures; ensure cleanliness of facility; provide safe, comfortable environment for worship.
- Manage/coordinate maintenance of church grounds including snow removal, landscaping, lawn cutting, grove mulching, parking lot upkeep, and landscaping.
- Manage/Coordinate maintenance of signage inside and outside church building, i.e. advertisement; parking lot, service times, etc.
- Provide for the opening and securing of church facilities before and following church activities.
- Coordinate annual "Spring Clean Up" of buildings and grounds.
- Maintain adequate insurance and liability coverage on buildings, parsonage, and property. Ensure code compliance with Fire Department regulations.
- Set policy for non-church groups desiring to use church facilities on a not-to-interfere with congregational activity basis, including setting building use fees, giving preference to outside groups (such as Alcoholics Anonymous and Community Bible Study) whose mission compliments Skyline's mission and ministry.
- Oversee Nathalie B. Hammond Preschool's use of Skyline's education and sanctuary facilities during the week, including annual review of the contract and regular communication with the preschool's director or other representative.
- Submit a Pathway Report at the end of each month and attend the Pathway Meeting held on the 2nd Wednesday of each month. Submit newsletter articles and bulletin announcements pertaining to facilities activities. Review the bulletin weekly.
- Prepare (for Stewardship Pathway) and oversee maintenance and capital spending needs each Spring.

From *The Discipline*, ¶ 2524. *Local Church Board of Trustees' Qualifications*—In each pastoral charge consisting of one local church, there shall be a board of trustees, consisting of not fewer than three nor more than nine persons, and it is recommended that at least one-third be laywomen and that at least one-third be laymen. The trustees shall be of legal age as determined by law, and at least two-thirds shall be members of The United Methodist Church (*see* ¶ 258.1, .3; 2529). No pastor is a voting member of the board of trustees unless elected as a member.

¶ 2525. *Local Church Board of Trustees' Election*—The members of the board of trustees shall be divided into three classes, and each class shall as nearly as possible consist of an equal number of members. At the charge conference, on recommendation by the committee on lay leadership or from the floor, it shall elect, to take office at the beginning of the ensuing calendar year or at such other times as the charge or church conference may set, to serve for a term of three years or until their successors have been duly elected and qualified, the required number of trustees to succeed those of the class whose terms then expire; *provided*, however, that nothing herein shall be construed to prevent the election of a trustee to

self-succession. The charge conference may assign the responsibility for electing trustees to a church conference.

¶ 2528. *Charge Conference Authority*—In a pastoral charge consisting of one local church, the charge conference, constituted as set forth in ¶ 245-246, shall be vested with power and authority as hereinafter set forth in connection with the property, both real and personal, of the said local church, namely:

1. If it so elects, to direct the board of trustees to incorporate the local church, expressly subject, however, to the *Discipline* of The United Methodist Church and in accordance with the pertinent local laws and in such manner as will fully protect and exempt from any and all legal liability the individual officials and members, jointly and severally, of the local church and the charge, annual, jurisdictional, and general conferences of The United Methodist Church, and each of them, for and on account of the debts and other obligations of every kind and description of the local church.
2. To direct the board of trustees with respect to the purchase/sale, mortgage, encumbrance, construction, repairing, remodeling/and maintenance of any and all property of the local church.
3. To direct the board of trustees with respect to the acceptance or rejection of any and all conveyances, grants, gifts, donations, legacies, bequests, or devises, absolute or in trust, for the use and benefit of the local church, and to require the administration of any such trust in accordance with the terms and provisions thereof and with the local laws appertaining thereto. (See ¶ 2532.5.)
4. To do any and all things necessary to exercise such other powers and duties relating to the property, real and personal, of the local church concerned as may be committed to it by the *Discipline*.

¶ 2529. *Local Church Board of Trustees' Organization and Membership*—The board of trustees shall organize as follows:

1. Within thirty days after the beginning of the ensuing calendar or conference year (whichever applies to the term of office), each board of trustees shall convene at a time and place designated by the chairperson, or by the vice chairperson in the event that the chairperson is not reelected a trustee or because of absence or disability is unable to act, for the purpose of electing officers of the said board for the ensuing year and transacting any other business properly brought before it.
2. The board of trustees shall elect from the membership thereof, to hold office for a term of one year or until their successors shall be elected, a chairperson, vice chairperson, secretary, and, if need requires, a treasurer; *provided*, however, that the chairperson and vice chairperson shall not be members of the same class; and *provided* further, that the offices of secretary and treasurer may be held by the same person; and *provided* further, that the chairperson shall be a member of the local church. The duties of each officer shall be the same as those generally connected with the office held and which are usually and commonly discharged by the holder thereof. The church local conference may, if it is necessary to conform to the local laws, substitute the designations *president* and *vice president* for and in place of *chairperson* and *vice chairperson*.
3. Where necessity requires, as a result of the incorporation of a local church, the corporation directors, in addition to electing officers as provided in § 2 above, shall ratify and confirm by appropriate action and, if necessary, elect as officers of the corporation the treasurer or treasurers, as the case may be, elected by the charge conference in accordance with the provisions of the *Discipline*, whose duties and responsibilities shall be as therein set forth. If more than one account is maintained in the name of the corporation in any financial institution or institutions, each such account and the treasurer thereof shall be appropriately designated.

¶ 2530. *Removal of Local Church Trustees*—1. Should a trustee withdraw from the membership of The United Methodist Church or be excluded therefrom, trusteeship therein shall automatically cease from the date of such withdrawal or exclusion.

1. Should a trustee of a local church or a director of an incorporated local church refuse to execute properly a legal instrument relating to any property of the church when directed so to do by the charge conference and when all legal requirements have been satisfied in reference to such execution, the said charge conference may by majority vote declare the trustee's or director's membership on the board of trustees or board of directors vacated.

2. Vacancies occurring in a board of trustees shall be filled by election for the unexpired term. Such election shall be held in the same manner as for trustees.

¶ 2531. *Meetings of Local Church Boards of Trustees*—The board of trustees shall meet at the call of the pastor or of its president at least annually at such times and places as shall be designated in a notice to each trustee and the pastor(s) at a reasonable time prior to the appointed time of the meeting. Waiver of notice may be used as a means to validate meetings legally where the usual notice is impracticable. A majority of the members of the board of trustees shall constitute a quorum.

¶ 2532. *Board of Trustees' Powers and Limitations*—1. Subject to the direction of the charge conference, the board of trustees shall have the supervision, oversight, and care of 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; *provided* that the board of trustees shall not violate the rights of any local church organization elsewhere granted in the *Discipline*; *provided* further, that the board of trustees shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of The United Methodist Church, or permit the use of said property for religious or other meetings without the consent of the pastor or, in the pastor's absence, the consent of the district superintendent; and *provided* further, that pews in The United Methodist Church shall always be free; and *provided* further, that the church local conference may assign certain of these duties to a building committee as set forth in ¶ 2543 or the chairperson of the parsonage committee, if one exists.

2. The board of trustees shall review annually the adequacy of the property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. The board of trustees shall also review annually the adequacy of personnel insurance. The purpose of these reviews is to ensure that the church, its properties, and its personnel are properly protected against risks. The board shall include in its report to the charge conference (¶ 2549.7) the results of its review and any recommendations it deems necessary.

3. When a pastor and/or a board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when such use is consistent with the Social Principles (¶ 166-166) and ecumenical objectives.

3. The chairperson of the board of trustees or the chairperson of the parsonage committee, if one exists, the chairperson of the committee on pastor-parish relations, and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance.

4. Subject to the direction of the charge conference as hereinbefore provided, the board of trustees shall receive and administer all bequests made to the local church; shall receive and administer all trusts; and shall invest all trust funds of the local church in conformity with laws of the country, state, or like political unit in which the local church is located. Nevertheless, upon notice to the board of trustees, the charge conference may delegate the power, duty, and authority to receive, administer, and invest bequests, trusts, and trust funds to the permanent endowment committee or to a local church foundation and shall do so in the case of bequests, trusts, or trust funds for which the donor has designated the committee or the local church foundation to receive, administer, or invest the same.

The board of trustees is encouraged to invest in institutions, companies, corporations, or funds that make a positive contribution toward the realization of the goals outlined in the Social Principles of our Church. The board of trustees is to act as a socially responsible investor and to report annually to the charge conference regarding its carrying out of this responsibility.

5. The board of trustees, in cooperation with the health and welfare ministries representative, shall conduct or cause to be conducted an annual accessibility audit of their buildings, grounds, and facilities to discover and identify what physical, architectural, and communication barriers exist that impede the full participation of people with disabilities and shall make plans and determine priorities for the elimination of all such barriers. The Accessibility Audit for churches shall be used in filling out the annual church and/or charge conference reports.

Caring Pathway Ministry

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Job Description

The mission of this pathway is to join God in healing and nurturing the mind, body and soul of every member of Christ's Body at Skyline, thus sharing the love of Jesus Christ.

Caring Pathway Ministry coordinates the many "in-reach" efforts of our members and friends to care for each other and to get to know one another as members of an extended household of faith. Once people move from the "front porch" where our Evangelism Pathway invites them to the "living room" where they feel comfortable calling themselves friends or anticipate joining the church as members, the Caring Pathway provides many opportunities for fellowship and nurture.

The Caring Ministry is responsible for our New Member Orientation in the Spring and Fall, organizing fellowship events throughout the year, and providing intentional care for our community, reaching out in prayer, a phone call, a meal, or a visit. The Caring Ministry also coordinates member and friend worship attendance tracking and follow-up.

Specific Responsibilities

- Meet with coordinating pastor/council mentor as needed to review caring ministry plans.
- Submit a Pathway Report at the end of each month and attend the Pathway Meeting held on the 2nd Wednesday of each month. Submit newsletter articles and bulletin announcements pertaining to caring ministry.
- Review and submit changes to Skyline's ***Invitation To Serve*** each Spring. Respond to people who volunteer for caring ministries to let them know what the project involves and to schedule their involvement.
- Prepare (for Stewardship Pathway) and oversee budget for caring needs each Spring.
- Recruit (primarily through annual Invitation to Serve), train and follow-up with team coordinators.

Caring Coordinators/Teams

- Plan fellowship program events throughout the year such as the Christmas dinner, hayride, ice cream social, Progressive Dinner and Valentine's Day dance.
- Worship Attendance Follow-up Team tracks weekly attendance of members and friends at Skyline, calling households not present for more than three consecutive weeks, and writing to member households not present for more than three months, to encourage them to renew their commitment to share their prayers, presence, gifts, and service with the Skyline community.
- College Care Packages/Cards of encouragement.
- Fellowship between services (coffee and tea service).
- Prayer chain of people who will pray throughout the week when notified of a prayer need via our phone chain.
- Lay delivery of communion elements to those who cannot attend Communion observances during worship at Skyline.
- Crisis care (primarily coordinating meal preparation and delivery to persons or households in short- or long-term medical crisis (particularly bed-rest, or recovery from delivery or surgery).
- **New Member Orientation.** This six-week class runs twice annually (prior to Easter and Christ the King Sunday, just before Advent) for prospective new members and their member sponsors.

Education Pathway Ministry

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Job Description

Since July, 2003, the staff Children's Ministry Coordinator serves as Skyline's Education Pathway Minister. The primary function of all paid staff members at Skyline Church is "to equip the saints for the work of ministry, for building up the body of Christ" (Ephesians 4:12) within the ministry for which they are responsible. The Children's Ministry Coordinator will be responsible for visioning, developing, and overseeing the children's ministries of Skyline United Methodist Church, and for building a team to carry out the tasks of this ministry.

The primary goal is to create a strong, thriving ministry where children (birth to age 17) and volunteers are loved and valued. Supplement the family in their attempt to lay a spiritual foundation that, in God's timing, will lead a child into a relationship with God through Jesus Christ. Provide opportunities for children, volunteers and staff to experience the Skyline vision of Spirits on Fire with Contagious Enthusiasm for Christ. Our mission: reach the children, welcome them into the community, and then equip them to send them into this world to serve, confident of their relationship with Jesus Christ.

Responsibilities

- Work closely with the Pastors to develop a Children's Ministry which upholds the core values of SUMC; attend weekly staff meetings.
- Submit a Pathway Report at the end of each month and attend the Pathway Meeting held on the 2nd Wednesday of each month. Submit newsletter articles and bulletin announcements pertaining to education ministry.
- Prepare (for Stewardship Pathway) and oversee budget for education needs each Spring.
- Recruit, train and equip the Sunday School teachers and other volunteers to effectively carry out their ministry responsibilities. This responsibility includes providing regularly scheduled training events to increase volunteer teachers' understanding through Bible study and encourage their relationship with God, and to provide resources for their growth in their personal discipleship.
- Review and submit changes to Skyline's ***Invitation To Serve*** each Spring. Respond to people who volunteer for education ministries to let them know what the task involves and to schedule their involvement.
- Chair a Children's Ministry team which serves a primary contact for children's activities, including children's choir and drama, VBS, Confirmation Class, child care/nursery during Sunday School and other church events, and maintains bulletin boards with up to date children's activities and programs.
- Order curriculum and classroom supplies, submit bills for payment, get Sunday School attendance books, record Sunday school attendance and count and turn in Sunday school offering to Stewardship representatives.
- Coordinate Vacation Bible School each summer. Appoint coordinator annually and assemble planning and teaching team in the Spring.
- Oversee and support Confirmation Class each Fall for Middle School youth (6-8 grades) and their mentors. Ensure Class Leaders have sufficient budget support for materials, retreats and transportation.
- Maintain an up-to-date list of all children up to and including twelfth grade consisting of names, addresses, school grade, and birth date.
- Develop policies and procedures for Children's Ministry at Skyline UMC; maintain records, attendance roles and track attendance patterns.
- Provide regular communication for parents and volunteers to announce events, post volunteer positions, and to show appreciation to those serving within the ministry.
- Promote involvement of youth in local and world missions.
- Be present at weekend services to assist staff, volunteers, children and parents.
- Pray for the staff, volunteers children and the families that we are serving.

Small Group Pathway Ministry

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From *The Discipline*, ¶ 254. The charge conference may elect: (1) a **superintendent of the** church school or Sunday school, and/or a **coordinator of small-group** ministries, who shall be responsible for helping to organize and supervise the total program for nurturing faith, building Christian community, and equipping people of all ages for ministry in daily life through small groups in the church.

From *The Discipline*, ¶ 255. Program Ministries—The ministries of the local church are offered so that people encounter God's redeeming love for the world and respond by participating in God's action in the world. To achieve this ministry, people need to be involved in a variety of small-group settings.

From *The Discipline*, ¶ 255.1. *The Church School and Small-Group Ministries*—In each local church there shall be a variety of small-group ministries, including the church school, for supporting the formation of Christian disciples focused on the transformation of the world. These small groups may concentrate on teaching and learning, fellowship, support, community ministries, and accountability. Members of small groups will build their knowledge of the Bible, the Christian faith, The United Methodist Church, and the societal context in which the church finds itself. In addition, small groups, including the church school, shall provide people with opportunities for practicing skills for faithful discipleship, including but not limited to worship, faith sharing, the creation of new faith communities, spiritual discernment, Bible study, theological reflection, prayer, community building, service with the poor and marginalized, and advocacy for peace and justice. Local churches or charges are encouraged to develop a policy to provide for the safety of the infants, children, and youth entrusted to their care.

Job Description

- Model Christian discipleship and maintain personal, spiritual life through regular Bible reading, prayer, tithing, and personal discipline.
- Meet with coordinating pastor as needed to review small group ministry plans.
- Submit a Pathway Report at the end of each month and attend the Pathway Meeting held on the 2nd Wednesday of each month. Submit newsletter articles and bulletin announcements pertaining to small group ministry.
- Review and submit changes to Skyline's *Invitation To Serve* each Spring. Respond to people who volunteer for small group ministries to let them know what the project involves and to schedule their involvement.
- Prepare (for Stewardship Pathway) and oversee budget for small group needs each Spring.
- Assess the needs of the church family and community on a regular basis through congregational surveys, monitoring community publications, and by active listening.
- Create, plan, and implement small groups which care for the stated needs.
- Coordinate annual Disciple Bible Study group offerings, including training for leaders.
- Recognize and develop leadership for small groups.
- Provide encouragement and support in leaders' faith journeys.
- Supervise small group and program leaders, addressing problems in leadership.
- See that small group opportunities and programs are adequately publicized and recorded.

Responsibilities

- Small Group development and oversight, including recruiting and training small group leaders, as well as surveying our community for topics of interest and promoting small group opportunities.
- Youth Group - leadership development and supervision for Middle and High School groups.
- Parchment and bulletin articles.
- Retreats - Pecometh (all church), Women's and Men's.
- Publicize and generate enthusiasm for programs and small groups.

Staffing: Lay Leadership Team

Formerly Nominations & Personnel Committee

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From *The Discipline*, ¶ 258.1. There shall be elected annually/ by the charge conference in each local church, a committee on lay leadership that is composed of full members of the local church. The charge of this committee is to identify, develop, deploy, evaluate, and monitor Christian spiritual leadership for the local congregation. Members of the committee shall engage in and be attentive to developing and enhancing their own Christian spiritual life in light of the mission of the Church (Part V, Chapter One, Section 1).

In conducting its work, the committee shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church. It shall provide a means of identifying the spiritual gifts and abilities of the membership. The committee shall work with the church council, or alternative administrative bodies, to determine the diverse ministry tasks of the congregation and the skills needed for leadership.

- a) The committee on lay leadership shall serve throughout the year to guide the church council, or alternative structure, on matters regarding the leadership (other than employed staff) of the congregation so as to focus on mission and ministry as the context for service; guide the development and training of spiritual leaders; recruit, nurture, and support spiritual leaders; and assist the church council, or alternative structure, in assessing the changing leadership needs.
- b) The committee shall recommend to the charge conference, at its annual session, the names of people to serve as officers and leaders of designated ministries of the church council, or alternative administrative body required for the work of the church and as the law of the church requires or as the charge conference deems necessary to its work.
- c) This committee is to be composed of not more than nine persons, in addition to the pastor and the lay leader. At least one young adult elected by the charge conference shall serve as a member of the committee. One or more members elected by the charge conference may be youth. The pastor shall be the chairperson. A layperson elected by the committee on lay leadership shall serve as the vice chairperson of the committee.
- d) 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. To begin the process of rotation where such has not been in place, in the first year, one class shall be elected for one year, one class for two years, and one class for three years. Each year's new class, and vacancies at the time of charge conference, shall be elected from nominees, from the floor of the charge conference and/or through the recommendation of the committee on lay leadership. Retiring members of the committee shall not succeed themselves. Only one person from an immediate family residing in the same household shall serve on the committee. When vacancies occur during the year, nominees shall be elected by the church council, or alternative church structure, with the permission of the district superintendent.
- e) In the identification and selection process, care shall be given that the leadership of ministries reflects inclusivity and diversity.

Staffing: Staff-Parish Relations Committee

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Job Description

The staffing pathway interprets the role of our pastors/staff to the Skyline congregation and helps the staff identify the needs of the congregation. The team evaluates staff policies, staff performance (identifying staff priorities and continuing education strategy), overall church health and future staffing needs.

In addition, the staffing pathway communicates annually to the Bishop via the District Superintendent its understanding of the health and vision of the congregation and its discernment of whether or not God continues to call our present pastors to serve Skyline UMC.

Specific Responsibilities

- Meet as a team with pastors monthly to review staff policy and congregational needs.
- Conduct an evaluation every June of staff members, including pastors, and the ministry of the church, preparing a report of the findings for the congregation and District Superintendent.
- Interview and support members of the congregation exploring a call to ordained ministry.
- Submit a Pathway Report at the end of each month and attend the Pathway Meeting held on the 2nd Wednesday of each month. Submit newsletter articles and bulletin announcements pertaining to worship. Review the bulletin weekly.
- Review and submit changes to Skyline's *Invitation To Serve* each Spring. Respond to people who volunteer for staffing support ministries to let them know what the project involves and to schedule their involvement.
- Prepare (for Stewardship Pathway) and oversee budget for staffing needs each Spring, including all salaries and support funds.

From *The Discipline*, ¶ 258.2. There shall be elected annually by the charge conference in each local church a committee on pastor-parish relations or staff-parish relations who are full members of the local church or charge or associate members (¶ 226), except in cases where central conference legislation or local law provides otherwise. People serving on this committee must be engaged in and attentive to their Christian spiritual development so as to give proper leadership in the responsibilities with which the committee is entrusted.

In conducting its work, the committee shall identify and clarify its values for ministry. It shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church.

The committee shall reflect biblically and theologically on the role and work of the pastor(s) and staff as they carry out their leadership responsibilities. The committee shall assist the pastor(s) and staff in assessing their gifts and setting priorities for leadership and service. It is the responsibility of the committee to communicate with the committee on lay leadership and/or the church council when there is a need for other leaders or for employed staff to perform in areas where utilization of the gifts of the pastor(s) and staff proves an inappropriate stewardship of time.

- b) The committee shall be composed of not fewer than five nor more than nine persons representative of the total charge. One of the members shall be a young adult and one member may be a youth. In addition, the lay leader and a lay member of the annual conference shall be members. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee.
- c) 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 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).

- d) In those charges where there is more than one church, the committee shall include at least one representative from each local church. The charge conference may appoint a local church pastoral advisory committee for those churches desiring such a committee. The advisory committee shall consist of three persons placed in three classes with the chairperson serving as a member of the charge committee. The committee shall meet upon request of the pastor or of the chairperson, and its duties shall be those outlined in § (2), (3) and (4). The committee shall meet only with the knowledge of the pastor.
- e) The committees on pastor-parish relations of charges that are in cooperative parish ministries shall meet together to consider the professional leadership needs of the cooperative parish ministry as a whole. Where churches are organized as a larger parish, the committee on pastor-parish relations shall consist of at least one representative from each church. Individual churches may form pastoral advisory committees as needed.
- f) The committee shall meet at least quarterly. It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any member of the professional staff, or the chairperson of the committee. To fulfill his or her obligation under ordination, his or her connectional responsibility under appointment, and his or her duty as a pastor, the pastor should be present at each meeting of the committee on pastor-parish relations except where he or she voluntarily excuses himself or herself. The committee shall meet only with the knowledge of the pastor and/or the district superintendent. It may meet with the district superintendent without the pastor being present. However, the pastor or any member of the staff under consideration shall be notified prior to such meeting at which a pastor's or clergy staff member's continued appointment or a lay staff member's employment is discussed and be brought into consultation immediately thereafter. In the event that only one congregation on a charge containing more than one church has concerns it wishes to share, its member(s) in the committee may meet separately with the pastor or any member of the professional staff or the district superintendent, but only with the knowledge of the pastor and/or district superintendent. The committee may meet in closed session upon recommendation of the pastor, any other person accountable to the committee, the chairperson of the committee, or the district superintendent.
- g) The duties of the committee shall include the following:
 - (1) To confer with and counsel the pastor(s) and staff on the matters pertaining to the effectiveness of ministry; relationships with the congregation; conditions that may impede the effectiveness of ministry; and to interpret the nature and function of the ministry.
 - (2) To confer with, consult, and counsel the pastor(s) and staff on matters pertaining to priorities in the use of gifts, skills, and time and priorities for the demands and effectiveness of the mission and ministry of the congregation.
 - (3) To provide evaluation at least annually for the use of the pastor(s) and staff in an ongoing effective ministry and for identifying continuing educational needs and plans.
 - (4) To communicate and interpret to the congregation the nature and function of ministry in The United Methodist Church regarding open itinerancy, the preparation for ordained ministry, and the Ministerial Education Fund.
 - (5) To develop and approve written job descriptions and titles for associate pastors and other staff members in cooperation with the senior pastor. The term *associate pastor* is used as a general term to indicate any pastoral appointment in a local church other than the pastor in charge (*see* ¶ 330). Committees shall be encouraged to develop specific titles for associate pastors that reflect the job descriptions and expectations.
 - (6) To consult with the pastor and staff concerning continuing education and spiritual renewal, to arrange with the church council for the necessary time and financial

assistance for the attendance of the pastor and/or staff at such continuing education and spiritual renewal events as may serve their professional and spiritual growth, and to encourage staff members to seek professional certification in their fields of specialization.

- (7) To enlist, interview, evaluate, review, and recommend annually to the charge conference lay preachers and persons for candidacy for ordained ministry (*see* ¶ 246.8 and 305), and to enlist and refer to the General Board of Global Ministries persons for candidacy for missionary service, recognizing that The United Methodist Church affirms the biblical and theological support of persons regardless of gender, race, ethnic origin, or disabilities for these ministries. Neither the pastor nor any member of the committee on pastor-parish relations shall be present during the consideration of a candidacy application or renewal for a member of their immediate family. The committee shall provide to the charge conference a list of students from the charge who are preparing for ordained ministry, diaconal ministry, and/or missionary service, and shall maintain contact with these students, supplying the charge conference with a progress report on each student.
- (8) To interpret preparation for ordained ministry and the Ministerial Education Fund to the congregation.
- (9) To confer with the pastor and/or other appointed members of the staff if it should become evident that the best interests of the charge and pastor(s) will be served by a change of pastor(s). The committee shall cooperate with the pastor(s), the district superintendent, and the bishop in securing clergy leadership. Its relationship to the district superintendent and the bishop shall be advisory only. (*See* ¶ 430-133.)
- (10) To recommend to the church council, after consultation with the pastor, the professional and other staff positions (whether employee or contract) needed to carry out the work of the church or charge. The committee and the pastor shall recommend to the church council a written statement of policy and procedures regarding the process for hiring, contracting, evaluating, promoting, retiring, and dismissing staff personnel who are not subject to episcopal appointment as ordained clergy. Until such a policy has been adopted, the committee and the pastor shall have the authority to hire, contract, evaluate, promote, retire, and dismiss nonappointed personnel. When persons are hired or contracted, consideration shall be given to the training qualifications and certification standards set forth by the general Church agency to which such positions are related. The committee shall further recommend to the church council a provision for adequate health and life insurance, pension benefits, and severance pay for all lay employees.
- (11) To recommend to the charge conference, when the size of the employed staff of the charge makes it desirable, the establishment of a personnel committee. This committee shall be composed of such members of the committee on pastor-parish relations as it may designate and such additional members as the charge conference may determine.
- (12) To educate the church community on the value of diversity of selection in clergy and lay staff and develop a commitment to same.
- (13) Members of the committee on pastor-parish relations (or staff-parish relations) shall keep themselves informed of personnel matters in relationship to the Church's policy, professional standards, liability issues, and civil law. They are responsible for communicating and interpreting such matters to staff. Committee members should make themselves available for educational and training opportunities provided by the conference, district, and/or other arenas that will enable them to be effective in their work.

Missions Pathway

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***"Then they will reply, 'Lord, when did we ever see you hungry or thirsty or a stranger or naked or sick or in prison, and not help you?' And he will answer, 'I assure you, when you refused to help the least of these my brothers and sisters, you were refusing to help me.'
Matthew 25:44-45***

***And if you give even a cup of cold water to one of the least of my followers, you will surely be rewarded."
Matthew 10:42***

Job Description

The missions pathway provides avenues of loving outreach for Skyline members and friends to be minister to and with hurting people, to be Christ's hands and feet in our community, our nation & the world, through hands-on outreach and financial support. The pathway seeks to connect people's passion and interest with mission opportunities to reach out in Christ's name to those in need, both physically and spiritually.

The pathway involves youth and children in missions, to create a pattern for living and serving. We use United Methodist resources and avenues for mission when possible and appropriate. We provide mission opportunities to serve people, but also to strengthen bonds within our congregation, because when we work together, we get to know each other. Sharing hurts and joys and passions, we become real to one another.

Specific Responsibilities

- Meet with coordinating pastor as needed to review small group ministry plans.
- Submit a Pathway Report at the end of each month and attend the Pathway Meeting held on the 2nd Wednesday of each month.
- Submit newsletter articles and bulletin announcements pertaining to missions ministry. Schedule "moments for missions" during worship services and update postings on the bulletin board. Communicate with the community by giving information to communications pathway for outdoor sign announcements and newspaper releases.
- Review and submit changes to Skyline's ***Invitation To Serve*** each Spring. Respond to people who volunteer for missions ministries to let them know what the mission project involves and to schedule their involvement.
- Prepare (for Stewardship Pathway) and oversee budget for missions needs each Spring.
- Communicate with district mission resource person. We correspond via e-mail for new ideas and solving problems.
- Coordinate mission projects, making sure people who want to lead a project have the information, funding and support needed to be successful.
- Screen community needs through Love, INC. Administer Skyline's community assistance fund to help with financial needs. Send e-mails to congregation where we can help with non-financial needs like rides to a doctor, meals for a sick person, repairs to homes, etc.
- Meet with committee – people who are interested in missions – 3 or 4 times a year to keep connected and to talk about new ideas. Usually done as a coffee/dessert at my house.
- Hours per week – varies – more around Thanksgiving and Christmas. Usually 4-6 hours per week.
- Review all extra- and intra-church requests for missions money and volunteers. Review UMC Communicator and Interpreter, and the Wilmington News Journal for mission ideas. Set policies for mission projects in conversation with pastors, lay leader and committee.
- Educate our congregation on missions – through Sunday School and Vacation Bible School and UMC Special Sundays.

- Provide support for people who want to do fund raisers for missions – interpreting Skyline’s philosophy on fund raising, assisting them with forms, official church approval and providing some funding from mission’s budget.
- Provide the congregation with ways to be involved in mission that meet each person’s interest and passion and level of involvement.
- Provide mission activities in the areas of food, shelter, clothing, prison, crisis, youth, children, elderly, work camps, and missionary support. Also provide mission ideas to groups looking for projects – usually Sunday School classes, youth groups or small groups.
- Encourage small groups to be involved in mission – to strengthen the small groups and to get everyone involved in mission in some way.
- Connect our congregation with mission activities throughout the world through our connection with the United Methodist Church and our connection to other community churches and helping organizations.
- Maintain notebooks/files on mission projects with notes from previous projects to provide background information for new or existing projects.
- Communicate with our covenant-relationship missionary for ways we can support this person and his or her family. Arrange visit to Skyline if possible.

Stewardship/Finance Pathway

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Job Description

The stewardship pathway encourages members and friends of the Skyline congregation to offer their prayers, presence, gifts, and service to the glory of God. The team receives, records, and deposits all monetary offerings given each Sunday and in special worship services. They also collect annual budget inputs from each pathway minister in the fall and facilitate the Pathway Ministry Team's discernment of the annual church budget.

The stewardship team trains congregation members and friends in stewardship as it relates to growth in discipleship. They are responsible for conducting Skyline's annual pledge campaign in the fall. Through the work of the Treasurer, they ensure all church financial obligations are met on time, and that the congregation receives an accounting of their monetary offerings.

Specific Responsibilities

- Meet as a team monthly to review stewardship policies and financial situation of the church
- Conduct annual operating fund pledge campaign and training for members and friends of Skyline.
- Submit a Pathway Report at the end of each month and attend the Pathway Meeting held on the 2nd Wednesday of each month. Submit newsletter articles and bulletin announcements pertaining to worship. Review the bulletin weekly.
- Prepare (from Pathway inputs gathered in early Spring) church budget proposal each Spring. Execute the final budget approved by the Council and the Church Conference.
- Review and submit changes to Skyline's ***Invitation To Serve*** each Spring. Respond to people who volunteer for stewardship ministries to let them know what the project involves and to schedule their involvement.

From *The Discipline*, ¶ 258.4. There shall be a committee on finance, elected annually by the charge conference upon recommendation by the committee on lay leadership or from the floor, composed of the chairperson; the pastor(s); a lay member of the annual conference; the chairperson of the church council; the chairperson or representative of the committee on pastor-parish relations; a representative of the trustees to be selected by the trustees; the chairperson of the ministry group on stewardship; the lay leader; the financial secretary; the treasurer; the church business administrator; and other members to be added as the charge conference may determine. It is recommended that the chairperson of the committee on finance shall be a member of the church council. The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote.

Where there is no stewardship ministry area, stewardship shall be the responsibility of a subgroup of the committee on finance or shall be assigned to a task group that shall report to the church council.

All financial askings to be included in the annual budget of the local church shall be submitted to the committee on finance. The committee on finance shall compile annually a complete budget for the local church and submit it to the church council for review and adoption. The committee on finance shall be charged with responsibility for developing and implementing plans that will raise sufficient income to meet the budget adopted by the church council. It shall administer the funds received according to instructions from the church council.

The committee shall carry out the church council's directions in guiding the treasurer(s) and financial secretary.

- a) The committee shall designate at least two persons not of the immediate family residing in the same household to count the offering. They shall work under the supervision of the financial secretary. A record of all funds received shall be given to the financial secretary and treasurer. Funds received shall be deposited promptly in accordance with the procedures established by the committee on finance. The financial secretary shall keep records of the contributions and payments.

- b) The church treasurer(s) shall disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the church council may determine. The treasurer(s) shall remit each month to the conference treasurer all World Service and conference benevolence funds then on hand. Contributions to benevolence shall not be used for any cause other than that to which they have been given. The church treasurer shall make regular and detailed reports on funds received and expended to the committee on finance and the church council. The treasurer(s) shall be adequately bonded.
- c) The committee shall make provision for an annual audit of the records of the financial officers of the local church and all its organizations and shall report to the charge conference.
- d) The committee shall recommend to the church council proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church.
- e) Contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose.
- f) After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the church council.
- g) The committee shall prepare annually a report to the church council of all designated funds that are separate from the current expense budget.