Organization of Manchaca United Methodist Church

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| **Version Control (Date)** | **Changes** | **Author** |
| January, 2015 | Original document approved | Ron Hawkins |
| December, 2015 | Minor updates to document | Ron Hawkins |
| September, 2016 | Add Associate Pastor to Church Council membership. At-Large members replaced by chairs of Missions, Outreach, and Education Teams. Added CDC Board to nominations list. | Ron Hawkins |
| March, 2019 | Update Bishop to Robert Schnase. Update Staff Position from Praise Team Keyboardist to Praise and Worship Leader.A Church-wide Planning Retreat should occur biennially (changed from each January). | Rick Bowman |

This document is intended to provide a brief description of how Manchaca United Methodist Church (MUMC) is organized under the direction provided by the United Methodist Book of Discipline (2012) (BOD). We hope this document provides adequate information on the functioning of the church for anyone associated with MUMC, no matter how little or vast involvement in the church may be. This document is not intended to be an all-inclusive document of all of the possible ministries, entities, or roles to be implemented in our local church.

Rio Texas Conference

Manchaca UMC is governed by the policies and procedures of the Rio Texas Annual Conference. We are part of the Capital District. The Bishop and Cabinet appoints clergy to serve at MUMC.

Clergy

Bishop – Robert Schnase

Capital District Superintendent – Teresa Welborn

Senior Pastor, Manchaca UMC

Associate Pastor, Manchaca UMC

Staff

Staff positions at MUMC are:

Office Manager

Director of Music and Fine Arts

Business Manager

Director of Christian Education

Child Care Coordinator

Director of Youth Ministries

Executive Director of Child Development Center

Organist/Accompanist

Praise and Worship Leader

Custodians

Child Care Workers

Lay Leadership/Nominations

The Lay Leadership/Nominations Team prepares nominations for the church leadership for the upcoming year as well as filling openings throughout the year. The Senior Pastor chairs this team. The BOD requires that this team provides a slate of nominations to the Church Conference for election. The Lay Leadership/Nominations Team will nominate people for the following:

* 1. Members of the Church Council (including 3 Trustee, 3 PPR, 3 Finance);
	2. Members, Lay Leadership/Nominations Team
	3. Members, Endowment and Scholarship Team
	4. CDC Board
	5. Lay Delegates to the Annual Rio Texas Conference
	6. Chair, Buildings and Grounds Team
	7. Chair, Missions Team
	8. Chair, Adult Christian Education Team
	9. Chair, Children’s Ministry Team
	10. Chair, Congregational Life Team
	11. Chair, Connections Team
	12. Chair, Eco-Faith Team
	13. Chair, Outreach Team
	14. Chair, Worship & Fine Arts Team
	15. And others as needed

Teams for which the Lay Leadership/Nominations Team does not nominate people:

1. M & M’s
2. Stephen Ministry Team
3. Care Corp
4. Craft Group
5. United Methodist Men (UMM)

Endowment/Scholarship Team

The Endowment/Scholarship Team provides oversight and decision-making in matters regarding Manchaca UMC’s endowment funds, which at this writing, are deposited into several accounts at the Texas Methodist Foundation in Austin. This team also provides the process and determines the awards for the annual Brown-Banker Scholarships. The team is composed of up to 9 persons, serving in three classes for a period of three years each. They, like the Board of Trustees, elect their own chairperson.

Charge/Church Conference

The BOD requires that a Charge/Church Conference will be held each year for the purpose of:

1. electing Church leadership for the coming year;
2. setting the pastors’ salaries for the coming year;
3. receiving a membership audit and other written reports as required by the BOD;
4. receiving a copy of proposed budget for the coming year;
5. approving candidates for ordained ministry associated with MUMC;
6. receiving a Church Council report reviewing and evaluating the effectiveness of the decision-making structure of MUMC along with possible recommended changes;
7. Other matters as required by the BOD.

Planning Retreat

A Church-wide Planning Retreat should occur biennially for the purpose of:

1. Reviewing and evaluating the effectiveness of the church’s ministries;
2. Developing and recommending church-wide goals to be submitted to the Church Council for adoption;
3. Including a continuing education component;
4. Encouraging communication and partnership among ministry teams.

Components of the Church

**Senior Pastor**

According to the United Methodist Book of Discipline (BOD), the Senior Pastor (i.e. the Pastor-in-Charge) is responsible for the orderly functioning of the church. The Senior Pastor is accountable for the goals and missions of the church and reports to the Church Council. The Senior Pastor, with the help of the Associate Pastor and the staff, is responsible for the daily operations of the church. MUMC staff is interviewed, hired, and managed by the Senior Pastor, in consultation with the Pastor Parish Relations Team (PPR) and Church Council (in closed session).

**Associate Pastor**

Along with the Senior Pastor, the Associate Pastor provides spiritual leadership for the people associated with MUMC. The Associate Pastor shares the responsibility for the daily operations of the church under the direction of the Senior Pastor. The Associate Pastor currently is responsible for leadership of the Life on the Road service in the Family Life Center (FLC). With the Lay Leader, the Associate Pastor co-chairs the Purpose Team and serves as staff-liaison with certain ministry teams.

CHURCH COUNCIL

The Church Council is elected by the Church Conference. The Church Council will meet, at least, every other month. Special meetings may be called by the senior pastor or the chairperson. The Council is composed of:

1. Chairperson;
2. Senior Pastor
3. Associate Pastor
4. Lay Leader
5. Non-voting recording secretary;
6. Delegate(s) to Rio Texas Annual Conference
7. Treasurer
8. Core Group of three Trustees whose responsibility it is to bring property issues to the Church Council;
9. Core Group of three Finance members whose responsibility it is to bring financial issues to the Church Council;
10. Core Group of three PPR members whose responsibility it is to bring personnel issues to the Church Council;
11. \* Missions Chair
12. \* Outreach Chair
13. \* Christian Education Chair
14. Young adult representative (age 18 -30);
15. \*\*UMW representative;
16. \*\*UMM representative; and
17. United Methodist Youth representative (age 12 to 18).

\*Beginning in 2017, the three at-large members will be replaced with the chairpersons of the Missions, Outreach, and Christian Education Teams. The teams have the option of selecting a representative from the team other than the chairperson to serve on the Church Council. When selected by the team, that representative will serve at least one year on the Church Council.

\*\*Required by BOD if locally organized.

Membership in each of the three-member Core Group listed (Trustee, Financial, PPR) as well as Missions, Outreach, and Christian Education Teams, is in three classes; one of which shall be elected each year for a three-year term.

If a Church Council member misses three consecutive meetings, the Nominations Team will be asked to fill that position. In case of lengthy illness or other situations, a temporary replacement will be invited by the Nominations Team to fill the position until the original Church Council member is able to return.

**Core Groups**

Each of the three Core Groups listed above will meet regularly to handle all routine, day-to-day tasks that fall in their area (such as A/C repair for the Trustee Core Group) and vet any new issues that may need to be discussed and voted on by the Administrative Team.

**Administrative Team**

The Administrative Team is composed of the 9 members of the three Core Groups plus the non-voting Treasurer, the non-voting Chair of the Buildings and Grounds Team, the non-voting Senior Pastor, and is facilitated by the non-voting Chair of the Church Council. The Administrative Team has regularly scheduled meetings and can call meetings as necessary to discuss and vote on issues in all three administrative areas. The Administrative Team brings any major issues or BOD (Book of Discipline) mandated issues to the Church Council for discussion and decisions.

The Church Council will vote when appropriate on all trustee, financial, and administrative issues concerning the operation of the church. (For example, the Ministry Plan (budget) and amendments, goals, policies, new staff positions, recommendations by the Lay Leadership/Nominations Team to the Church Council, pastors’ salaries, membership audit, any property matters, and other matters as outlined in the Book of Discipline.

Because the BOD specifies that PPR matters should be addressed by a team not to exceed 9 members (BOD – par 258.2a), PPR matters will be discussed and voted on by the Administrative Team. The Administrative Team will meet in closed session after the conclusion of all other Church Council business or in a separate scheduled meeting (BOD – par258.2e). It is the responsibility of the Administrative Team to consider and guide all staff matters; consult with the Bishop and Cabinet regarding the church’s Pastoral leadership needs; and to evaluate clergy appointed to MUMC, as mandated by the Rio Texas AnnualConference.

**Lay Leadership/Nominations Team**

This is a nine-member team selected by the charge/church conference and chaired by the Senior Pastor. Membership is in three classes; one of which shall be elected each year for a three-year term. The team is charged with nominating the new class of church lay leadership for the following year and the filling of vacant nominations throughout the year.

**Building and Grounds Team**

The Building and Grounds Team may be chaired by one of the Trustees of the Church Council or, a separate chairperson may be nominated by the Lay Leadership/Nominations Team and elected by the Church Conference, as a part of the annual nominations process. If a separate chairperson is elected, that chairperson will report to the Church Council through the Trustees Chair.

The Building and Grounds Team will formally meet a minimum of four times a year with special meetings called as necessary. This team will report through the Trustee chairperson to the Church Council. The team is responsible for the day-to-day oversight, management, and maintenance of the church’s buildings and grounds. This team will escalate church property issues and help to resolve any issues in conjunction with the Trustee Chairperson on the Church Council.

**Purpose Team**

This team will be co-chaired by the Lay Leader and Associate Pastor. The Purpose Team will meet at least twice a year to plan and schedule ministry activities. The Purpose Team will consist of the chairpersons from the Ministry Teams, the CDC Board Chair and Executive Director. Staff liaisons to the various Ministry Teams are also members of the Purpose Team.

**MINISTRY TEAMS**

The following ministry teams are responsible for setting goals and formulating a requested budget to support the church-wide goals of MUMC, in light of church’s mission statement “to make disciples of Jesus Christ for the transformation of the world”.

With these goals in mind, the teams will plan, develop details, implement, and evaluate opportunities for people associated with MUMC to minister to others and/or be ministered to. For each opportunity, the team should consider the biblical/theological purpose, the target audience, the date, time, and location, the leadership, resources and equipment needed, publicity, and budget. These “opportunities” should match up with the makeup of the congregation; adding new ones when a need is identified or eliminated when the opportunity is no longer serving a need. Following the January Planning Retreat, the teams will develop their goals at their first meeting of the year and communicate them in writing to the Church Council chair. The teams should alert the Council for help when the team is unable to reach their goals.

**Missions Team**

The Missions Team organizes activities that allow people associated with MUMC and in the larger community to minister to others and to be ministered to. Examples of these activities are: Habitat for Humanity, Family Promise, Food Pantry, Angel Tree, SAAM, Manna Bags, Blood Drive, Foreign Missionaries, etc. The Associate Pastor is the staff liaison to this team.

**Adult Christian Education Team (ACE)**

The ACE Team designs and organizes Sunday School classes and special “one-time” classes for adults at various times of the year. The goal of these classes is to form, inform, and transform adults associated with MUMC and the larger community. The Director of Education is the staff liaison to this team.

**Children’s Ministry Team**

This team works with the Director of Christian Education to organize programs for children. Examples of the programs they implement are: Children’s Sunday School, Vacation Bible School, nursery and child care, F.I.S.H. preteen ministry, Families First, Caring Kids, etc. The Director of Education is the staff liaison to this team.

**Congregational Life Team**

This team oversees the fellowship and caring ministries of the church. The team organizes meals for the congregation’s fellowship events and partners with other ministry teams to provide food for special activities. This team also oversees and organizes Sunday morning hospitality refreshments. Representatives from the caring ministries - Stephen Ministry, Care Corp, Health and Wellness, and M&M’s will serve on this team. The Associate Pastor is the staff liaison to this team.

**Connections Team**

The Connections Team provides planning and recruitment of volunteers for the hospitality/welcoming ministries of the church, including: hosts/greeters; hospitality volunteers at the welcome desk and in the FLC; and monitoring worship attendance and making contact with those who have become inactive. They also plan, oversee and recruit volunteers for the church’s follow-up ministries with first-time and repeated guests, including the delivery of plants to the homes of 2nd-time guests. The Connections Team partners with other ministry teams to welcome the community at special events, and to build a data-base for regular contact with those in the community.

**Eco-Faith Team**

This team reaches out to the wider South Austin community to educate adults and children about environmental stewardship. Examples of this team’s ministries are quarterly lunches with presentations on topics of interest; recycling of paper and aluminum; and a community garden. The Eco-Faith also leads and educates the congregation in wise ecological stewardship of the church’s resources. They partner with other ministry teams to implement “Spring Fling,” Manchaca’s annual Earth Day celebration and church-wide picnic; as well as participate in other community outreach events.

**Outreach Team**

The Outreach Team organizes events for people associated with MUMC and the greater community such as the Earth Day celebration in the spring (Spring Fling); the Pumpkin Patch in the fall; the Fall Festival; participate in the Buda Trail of Lights; Kairos Prison Ministry (an ecumenical ministry that serves incarcerated men and women as well as the staff at correctional institutions), and many other Outreach events.

**Worship & Fine Arts Team**

This team provides opportunities for musical and other artistic expressions of the Christian faith in many different areas including: vocal, instrumental, drama, art, and more. Some examples these ministries are: Sanctuary Choir, Glory Bells, Praise Band, Youth Choir, Youth Praise Band, Kids of the Kingdom, Ring’n’Sing, Cherub Choir, etc. The Director of Education is the staff liaison to this team. The Director of Music and Fine Arts is the staff liaison to this team.

**Children’s Development Center (CDC)**

The CDC offers an excellent educational Christian experience for infants, toddlers and preschool children in a weekday church school. The CDC meets the needs of the whole child by providing a nurturing environment for preschoolers to learn throughout the school year. Our after-school child care program allows community parents the flexibility to work while providing a safe, fun place for the school-aged children to spend the afternoons. The tutoring program helps middle school students struggling with school work. The CDC functions under the by-laws established by a CDC Board.

**M & M’s**

The Mature Manchacers (M&M’s) meet on the second Thursday of each month in the parlor. They begin at 9:00 a.m. with coffee, games and fellowship. At 11:00 a.m. a program is presented, focusing on various topics of interest to senior citizens, often themed around a holiday or special celebration. At the conclusion of the program, a potluck luncheon is shared, “prepared by some of the best cooks in the country.” Visitors are invited and new members are welcome.

**Stephen Ministry Team**

Stephen Ministry equips lay persons to provide distinctively Christian, one-to-one care to anyone in our congregation or community who is going through a difficult time and in need of support from a Christian friend. Stephen Ministers are trained care givers who meet regularly for supervision and continuing education. They are a vital extension of MUMC’s Pastoral care ministry.

**Craft Group**

This team meets weekly to make and sell various handmade crafts at their annual Craft Show, usually held in mid-November. The Craft Group donates their Craft Show proceeds to various ministries within the church and in the Austin community.

**Manchaca United Methodist Men**

This team consists, on a volunteer basis, of men associated with MUMC. The team organizes and conducts ministries such as the Pancake Supper each Shrove Tuesday, meets weekly for a lunch time Bible study, and hosts other special events throughout the year.