

## **How ministry functions (summary):**

**1- Senior Pastor** is appointed by the Bishop of the Oklahoma Conference for “Word, Sacrament, and Order.” This includes responsibility for all teaching and preaching of the scriptures (Word), administering Holy Communion and Christian Baptism (Sacraments), and guiding the ministry and administrative life of the church (Order). The Pastor recommends new staff to the SPRC for approval, directs existing staff, and is the executive officer of the local church--reviewing all financial and membership records, and applies the *Book of Discipline* in the life of the church.

Accountability: to Bishop Robert Hayes, Dist. Supt. Dr. George Warren, and the SPRC of Grove FUMC.

**2- Charge (or Church) Conference** is the ultimate governing authority in the local church, presided over by the District Supt. It sets the agenda for the church year by electing officers and leaders, approves compensation of appointed clergy, has sole authority in the purchase or sale of real property and for approval of building projects exceeding 10% of the local church evaluation, approves candidates for ordained ministry, approves candidates for Lay Servant ministry, approves the Long Range Plan for Ministry, and celebrates the accomplishments of the previous year.

Accountability: to Dist. Supt., the Annual Conference.

**3- Church Council** acts as the agency of the Charge/Church Conference throughout the year, approves the annual budget, elects leaders to fill vacancies occurring between Charge Conferences, approves new ministry proposals, evaluates ongoing ministry, approves the Long Range Plan (LRP) for Ministry and administration, establishes annual priorities for ministry and administration (from the LRP), and approves the Book of Policy.

Accountability: to the Charge Conference, Senior Pastor.

**4- Ministry Staff** provide primary leadership for ministry areas and work with the Senior Pastor toward weekly management of ministry and envision long-term ministry planning in conjunction with ministry teams. With the Pastor, they make proposals for new ministry to the Church Council for approval and funding.

Accountability: to Senior Pastor, the SPRC

**5- Financial Advisor(s)** Unique to Grove FUMC, this highly trusted and crucial role is provided for in our Financial Policy and approved annually by the Finance Committee. This person has access to all financial records and advises the Treasurer/Financial Secretary in all matters, advises the Pastor for giving analysis, Conference reports, and other as requested, advises the Finance Committee on investments, policy, accounting practices, reports, and is available to assist lay leaders in financial matters.

Accountability: to Finance Committee, Senior Pastor

**6- Financials** All finances and financial policy are managed by the Finance Committee, who creates an annual budget, manages it throughout the year, and is responsible for its funding. The Finance Committee also nurtures personal financial stewardship among the congregation as a component of discipleship.

Accountability: Church Council

**7- Property (Trustees)** All property is held in Trust by the local church for the Oklahoma Annual Conference. The Board of Trustees manages the property on behalf of the entire church. Trustees develop and recommend property use and policy to the Church Council, provide all care of property (repair, maintenance, insurance), provide general liability and workers compensation coverage, and manage safety and security. Trustees also manage an annual budget and a contingency fund for major repairs. Trustees also have some bearing on Memorials and Endowment funds.

Accountability: Annual Conference, Charge Conference, Church Council

**8- Staffing (Staff-Parish Relations Committee)** The SPRC is responsible for maintaining the relationship between the pastor/staff and the congregation, and for providing the staffing needs of the entire ministry. The SPRC employs lay staff, sets compensation recommendations for all staff and appointed clergy, develops personnel policy, and provides accountability for all staff and appointed clergy. The SPRC functions only in an advisory capacity as to appointments or changes in appointment of clergy. They also help identify and initially approve candidates for ordained ministry, and are the primary interface between the Bishop/Cabinet and the local church.

Accountability: Bishop and Dist. Supt.