

**The United Methodist Church  
Illinois Great Rivers Conference  
The Local Church  
Church Roll Guidelines**

The mission of the Church is to make disciples of Jesus Christ. Local churches provide the most significant arena through which disciple-making occurs.

**The Process for Carrying Out Our Mission**

We make disciples as we:

- proclaim the gospel, seek, welcome and gather persons into the body of Christ.
- lead persons to commit their lives to God through Jesus Christ;
- nurture persons in Christian living through worship, baptism, communion, Bible and other studies, prayer, and other means of grace;
- send persons into the world to live lovingly and justly as servants of Christ by healing the sick, feeding the hungry, caring for the stranger, freeing the oppressed, and working to have social structures consistent with the gospel; and
- continue the mission of seeking, welcoming and gathering persons into the community of the body of Christ.

**Organization and Administration**

The local church shall be organized so that it can pursue its primary task and mission in the context of its own community. (§243)

(§ 244).The basic organizational plan for the local church shall include provision for the following units: a Charge Conference, a Church Council, a Committee on Pastor-Parish Relations, a Board of Trustees, a Committee on Finance, a Committee on Nominations and Leadership Development, and such other elected leaders, commissions, councils, committees, and task forces as the Charge Conference may determine.

(§ 252.5.Membership—The charge conference will determine the size of the church council. Members of the church council shall be involved in the mission and ministry of the congregation as defined in § 252.2. The membership of the council may consist of as few as eleven persons or as many as the charge conference deems appropriate. The council shall include persons who represent the program ministries of the church as outlined in § 243. The membership shall include but not be limited to the following:

- a) the chairperson of the church council;
- b) the lay leader;
- c) the chairperson and/or a representative of the pastor-parish relations committee;
- d) the chairperson and/or a representative of the committee on finance;
- e) the chairperson and/or a representative of the board of trustees;
- f) the church treasurer;
- g) a lay member to annual conference;
- h) the president and/or a representative of the United Methodist Men;
- i) the president and/or a representative of the United Methodist Women;
- j) a young adult representative;
- k) a representative of the United Methodist Youth;
- l) the pastor(s).

6.Quorum—The members present and voting at any duly announced meeting shall constitute a quorum.

Members of the Church Council shall be persons of genuine Christian character who love the church, are morally disciplined, are committed to the mandate of inclusiveness in the life of the church, are loyal to the ethical standards of The United Methodist Church set forth in the Social Principles, and are competent to administer its affairs. It shall include youth members chosen according to the same standards as adults. All shall be members of the local church. The pastor shall be the administrative officer and, as such, shall be an ex-officio member of all conferences, boards, councils, commissions, committees, and task forces, unless otherwise restricted by the **2008 Book of Discipline**. (§247.3)

**Special Note:** In small membership churches (50 or fewer in average attendance), the Church Council may act as the Committee on Nominations and Leadership Development, and as the Committee on Finance.

## Positions and Groups

- ¶251.1 **Lay Leader** - shall function as the primary lay representative of the laity in that local church. It is recommended that a lay leader serve as a lay member of the annual conference. They are also urged to become a certified lay speaker.
- ¶251.2 **Lay Member of Annual Conference** - shall attend the annual conference session and shall interpret to the local church the ongoing work of the Annual Conference. If it becomes necessary to change the Lay Member, you should notify the DISTRICT OFFICE of the change, giving them the name, address, phone & E-mail of the new Lay Member.
- ¶251.3 **Chairperson of Church Council** - leads council, prepares agenda in consultation with others, assigns responsibility for implementation of action. Shall be entitled to attend meetings of all boards and committees unless specifically limited by the **Discipline**.
- ¶259.2 **Pastor-Parish Relations Committee** - shall interpret to the people the nature and function of the ministry, including cross-racial appointments, appointment of women and sensitivity to open itinerancy. Responsibilities of the Committee:
- ◆ To work with the district superintendent and/or the bishop in an advisory capacity in matters pertaining to clergy leadership.
  - ◆ To counsel with the pastor about job descriptions, priorities, and expectations.
  - ◆ To communicate openly with the pastor, staff and congregation.
  - ◆ To provide evaluation annually for use by the pastor in an ongoing effective ministry.
  - ◆ To make recommendations concerning compensation, travel, housing, and other financial matters to the Finance Committee and the Church Council.
  - ◆ To inspect the parsonage with the pastor and the trustees annually to insure proper maintenance.
  - ◆ To seek, interview, and recommend to the Charge Conference qualified candidates for ordained and diaconal ministries.
  - ◆ To support and encourage continuing education for the pastor.
  - ◆ To seek to understand feelings and desires within the congregation about the pastor's leadership and appointment.
  - ◆ To be accountable to the Charge Conference through the Church Council.
- ¶259.4b **Church Treasurer** - shall disburse all money contributed to causes represented in the local church budget. Shall remit each month to the conference treasurer all World Service and conference benevolence funds then on hand. Contributions to benevolences 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.
- ¶259.4 **The Committee on Finance** - shall include: chairperson, pastor, lay member of the annual conference, chair of church council, representatives from pastor-parish relations and trustees, financial secretary, lay leader, and the treasurer. The committee shall carry out the church council's directions in guiding the treasurer and financial secretary. The committee shall make provisions 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.

The Committee on Nominations and Leadership Development presents a slate of Church Council officers each year which are then elected by the charge conference.

¶256.5 & 256.6 **United Methodist Women and United Methodist Men** – In every local church there shall be an organized unit of **United Methodist Women (or United Methodist Men)**... The church roll has a place for the name, address, phone and e-mail for the President of these groups. HOWEVER, if a church does not have an organized group, please list the name of a contact person for the Women or the Men. PLEASE do not list a name on both lines. There should be either a UMM or a UMW name, **OR** a contact for the church women or contact for the church men.