

Burlingame UMC Leadership Teams

The following is a general description of tasks for the various leadership teams in our congregation. Please contact the church office if you need the names or contact information for current leaders on these teams.

CHURCH COUNCIL

Church Council is the decision and policy making body of the congregation. Persons are selected for this team for their integrity and ability to “see the whole picture” of our ministry. Chairpersons of Trustees, Finance and PSPR also serve on this team. This team meets on the first Tuesday of the month at 7:30 pm in the church library.

PASTOR-STAFF PARISH RELATIONS TEAM (PSPR)

The PSPR Team is the church’s human resources group, responsible for hiring and evaluating the work of all church staff, and supporting open communication between the staff and congregation. This group typically meets on the third Sunday of each month at 12:15pm in the church library.

BOARD OF TRUSTEES

The Board of Trustees is tasked with oversight of church legal issues, as well as with the care and upkeep of the church buildings and grounds. The Board plans and sets policies for the maintenance and use of the property, and receives and administers all bequests to the local church. This group typically meets on the second Tuesday of each month at 7:30 pm in the church library.

FINANCE TEAM

The Finance Team supports the mission of the church by wise handling of its finances and encouraging good stewardship among church participants. This group meets on the fourth Tuesday of the month at 7:30 pm in the church library.

LAY LEADERSHIP TEAM

This team is responsible for discerning the gifts and graces of persons for the various ministries of the congregation. This group typically meets in the fall prior to the Church Conference to prepare a slate of leaders to be elected for the coming year.

LAY MEMBERS OF ANNUAL CONFERENCE AND ALTERNATES

These persons represent the congregation at the Annual Conference Session, a five-day gathering held in mid-June. The Annual Conference oversees the equipping of ordained spiritual leaders for the church.

MISSIONS TEAM

This team provides education and opportunities for hands-on good works and actions for social justice locally and throughout the world. This group usually meets four times a year on a Sunday at 12:30 pm.

WELCOME/OUTREACH/WITNESS (WOW) TEAM

The WOW Team is responsible for communicating to the community various events that take place throughout the year. The team meets as needed for brainstorm sessions on welcoming and communications tactics, and in advance of special events as publicity needs arise.

CALL COORDINATING COUNCIL REPRESENTATIVES

The CALL Coordinating Council is comprised of members of BUMC, First Presbyterian Church and the community. We share in this joint outreach to the needy in our area. This group typically meets every other month on the third Monday evening in the church library; members of the Council are expected to participate in a subcommittee as well.

YOUTH COUNCIL

This group, made up of youth and adults, provides hands-on support to the Youth Director and meets periodically as youth program needs arise.

CHILDREN'S MINISTRY TEAM

This team plans special events for families with children and provides ongoing support to the Sunday school and its teachers, and meets 1-3 times a year as needed.

ADULT EDUCATION AND SMALL GROUP MINISTRIES TEAM

This team coordinates the various Bible studies and small groups offered throughout the year, and meets in the summer to brainstorm and plan for the annual Spirit Day event to encourage small group participation.

PUMA REPRESENTATIVE

PUMA is our cooperative cluster of United Methodist Churches on the Peninsula. Representatives meet quarterly to consider grant and loan requests for joint mission projects and major repairs on buildings.

GIFTS/MEMORIALS/SCHOLARSHIPS

This team is selected by the Board of Trustees to acknowledge special gifts to the congregation and oversees scholarship applications and awards.

INVESTMENT ADVISORY COMMITTEE

This team is selected by the Board of Trustees and meets quarterly to monitor the church's endowment fund.

A Covenant Regarding Church Leadership and Committee Work

Revised and Approved by Church Council October 2, 2007

We wish to be prayerful stewards of our volunteers' gift of their time, and for committee work to be a place of spiritual growth. Therefore, our covenant with each other, as leaders in Christ's church, is that we will not waste each other's time. If we meet, it will be for good reasons. Committee meetings will be intentional about scheduling and include time for spiritual development.

Christian leaders lead by their lifestyle. Therefore, we ask that each leader in the church covenant to:

Attend worship faithfully

Actively participate in a Disciple or other Bible study group for spiritual development

Work towards making an intentional, sacrificial financial gift to the church

Attend a committee orientation event at BUMC and/or District leadership training day

Commit to building a climate of trust in the church, and articulate the vision of the church both to the congregation and to the public

Each committee will also use the book *Growing Together: Spiritual Exercises for Church Committees* as a guide to spiritual development and to build an atmosphere of community and trust as we learn and grow together.