# University City United Methodist Church

## Conference
### The Charge Conference
This is the basic unit, which is responsible for the local congregation. The Charge Conference will usually meet once a year in the fall except when special “Called” sessions are necessary. The Discipline states that an announcement must be made to the local church at least 10 days prior to the meeting. The membership of the Charge Conference is composed of all the members of the Administrative Council together with any retired ministers and other persons designated in The Book of Discipline. This Conference does many of the following:

- It provides a connecting link to the general church.
- It has general oversight of the Administrative Council.
- It reviews the programs of the church and makes sure the Council is implementing plans and programs.
- It adopts objectives and goals for ministry in the church.
- It elects personnel and officers for the local church.
- It sets salary and enumeration for all staff and ministers.
- It recommends Candidates for the ministry.
- It determines the amount of apportionment to be accepted.

## Conference
### The Church Conference
To encourage broader participation by members of the Church, the Charge Conference may be convened as a Church Conference, extending the vote to all local church members present at such meetings. This meeting must be authorized by the District Superintendent, who may lead the meeting, or authorize the local pastor to do so.

## Council
### The Administrative Council
The function of the Administrative Council is to initiate and coordinate planning, receive reports, set goals, authorize action, determine policy, evaluate ministries, and review the total state of the church. It is responsible to the Charge Conference and functions under their authority. The Charge Conference elects the members for a term of one year. In general, the Administrative Council is the acting head and hands of the church.

- It oversees the program and administration of the church.
- It establishes goals and objectives for the ministries of the local church and evaluates their effectiveness.
• It elects officers and members of the Council and provides the necessary personnel for implementing ministries.
• It establishes and provides the necessary budget.
• It recommends salary and enumeration for the pastors and staff.
• It supervises the maintenance of membership rolls.
• It cultivates congregational interest in all causes of the Church.

**The Administrative Council**  
*(Positions with * are required)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Winter</td>
<td>Chairperson*</td>
</tr>
<tr>
<td>Trace Abbot</td>
<td>Vice-Chair</td>
</tr>
<tr>
<td>Jack Evett</td>
<td>Recording Secretary*</td>
</tr>
<tr>
<td>Bill Adams</td>
<td>Lay Leader 9:45am Service</td>
</tr>
<tr>
<td>Rich Comstock</td>
<td>Lay Leader 11:00am Service</td>
</tr>
<tr>
<td>All of the current staff</td>
<td></td>
</tr>
<tr>
<td>Ben &amp; Fran Harton</td>
<td>Lay Delegate to Annual Conference*</td>
</tr>
<tr>
<td>Drew and Mary Ann Nivens</td>
<td>Lay Delegate to Annual Conference*</td>
</tr>
<tr>
<td>Richard Suddreth</td>
<td>Reserve Delegate*</td>
</tr>
<tr>
<td>Brenda Suddreth</td>
<td>Reserve Delegate*</td>
</tr>
<tr>
<td>Kristina Nieves</td>
<td>At Large Member of Council</td>
</tr>
<tr>
<td>Amy Drury</td>
<td>At Large Member of Council</td>
</tr>
<tr>
<td>Kelvin Montague</td>
<td>At Large Member of Council</td>
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<tr>
<td>Sherry Lail</td>
<td>At Large Member of Council</td>
</tr>
<tr>
<td>TBS</td>
<td>At Large Member of Council</td>
</tr>
<tr>
<td>TBS</td>
<td>At Large Member of Council</td>
</tr>
<tr>
<td>Bud Long</td>
<td>At Large Member of Council</td>
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<tr>
<td>Blair Hennessee</td>
<td>At Large Member of Council</td>
</tr>
<tr>
<td>Linda Evett</td>
<td>At Large Member of Council</td>
</tr>
<tr>
<td>Nick Susco</td>
<td>Treasurer*</td>
</tr>
<tr>
<td>TBS</td>
<td>Chair of Finance Committee*</td>
</tr>
<tr>
<td>TBS</td>
<td>Vice-Chair of Finance Committee</td>
</tr>
<tr>
<td>Tom Johnson</td>
<td>Chair of Endowment Committee</td>
</tr>
<tr>
<td>Eddie Hammett</td>
<td>Chair of Staff-Parish Relations*</td>
</tr>
<tr>
<td>TBS</td>
<td>Vice-Chair of Staff-Parish Relations*</td>
</tr>
<tr>
<td>John Rigsbee</td>
<td>Chair of Trustees*</td>
</tr>
<tr>
<td>TBS</td>
<td>Vice-Chair of Trustees*</td>
</tr>
<tr>
<td>Heather Skeen</td>
<td>WDS Board Chair</td>
</tr>
<tr>
<td>Frances Surgenor</td>
<td>Chair of Missions</td>
</tr>
<tr>
<td>Cindy Leap</td>
<td>Chair of Women’s Ministry</td>
</tr>
<tr>
<td>Laura Jones</td>
<td>Nursery Coordinator</td>
</tr>
<tr>
<td>Patti Welch</td>
<td>Senior Adult Coordinator</td>
</tr>
<tr>
<td>Lisa Tugman</td>
<td>Scouting Coordinator</td>
</tr>
<tr>
<td>TBS</td>
<td>Church Historian</td>
</tr>
<tr>
<td>Jeremy Churchill</td>
<td>Young Adult Coordinators</td>
</tr>
<tr>
<td>Reggie Enhat</td>
<td>Welcoming-Greeters</td>
</tr>
<tr>
<td>Jennifer Waid</td>
<td>Chair, Children’s Cons. Sale</td>
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</table>
At Large Membership of the Council (STEWARDS)

Class of 2017
Bud Long
Blair Hennessee
Linda Evett

Class of 2018
Kristina Nieves
Amy Drury
Kelvin Montague

Class of 2019
Sherry Lail
TBS
TBS

Required by the Book of Discipline

The Administrative Council
The Board of Trustees
Finance
Nominations (Committee on Lay Leadership)
Staff Parrish Relations Committee (SPRC)

The Board of Trustees

The Trustees are responsible for all the physical plant of the church. This includes all property and buildings including the church owned parsonage. Some of their other responsibilities could also include:

- Supervision, oversight and care of all property owned by the local church and of all property and equipment acquired by the church or any class, committee, or connected group.
- Responsible with respect to the purchase, sale, construction, repairing, remodeling, and maintenance of all property church owned. They are also responsible for the signing for all loans and mortgages for the church.
- The custody of all legal papers and the acquiring of all insurance (except employee health).

Members of the Board of Trustees

Chairperson – John Rigbee (2017)
Vice-Chair – TBS

Class of 2017
Pete Weber
Marie Mosley
John Rigsbee

Class of 2018
Helen Washburn
J.D. Moore
Barbie Sweet (2017)

Class of 2019
Brad Travis
Jackie Reisinger
David Hostetler
The Committee on Finance

The Committee on Finance is elected annually by the Charge Conference. Many of the members of this committee are placed because of other significant offices held in the church, while others are elected because of their expertise or interest.

Some of the tasks that are carried by this committee are:

- Preparation of an annual budget for the local church. In preparation of this budget, the Committee on Finance receives recommendations from the Ministry Areas in regard to funding needed for all aspects of the ministry of the church. The Committee on Finance will also consult with the Board of Trustees, the Staff-Parish Relations Committee and the Administrative Council as to the financial needs of the church. This committee will compile the budget and submit it to the Administrative Council for approval and adoption by the Charge Conference.

- The Committee shall make provision for an annual audit of the records of all financial officers of the local church and all organizations.

- The administration of the funds of the church, and guidance of the treasurer and financial secretary in their work. The Committee on Finance oversees the collection, recording, depositing, and accounting of all church moneys. If funds are submitted for specific causes (designated funds) other than the annual budget, such funds may be used temporarily to meet cash flow demands but all such funds should be returned as soon as possible and all such funds must be returned to the designated fund no later than the calendar year end.

Members of the Committee on Finance

The Book of Discipline specifies that the following persons shall be members of the Committee on Finance: Conference Delegate(s); Administrative Council Chairperson; Lay Leader; the Chairperson of Stewardship; Chairperson of the Trustees; Chairperson of the Endowment Committee; Church Treasurer; Contract Accountants (sometimes called Financial Secretary). [Note: Any paid position does not have voting rights.]

**Chairperson** – Ken Loucks  
**Co-Chair** – TBS  
**Standing Committee Members are:**

- John Winter (Council)  
- Frances Surgenor (Missions)  
- Eddie Hammett (SPRC Chair)  
- Bill Adams (Lay Leader 9:45)  
- John Rigsbee (Trustee)  
- Chip Henderson (Executive Director)  
- Rich Comstock (Lay Leader 11:00)  
- Nick Susco (Treasurer)  

**At Large Members:** (Committee on Finance)

<table>
<thead>
<tr>
<th>Class of 2017</th>
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<th>Class of 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brad Morton</td>
<td>Rob Howlett</td>
<td>Brian Suddreth</td>
</tr>
<tr>
<td>Brendon Boone</td>
<td>Bret Holmes</td>
<td>Roger Montambo</td>
</tr>
<tr>
<td>Ken Loucks</td>
<td>Scott Shullaw</td>
<td>Tom Nasco</td>
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Members of the Endowment Committee (may be a sub-committee of Finance)

The Finance Committee may designate that a Permanent Endowment Fund Committee be formed. The task of this group is to receive and administer all bequests made to the local church, and to administer all trusts, investing all trust funds in conformity with the law. They are to emphasize the need for adults to have a will and estate; to disseminate information that will be helpful in retirement planning; and to stress opportunities for members to make provisions for giving through United Methodist institutions and University City UMC by means of wills, annuities, trusts, life insurance, memorials and various types of property.

Steering Committee
Chair: Tom Johnson

Walt Comley
Steve Weber
Tom House
Sue Winter
Sam Wermuth
Dean Trentor

The Staff-Parish Relations Committee

The broad purpose of this committee is to achieve and maintain effective pastoral and professional staff ministry in the local church based on healthy and harmonious relations between the pastor(s) and other professional staff and members of the parish. One of the major elements required for a healthy relationship is communication and is therefore one of the major priorities of the SPRC. When focused on communication, some of their concerns are:

- To confer and consult with the staff and pastor in making an effective ministry by being available for counsel, keeping the staff advised concerning conditions within the congregation as they affect relations between the pastor/staff and the people. This “two-way” communication also keeps the congregation advised as to the concerns and needs of the pastor and staff.
- To counsel with the pastors on matters pertaining to their relationship with the congregation, including priorities to be given in the use of their time and skill according to the goals and objectives set forth in the demands and mission of the church.
- To consult on matters pertaining to pulpit supply, proposals for salary, travel, vacation, health and life insurance, pension, continuing education and housing. Other practical matters affecting the work and families of the pastor and staff are also considered.
- To recommend to the Administrative Council the professional staff positions needed to carry out the work of the church. After consultation with the pastor, the committee shall recommend persons for employment as well as make recommendations for salary and benefits.
- To seek, enlist, review and recommend annually to the Charge Conference persons of all ages and race for candidacy for ministry.
- To deal with difficulties and conflicts in an effort to achieve reconciliation and restoration of harmony and effectiveness in ministry with pastor/staff/congregation. Provision is also made to confer with the pastor if it should become evident that the best interest of the charge and pastor will be served by a change of pastor(s) or staff person(s).
Members of the Staff-Parish Relations Committee

**Chairperson** - Eddie Hammett (2017)

**Vice-Chairperson** – TBS

**Church Lay Leaders** – Bill Adams and Rich Comstock

**Delegates to Annual Conference** – Ben & Fran Harton

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<tr>
<th>Class of 2017</th>
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<th>Class of 2019</th>
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<tbody>
<tr>
<td>Eddie Hammett</td>
<td>Jennifer Waid</td>
<td>Glen Berry</td>
</tr>
<tr>
<td>Judy Steel</td>
<td>Mike Sardelis</td>
<td>Nancy Kauffman</td>
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<tr>
<td>Jack Evett</td>
<td>David Weynand</td>
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The Committee on Lay Leadership

The primary work of this committee is to draw up a slate of candidates for the offices in which there will be vacancies to be filled, and to place those names in nomination at the meeting of the Charge Conference. The committee is composed of not more than nine persons who serve throughout the year to guide the Administrative Council on personnel matters; so as to co-ordinate the leadership and service needs with the personnel of the congregation. The Committee’s tasks include recruitment, support, training, and recognition of leaders of the church.

The committee should try to cultivate an awareness of the gifts, talents, and interests of the members of the congregation. They should also be aware of the qualifications for members of boards as set forth in The Book of Discipline and the evidences of Christian character and life. When possible, the base of participation in the work of the church should be as broad as the number of members. Our intent in the past several years has been to assign an individual to one particular task and ask them to lift that to an exceptional level of ministry instead of spreading oneself too thin on numerous tasks.

Committee on Lay Leadership

**Chairperson** - F. Ron Smith

**Vice-Chairpersons – Lay Leaders** : Bill Adams and Rich Comstock

<table>
<thead>
<tr>
<th>Class of 2017</th>
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<th>Class of 2019</th>
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<tbody>
<tr>
<td>Bob Hickling</td>
<td>Raina Cook</td>
<td>Bill Benson</td>
</tr>
<tr>
<td>Ed Hyland</td>
<td>Dana Queen</td>
<td>TBS</td>
</tr>
<tr>
<td>Steve Maynard</td>
<td>Christine Manning</td>
<td>TBS</td>
</tr>
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Members of Missions Committee
Coordinate all missions programs for church. Lead a Faith-Promise Mission Conference.

Chairperson – Frances Surgenor

Class of 2017
Sally Ropp
Jennifer Waid
Jesse Drury

Class of 2018
Matt Summers
Lynn Comstock
Kristen Fuchs

Class of 2019
Reggie Enthath
Debbi Wilkes
Brad Phillips