

About our Process

Positions on our Leadership Board and Trustees are filled by written application and oral interview annually and as vacancies occur. Any adult member of New Town United Methodist Church (NTUMC) is invited to apply. Vacancies filled during the year begin their term upon election unless otherwise stated in The United Methodist Book of Discipline (BOD).

Openings

LB/Leadership Board (Class of 2021)

Members of the Leadership Board will be selected by the Leadership Board to fill the roles of Chairperson, Vice-Chairperson, Secretary, Lay Leader, Treasurer, and Chairperson of Staff-Parish Relations. Members of the Leadership Board fulfill particular roles in one of three sub groups: Finance, Nominations, and Staff-Parish Relations.

BT/Board of Trustees (class of 2021)

Ministry Leads will provide oversight, spiritual and functional (managerial) guidance and build unity.

***Local Missions Coordinator**

***Evangelism Coordinator**

***Visibility Coordinator**

How to Apply

Please read the attached descriptions. Prayerfully complete this Application Form and submit it to Pastor Garry Livermon or Peg Williams by email, drop off or mail to the church office.

Pastor Garry Livermon

(757) 258-1072 (office #)

pastorgarry@newtownumc.org

Peg Williams, Nominations Chair

candles4free@cox.net



**Love God
Love Others
Share Christ with the
World**

**Leadership
Application
Form**

GENERAL INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____
Best time of day to call: _____

Interested in serving (check one): _____ Leadership Board _____ Board of Trustees
_____ Director of Missions and Evangelism _____ Local Missions Lead
_____ Evangelism Lead _____ Visibility Lead

Faith Journey

SPIRITUAL LIFE AND DISCIPLINES

Describe in a few words your practice in these spiritual disciplines.

Bible study: _____
Prayer: _____
Small group: _____
Worship: _____
Tithing: _____
Journaling: _____
Fasting: _____

RELATIONSHIP WITH NTUMC

Please check the one that describes you _____ covenanted member _____ attendee more than 5 yrs.
_____ attendee less than 5 yrs.

Please describe what being part of the NTUMC family means to you:

Spiritual Fruit/Gifts/Talent Assessment

This portion has 3 parts.

If you have not completed a Spiritual Fruit Inventory from the Following Jesus Class please complete one to aid you in completing the section below.

*Fruit of the Spirit Self-Assessment Test

*What's Your Spiritual Type?

* on the web site under the Leadership Application Form.

If you have not completed a Spiritual Gifts Inventory in the former 101 Membership Class or in the current Following Jesus class you can pick up a copy from the church office to aid in responding to the questions below.

SERVICE

Have you previously served in ministry or leadership at NTUMC? [] Yes [] No

Please describe: _____

Have you previously served in ministry or leadership at another church prior to becoming a covenanted member of NTUMC? [] Yes [] No Please describe: _____

Visioning

How do you see your spiritual maturity, spiritual gifts, and natural talents being utilized to uphold the purpose and long range vision of NTUMC?

At the end of your three years, what missions and ministries do you think will have been most impacted by your service and leadership, and how?

Please share anything else that you think is relevant to your desire to serve in leadership.

Preparing for your interview

You will be contacted for a face-to-face interview with the Nominations Committee. Here are some questions which may arise in the course of our time together. These are shared so that you can prayerfully prepare your thoughts and responses.

Share with us the most satisfying experience on a volunteer basis in your life.

You will have the opportunity to serve along side people in your church family in a particular ministry. Some will be highly skilled, others will be inexperienced but willing. Some will be spiritually mature and some will be spiritually young. Tell us about a time you worked on a task with others, preferably in the church. What was your primary role? Were you responsible for creating the team and involving people? How did you prioritize tasks and keep momentum going? Did you see yourself more focused on the task at hand and the result or on the relationships in your team?

Vision is important. At NTUMC, the Pastor is the Visionary, the LB is the Guardian and Champion, and our staff (MLT) Empowers and Equips the congregation. Vision—short term and long term—will be a focus in 2018. Talk about how you approach vision. What thoughts, feelings and issues stir within you?

Discussions and decisions which involve money and finances inevitably arise. Are you comfortable talking about finances? How do you make purchasing decisions? Share your thoughts about finances and the role of money in your life, and in the church.

One very important task of LB is the exercise of their authority in Staff-Parish Relations with regard to effectiveness, compensation and employment issues. Supporting, monitoring and evaluating the work of our appointed leadership (our Pastor and Congregational Life & Discipleship Pastor), our employed and volunteer leadership, and making an annual recommendation to our Bishop and District Superintendent on pastoral leadership are spiritually significant duties entrusted to LB. Share your thoughts about being involved in these aspects of ministry.

Agreement

If I am elected to serve on the Leadership Board/Board of Trustees, I will work together with the other members of the LB/BT and Ministry Leadership Team to address decisions and issues that arise for the glory of God and the direction of NTUMC. I understand that election to the LB/BT is a commitment that requires my attendance at monthly meetings and other relevant meetings. I will strive, with God's help, to attend 100% of the LB/BT meetings during my tenure.

Signature: _____ Date: _____

If I am elected or asked to be a servant leader, or be part of a team of servant leaders, I will seek God's will in all we do to the best of our ability, in full faith to serve God and NTUMC. I understand that my availability, my presence, and my influence is crucial for God's ministries at NTUMC to be effective and bear fruit. I will strive, with God's help, to make my decision a high priority.

Signature: _____ Date: _____

About Our Leadership Board (LB)

Our nine member Leadership Board (LB) primarily serves as the guardian and champion of the purpose, core values, and long range vision of New Town United Methodist Church and provides for its administration. The class of 2020 is a term of three years.

- At least one-third of LB shall be women.
- At least one member shall be a youth or young adult (under age 36).
- The membership is divided into three 3-year terms.
- The Lead Pastor and Congregational Life & Discipleship Pastor are non-voting members of LB.
- There must be a one year absence between terms.
- Functions as the Nominations Team. The primary duties are to nominate and elect persons for LB and Trustees as vacancies occur throughout the year and present the slate of officers for the upcoming year at the Charge Conference. Additional duties can be found in the BOD paragraph 258.1 a-e.
- Functions as the Finance Team. The primary duties are to approve the annual budget for Charge Conference, provide for an annual audit, and approve changes in the budget. Additional duties can be found in the BOD paragraph 258.4.
- Functions as the Staff-Parish Relations Team. The primary duties are to confer with, counsel, encourage, strengthen, nurture, support, advise, consult and respect the Pastor, Congregational Life & Discipleship Pastor and their families; provide evaluation for the use of the Pastor and the Congregational Life & Discipleship Pastor and to make a recommendation to the District Superintendent and Bishop on clergy leadership annually, usually in January. Additional duties can be found in the BOD, paragraph 272.4.
- Approves changes in the composition of MLT upon recommendation by the Lead Pastor.
- Meets monthly on 3rd Tuesdays at 6:30pm for prayer, 7pm for agenda items.
- LB meetings are public meetings. All have voice, only LB members have voice and vote.
- In-person attendance is preferred. LB does provide for conference call.

About Our Board of Trustees (BT)

- Attendance at Charge Conference, Board Retreats, and other additional sessions as needed. Our Board of Trustees (BT) serves the church and are responsible for the ongoing supervision, oversight, care and adequacy of all real property and equipment. The BT consists of not fewer than 3 nor more than 9 persons.
- A complete list of qualifications, powers, and limitations are found in the BOD, para. 2525-2533.
- Serve as legal stewards of all organizing and operational documents by signature. Trustees are recorded at the local courthouse.
- It is recommended that at least one-third be lay women and that at least one-third be lay men.
- At least two-thirds shall be members of NTUMC.
- The membership is divided into three 3-year terms.
- Chairperson, Vice-chair and Sec./Treas. are elected at the first meeting of the year. Chair and vice-chair may not be in the same class and both must be members of NTUMC.
- Meets monthly on 3rd Thursdays at 7p.m.
- BT is a working board. Some other time commitments may be necessary to fulfill duties.
- In-person attendance is preferred.

**New Town UMC Leadership Structure
Revised April 2014**

Note: The salaried positions of Executive Director and the Director of Small Groups and Care Ministries were reduced to part-time interim positions on July 1, 2016 and terminated on September 2, 2016.

The Director of Missions and Evangelism is vacant.

The Cabinet of the Virginia Conference of the United Methodist Church approved Rev. Marie Allen to be appointed to NTUMC as Congregational Life and Discipleship Pastor effective October 1, 2016.

An updating of this document is in process. All other practical content remains the same.

The leadership structure of New Town UMC is designed to be pro-active in flow and staffing. Key day-to-day decisions are made by Ministry Leadership Team (MLT), headed by the Executive Director. The Leadership Board (LB) acts according to the current *Book of Discipline* and this charter. This document is in harmony with the *Book of Discipline* and can be changed by a quorum (7 members) of the Leadership Board. In the event of a conflict, the *Book of Discipline* takes precedent in all matters.

Jesus Christ in the head of the church.
"He is the head of the church." Colossians 1:18a

The appointed pastor, by his/her ordination, is required to "order the life of the church". Paragraph 340, page 267, 2012 *Book of Discipline* entitled - Responsibilities and Duties of Elders and Licensed Preachers.

Three branches of leadership support one another in carrying out the ministries of the church:

Leadership Board:

Comprising nine (9) lay members of the congregation, the Pastor and the Executive Director. The Lead Pastor and the Executive Director are non-voting members of the LB.

Ministry Leadership Team:

Comprising the Pastor, the Executive Director, the Director of Small Group & Care Ministries, the Director of Worship Ministries, the Director of Children's & Preschool Ministries, the Director of Youth & Young Adults, and the Director of Missions & Evangelism.

Trustees:

Comprising up to nine (9) lay members of the congregation.

"Submit to one another out of reverence for Christ." (Ephesians 5:21)

Paul teaches us that there is to be mutual submission between Christians one to another, bearing one another's burdens; not advancing ourselves one above the other; not domineering one over the other or giving laws to one another. It is in the spirit of this verse that the various teams function, relating to each other with mutual submission and respect.

**New Town United Methodist Church
Leadership Board and Ministry Leadership Team Charters**

Organizational Entities

Charge Conference – This is the basic unit in the connectional system of the United Methodist Church and comprises the members of the LB. The Charge Conference meets annually and carries out the purposes listed in the *Book of Discipline*.

Church Conference – At certain times in the life of the church, a Church Conference may be convened to encourage broader participation by all church members. It is authorized by the District Superintendent, and may be called at the discretion of the District Superintendent or requested by the Pastor, the Leadership Board, or 10 percent of church membership.

Leadership Board (LB) – The LB is comprised of nine (9) lay members of the congregation and the Pastor(s). The Pastor(s) are non-voting members of the LB. The nine lay members are selected by a sub-group of the LB in three (3) classes of three (3) members each; one class is selected annually and each three member class serves a three year term.

Members of the LB may be selected to serve additional terms after a minimum one-year absence from the LB. In accordance with the *Book of Discipline*, no staff member or immediate family member of a pastor or staff member may serve on the LB. Furthermore, immediate family members residing in the same household may not serve on the LB concurrently and must observe a one-year absence from the LB between terms. Also in accordance with the *Book of Discipline*, at least one-third of the LB shall be women and at least one member shall be a young adult. For the purposes of this charter, a young adult shall be defined as someone under the age of 36 at the beginning of his/her term.

Members of the LB will be selected by the LB to fill the roles of Chairperson, Vice-Chairperson, Lay Leader, Treasurer/Finance Leader, and Chair of Staff Parish Relations.

The LB primarily serves as the guardian and champion of the purpose, core values, and long range vision of the church and provides for its administration. In addition, when convened as such, the LB embodies and functions as the Staff Parish Relations Team and the Finance Team as allowed by ¶ 247.2 of the *Book of Discipline*. In its SPRT role, the LB has the authority over employment issues affecting the members of the MLT. For hiring and firing issues of the MLT, the the LB has final authority.

Ministry Leadership Team (MLT) – The MLT comprises of the Pastor, The Director of Worship Ministries, The Director of Children’s & Preschool Ministry, The Director of Youth & Young Adults, and The Director of Administration. This team is directly accountable to the Leadership Board and has the responsibility to oversee and administer the daily life of the church. It is empowered, under the authority and leadership of the LB, to manage Church and Staff operations including, but not limited to, the areas of ministry, personnel, finance and administration. The MLT provides leadership and direction for the ministries of the church and for the needs of ministry leaders. As necessary, the composition of the MLT may be changed by the LB.

Trustees – The trustees are comprised of up to nine (9) lay members of the congregation that are selected by a sub-group of the Leadership Board in three rotating classes of equal numbers; One class is elected annually and each class serves a three year term. The trustees are primarily responsible for the on - going supervision, oversight, care and adequacy of all real property including endowments and equipment owned and operated by the church. The trustees are accountable to the LB and relate to the MLT and LB through the Pastor. In accordance with the *Book of Discipline*, it is recommended that one-third of the Trustees shall be women.

The lay member of the annual conference expenses to attend annual conference are reimbursed upon receipt by the local church. Expenses include lodging, mileage and meals. Meetings: There is one orientation meeting, usually one month beforehand, held in a local church in the York River District. This will be helpful and you are encouraged to attend.

Local Missions Lead:

Local ministries including 3eRestoration, Alpha, From His Hands, tutoring, FISH and 2 mission weekends.

Evangelism Lead: faith-sharing, worship guests, congregational & personal training, New Town events, host concerts, recycling (part of stewardship).

Visibility Lead: road signage, local magazines, exterior signage, interior signage, social media, newspaper. Our church web site could be included here.

Leadership Board

Purpose:

The Leadership Board (LB) of New Town UMC serves the church as guardian and champion of the purpose, core values, and long range vision of the church and provides for its administration. The LB has general oversight of the life of the church.

Responsibilities:

The LB is in essence, the executive agency of the Charge Conference. As such, it is responsible to ensure that the church fulfills the charge given it by the Charge Conference. The LB is the communication link between the congregation and the District and Annual Conferences through the District Superintendent, the Lead Pastor, and the Lay Member to the Annual Conference.

The LB monitors the mission and ministry of the church in light of the annual Charge Conference guidelines, our Purpose and long-range Vision statements, and the *Book of Discipline*. The objective is to ensure that we remain balanced in our purposes and true to the vision of our church and that our church goals and decisions are consistent with our purpose statement and move us toward our vision.

The members of the LB are prime communicators of the purpose, core values, and long range vision of our church to our members – to ensure that our purpose and vision are clear, and that they are understood and supported by our members.

The LB delegates the leadership and organization of the church in its daily life to the Ministry Leadership Team (MLT) operating within this charter, their specific job descriptions, and guidelines from the *Book of Discipline*. The LB has the prime responsibility to hold the MLT accountable for its responsibilities and decisions.

The LB makes decisions for those things the *Book of Discipline* says it shall, including approving the annual budget, the slate of officers, goals, building projects, candidates for ordained ministry and advisement to Bishop and cabinet regarding pastoral appointments. For final hiring and firing issues of the MLT, are the responsibility of the LB. In addition, a sub-group of at least five (5) members of the LB in its SPRT mode will convene to address any conflicts brought to it by the MLT.

The LB shall meet at least monthly and use a consensus / discernment model for decision-making. For matters requiring a consensus or vote, a quorum is established at seven voting members. The Lead Pastor or the Congregational Life & Discipleship Pastor will communicate agenda items for each LB meeting to the Chairperson in advance of each meeting. All LB meetings are open for church members to attend except when the LB is convened to fill a Staff Parish Relations function.

Ministry Leadership Team
Revised April 2014

Purpose:

The Ministry Leadership Team (MLT) is the core leadership team of New Town UMC and as such, leads and administers the daily life of the church. The primary purpose of the MLT is to serve the people and ministries of the church by providing leadership and direction to the body to fulfill our purpose, embrace our core values and achieve the long range vision of the church.

Responsibilities:

The MLT is responsible for creating a congregational culture within which the lost are saved, the saved are folded in and nurtured, the nurtured grow and are matured in the faith and all reach out to touch the lives of the lost.

It does this by:

- Envisioning, planning for, and approving new ministries.
- Overseeing monitoring and reviewing, at least annually, the fruitfulness and effectiveness of ministries for continuation, recording, or cessation.
- Providing the resources to teach, train, encourage and grow all believers as disciples of the Lord Jesus.
- Maintaining open, supportive, and fruit-filled relationships with the Leadership Board (LB), peers, members, and ministry leaders.

The MLT is responsible for communicating with other church staff, ministry and program leaders, and the congregation.

It does this by working directly with leadership teams, ministry and program leaders, and by reporting back to the LB at each LB meeting.

The MLT is responsible for making decisions relative to administering the daily life of the church.

It does this by:

- Meeting regularly to pray and discuss, using a consensus/discernment model for decision making.
- Carrying out the responsibilities of their individual job descriptions and upholding responsibilities outlined in the *Book of Discipline*.
- Working within the guidelines of this charter.
- Under the authority and guidance of the Pastor(s), implementing all human resource and employee relations functions for all staff including recruitment and termination of non-MLT staff. Non-MLT staff will have the right to appeal decisions to the LB in the SPRT role.
- Managing expenditures and reallocating funds as necessary within the approved budget.