

A Foundation for Ministry

The Purpose Statement: Its Purpose

The Purpose Statement of New Beginnings United Methodist Church serves as the foundation for the vision of the church. Drawn from the *Great Commandment (Matthew 22:37-40)* and the *Great Commission (Matthew 28:19-20)*, the Purpose Statement keeps the church on task as it seeks to fulfill five broad purposes of the church: outreach, worship, membership in the Body, Christian maturity, and ministry:

***New Beginnings United Methodist Church exists...
to worship God, love others, and make disciples for Jesus Christ.
(adopted October 22, 2017)***

The Purpose Statement serves as the criteria for the evaluation of *present* ministries, programs, emphases, and staff. *Future* ministries, staff, etc., are considered in its light. It is expected that staff and laity choosing to involve themselves with New Beginnings will support the Purpose of the church.

The Purpose Statement: Its Evaluation

The Purpose Statement is revisited as needed under the direction of the Senior Pastor and Steering Team. The following questions are asked of the Statement:

1. Does the Purpose express God's will for New Beginnings Church, being inclusive of the five purposes of the church: outreach, worship, membership, maturity and ministry?
2. Is the Statement written in clear, concise and understandable language?

Following prayerful review, the Senior Pastor and Steering Team will recommend to the congregation proposed changes to the Statement. Two weeks prior to a called congregational meeting, a letter informing the membership of proposed revisions will be mailed. A 2/3 majority will be necessary to change the Purpose Statement in any way.

The Steering Team: The Church's Central Nervous System

T.E.A.M. = Together Experiencing A Ministry

A Steering Team – composed of the Senior Pastor, the leaders of the Steering, Trustee, Finance, Communications, and Staff-Parish Teams, and the Lay Leader and the Lay Delegate to the NGUMC Conference and five Core Ministry Area (CMA) leaders – serves as the executive agency of New Beginnings Church. The Steering Team leader and five CMA leaders must be active professing member of the congregation for a minimum of one year, will complete the NBUMC 101 Class and will take and submit the Spiritual Gifts Inventory. In addition, they will meet the following Biblical qualifications (Acts 6:1-7): 1) They are to be active professing members of the church; 2) They are to have a good reputation among the Body; 3) They are to be empowered by the Holy Spirit; 4) They are to be demonstrate wisdom; 5) They are to demonstrate faith; and 6) They are to be responsible. It is further understood that each elected member of the Steering Team will be living the life of tithing.

Each year, in the months of September and October, the Spiritual Gifts Assessment (SGA) Team will meet to nominate the members of the Trustee Team, the Lay Leader, the Lay Delegate, the Lay Delegate Alternate and the Steering Team Leader. In addition, the SGA Team nominates the leader and members of the Finance, Staff Parish Relations, Communications Team and the five CMA leaders. All nominees will be consulted regarding their willingness to serve in the positions for which they have been nominated. Upon their acceptance, they will be included in the Lay Leadership Nominees presented to the church/charge conference for approval. Annually, the Trustee Team selects their Team Leader. The Steering Team leader and CMA leaders will serve on the Steering Team for no more than 24 consecutive months. A period of 12 months will be necessary before a person may again serve as a Steering Team or CMA leader.

The Steering Team's Leadership: Team Leader

The responsibilities of the Steering Team Leader are:

1. To be responsible for guiding the work of the Steering Team throughout the year, planning meetings, and presiding at meetings.
2. To serve as the primary spokesperson for the Steering Team, Core Ministry Areas and Administrative teams, informing the congregation of the overall direction and decisions of the above.
3. To review and assign responsibility for implementation of actions taken by the Steering Team.
4. To communicate with members of the Steering Team, gather monthly reports from ministry and administrative leadership, and to construct and distribute the meeting agenda prior to each meeting.
5. To communicate regularly with the Senior Pastor regarding the hopes, dreams and concerns of the congregation.
6. To serve as an ex officio (non-voting) member of all administrative teams.

The Steering Team's Responsibilities

1. To serve as the executive agency of the church, overseeing its administration and ministries in light of the Purpose Statement.
2. To set up a process of effective planning, to establish goals and objectives, and to evaluate the ministry of the congregation.
3. To determine policies and authorize actions to carry out the ministries of New Beginnings.
4. To review and grant final approval of recommendations from administrative and ministry teams.
5. To assess the congregation's financial needs and to recommend budgets and spending plans as necessary.
6. To evaluate and approve new ministries in accordance with the stated vision, mission and purpose of the church.
7. To be responsible for maintaining the congregation's connection with appropriate District, Annual Conference, and denominational programs and officials.
8. To be accountable to the Charge Conference.

Core Ministry Areas (CMAs)

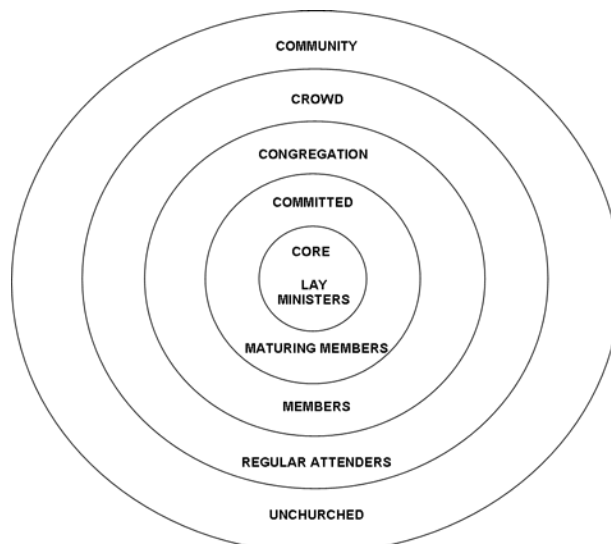
The five Core Ministry Areas shall work to fulfill the Purpose Statement of the congregation. The Areas correspond to the purposes of the Church drawn from the *Great Commandment (Matthew 22:37-40)* and the *Great Commission (Matthew 28:19-20)*: Outreach, Worship, Membership, Maturity and Ministry. Each area will have a target audience with the primary goal being to take persons from low commitment/maturity to high commitment/maturity.

It is understood that each CMA will have certain integral ministries, which are the core of its ministries. It is understood that each integral ministry will have:

1. A stated purpose which demonstrates its necessity for the fulfillment of the Purpose Statement;
2. Adequate funding;
3. Committed leadership.

The Five Circles of Commitment

The diagram below illustrates the change from unbeliever to lay minister, and from the community to the core of the church. Each CMA has responsibility for one ring of the circle.



Steering Team Meetings

Monthly, the members of the Steering Team will meet to accomplish the following:

1. Most importantly, these meetings should be times of real celebration. Each ministry and administrative area success and achievement should be lifted up, applauded and celebrated.
2. While each of these teams has a certain autonomy as they fulfill particular aspects of the Purpose Statement, it is imperative that each area is aware of the most significant ministries occurring in other areas. Planning, as related to calendar dates, possible duplication of efforts, etc. should all be a significant part of discussion.

Specifically, the Steering Team will:

- A. Assess the validity of a particular ministry, program, etc. based upon the Purpose Statement.
- B. Set calendar dates as proposed by each area of ministry and administration.
- C. Review budgetary considerations.
- D. Assist in logistical arrangements regarding facility usage, financial resources, scheduling, and other resources of the church.

Lay Leader

The responsibilities of the Lay Leader are:

1. To foster awareness of the role of laity in ministry.
2. To communicate regularly with the Senior Pastor regarding the hopes, dreams and concerns of the congregation.
3. To, through continued study and training, make recommendations for the types of ministries that will most effectively fulfill the Church's mission.
4. To inform the laity of training and ministry opportunities through the UMC conference and act as the liaison between the congregation and the conference.
5. To serve as a voting member of all other teams.

The Senior Pastor

The Senior Pastor serves as the chief administrator of the church and oversees the total ministry of the congregation in its nurturing ministries and in fulfilling its mission of witness and service in the world by:

1. Giving pastoral support, guidance, and training to the lay leadership in the church, equipping them to fulfill the ministry to which they are sent as servants under the Lordship of Christ.
2. Providing ministry within the congregation and the world.
3. Ensuring that all ministries are aligned with Biblical teaching.
4. Administering the day-to-day operations of the congregation.
5. The Senior Pastor is a member of the Steering Team, Leader of the Spiritual Gifts Assessment Team and an ex-officio (non-voting) member of all administrative teams within the congregation.

Outreach CMA

Target Audience = Community/Unbelievers

The Purpose of the Outreach CMA is to ensure that New Beginnings UMC reaches out to our community with the Good News of Jesus Christ so that they may be in relationship with Him.

The community, as the target audience of the Outreach CMA, is considered all unbelievers within driving distance of New Beginnings Church.

General Responsibilities:

1. To work with the Senior Pastor and Steering Team to make outreach a vital part of the congregation's ministry.
2. To provide opportunities for the congregation to be made aware of and trained in the various approaches to outreach.
3. To set goals for disciple making and to plan specific outreach events, missions, and emphases.
4. To follow-up with worship visitors.
5. To oversee all mission ministries (M.U.S.T., work trips, missionaries, etc.) of the congregation.

Worship CMA

Target Audience = Crowd/Regular Attenders

The purpose of the Worship CMA is to work with the Pastor to ensure that New Beginnings UMC provides opportunities for worship that will help lead people into God's presence, so that they may respond to God in both a private and a corporate manner.

General Responsibilities:

1. To work with the pastor and worship leader in planning worship.
2. To develop and support effective musical, dramatic, etc. leadership in the church.
3. To care for furnishings, paraments, sacramental elements, and equipment pertaining to worship.
4. To recommend the placement and use of gifts designated for worship.

Membership CMA

Target Audience = Members/Congregation

The purpose of the Membership CMA is to lead individuals into the foundations of a meaningful relationship with Christ and His Church and to provide opportunities for incorporation into and nurture within the Body. The incorporation of new members into the church does not happen automatically. This Team ensures that incorporation does indeed happen and that members of the church are nurtured.

General Responsibilities:

1. To plan and oversee the New Beginnings 101 class at least once per quarter.
2. Oversee the nurture of the congregation, including pastoral care, hospital visitation, etc.
3. To be responsible for all major fellowship events within the church.
4. To keep all church membership files up-to-date.

Maturity CMA

Target Audience = Maturing Members/Committed

The purpose of the Maturity CMA is to ensure that each member of New Beginnings UMC has opportunities to grow into Christ-like maturity.

General Responsibilities:

1. Oversee the Sunday School Ministry of the church.
2. Oversee the small group ministry of New Beginnings, including children's and youth, men's and women's ministries.
3. Oversee all short-term and long-term Bible studies, support groups, etc.
4. Oversee special church-wide spiritual growth campaigns.

Ministry CMA

Target Audience = Core/Lay Ministers

The Purpose of the Ministry CMA is to turn committed and faithful members into Lay Ministers.

General Responsibilities:

1. To promote a life of dependence upon prayer as part of the life of New Beginnings and its people, and to facilitate times and opportunities to pray for and with the church.
2. To assist people in the church to discover and develop their ministries in accordance with the stated vision, mission and purpose of the church.
3. To support and equip the leadership of New Beginnings.
4. To recommend ministries to the Steering Team for Integral Ministry designation for ministries meeting the criteria set forth below.

Integral Ministry Designation

Criteria for Consideration:

1. The ministry has occurred regularly over a 12-18 month period.
2. It has become vital to the support of the Purpose Statement.
3. A committed core of leadership has developed to sustain and grow the ministry.
4. The ministry is approved and supported by the Steering Team.

Once the criteria has been met, a ministry shall be deemed an Integral Ministry, and the Steering Team will recommend adequate funding through the annual budget or spending plan and it shall be included as an Integral Ministry under a particular Core Ministry Area.

Administrative Teams

**Staff Parish Relations Team
Spiritual Gifts Assessment Team
Trustee Team
Finance Team
Communications Team**

The Administrative Teams will do all in their power to see that the Purpose Statement of New Beginnings United Methodist Church is fulfilled.

Staff-Parish Relations Team (SPRT)

The purpose of the Staff-Parish Relations Team is to work to support the pastor and other staff, enabling them to work effectively toward the fulfillment of the Purpose Statement of New Beginnings.

The SPRT will be made up of nine persons divided into three classes of three. Each class will serve a three-year term.

General Responsibilities:

1. The SPRT will meet monthly as needed, but not less than quarterly, in compliance with the UMC Discipline. SPRT meets in closed session and information shared during meetings shall be confidential.
2. To interview and hire staff for approved staff positions within the church, working within the guidelines and policies developed by SPRT.
3. In cooperation with the Pastor, to develop and maintain written job descriptions and personnel files for each staff member.
4. The evaluation of ministry performance of the Pastor shall occur on an ongoing basis with the understanding that the primary criteria for evaluation shall be the execution of the Purpose Statement of the congregation.
5. In cooperation with the Pastor, the annual evaluation of staff members, both paid and unpaid.
6. The team will communicate openly with the Pastor and staff regarding the hopes, dreams, expectations, etc. of the congregation as it relates to the ministries of the church, while promoting unity within the church.
7. The team will act as an interpreter of the Pastor and staff's actions, being supportive of their ministry when it falls into the scope of the Purpose Statement.
8. SPRT will recommend annually to the Finance Team, compensation packages for all staff for the upcoming year.
9. The team shall recommend any proposed changes in staffing and personnel to the Steering Team for final approval.
10. The team will support and encourage continuing education for the Pastor and staff.

The Spiritual Gifts Assessment Team (SGAT)

The purpose of the SGAT (formerly known as the Nominations Committee) is to ensure that our congregation has a process for discovering, inviting, and supporting people in active ministry within the church.

The team will be comprised of no more than nine persons, divided into three classes. The Pastor is the leader of the team.

General Responsibilities:

1. The team will work closely with the Steering Team to ensure that persons are gifted and trained for particular areas of ministry.
2. The team is responsible for the planning and presentation of Class 201: Discovering Your Spiritual Gifts.

Trustee Team

The Trustee Team will supervise and maintain all properties (real and otherwise) belonging to New Beginnings Church so that the Purpose Statement of the church might be fulfilled. Also, as an incorporated body, the trustees will serve as officers of the church and signers on all official documents.

The Trustees will have no less than three and no more than nine persons, divided into three classes. At least one third of the membership must be women; at least one third of the membership must be men. When needed for specific skills and knowledge, as many as one third of the team may be non-church members. The Trustee Team Leader is selected by the incoming team members each December.

General Responsibilities:

1. The Trustees will report regularly to the Steering Team and annually to the Church Conference.
2. They will keep the Articles of Incorporation up to date.
3. They are responsible for the maintenance and upkeep of all physical properties and equipment of the church.
4. The Trustees will recommend use of facilities and properties of the church, in accordance with the Purpose Statement and long-range church planning, to the Steering Team, Pastor, and staff for final approval.
5. They will ensure adequate insurance coverage on all church property.
6. They will hold in safekeeping all legal and contractual documents of the church.
7. The Trustees will submit annual budget requests to the Finance Team for property maintenance, improvement, and new property purchases, "real" or otherwise.

Finance Team

The Finance Team will propose, manage, and distribute the resources of the church to support and strengthen the ministries and mission of the church as laid out in the Purpose Statement.

The Finance Team will be composed of no more than ten members, which include the Finance Team Leader, Church Treasurer, Financial Secretary, Pastor, Lay Leader, Lay Delegate to the NGUMC, Stewardship Leader, and a representative from Steering, SPR, and Trustee Teams, as specified in the UMC Book of Discipline.

General Responsibilities:

1. To prepare the annual budget to support the Purpose Statement of the church, submitting it to the Steering Team for approval and subsequent recommendation to the Church/Charge Conference.
2. To develop and carry out plans to raise funds necessary to support the approved budget.
3. The team shall carry out instructions from the Steering Team regarding allocations.
4. The team will work closely with the Steering Team to ensure adequate funding and to adjust the budget as necessary throughout the year.
5. The team will make regular presentations to the congregation regarding the financial situation of the church.
6. To disburse all money contributed to the church budget and other funds, keeping accurate records of how money is spent.
7. To count, record and promptly deposit all funds received.
8. To receive funds, record them and prepare and distribute annual contributions statements to contributors.
9. To prepare monthly and annual financial reports in compliance with IRS and UMC regulations.

Communications Team

The Communications Team will provide accurate, current and timely information to the congregation and the community in order to support the ministries and mission of the church as set forth in the Purpose Statement.

The Communications Team Leader will be nominated and approved each year, along with other church leadership. The Communications Team Leader will recruit and select the communications team in accordance with their talents and the current needs.

General Responsibilities:

1. To develop publications, such as brochures, fliers, videos, and advertisement, to support the ministries of New Beginnings.
2. To utilize and maintain media, including but not limited to, the New Beginnings website, mass email, bulletins, newsletters, signage, advertisement, and Facebook pages, to communicate upcoming events and current news to the congregation and the community.
3. To develop and recommend church branding to the Steering Team for approval, in order to present uniform communication styles and help the congregation and community to recognize and relate to New Beginnings' ministries and mission.
4. To recruit, train, and schedule an Audio-Visual team to support worship services.

Procedural Notes for All Teams

The descriptions, duties, structures and guidelines as stated in this document, along with the *Book of Discipline* of the United Methodist Church, shall serve as the guide for conducting ministry and administrating the business of New Beginnings United Methodist Church.

In addition to the duties, procedures and responsibilities outlined for each CMA & Administrative Team, the following rules apply to all teams:

1. Meeting dates and times should be scheduled at the beginning of each year, in accordance with each team's requirements, and submitted to the church office for addition to the church calendar.
2. Written minutes from all team meetings must be submitted to the church office within a week following the meeting, in order to maintain permanent church records of decisions and actions.
3. To ensure smooth transitions from one year to the next, after Church/Charge Conference, a transition period begins, extending through November and December. All teams will meet with both outgoing and incoming team members under the direction of the outgoing leadership.

It is recommended that this document be reviewed and updated by the Steering Team every two years, or as required to adjust to the growth and evolution of our ministry. All changes to this document must be voted upon and approved by the Church Conference before they may take effect.