

## **NEWMAN UNITED METHODIST CHURCH**

*"Our Mission is to Love God, Love People and Serve the World."*

### **MANAGEMENT DUTIES, RESPONSIBILITIES AND AUTHORITIES:**

The Church Council of Newman United Methodist Church has designated the following management duties, responsibilities, and authorities to:

1. Financial Management Ministry Group
  - a. Initiate budget process and present annual budget for Council review and approval
  - b. Monitor financial statements, including annual audit
  - c. Review and approve bookkeeping contract
  - d. Make recommendations to the Council on financial policy and practice for review and approval
  
2. Property and Endowment Management Ministry Group
  - a. Manage and allocate capital fund budget
  - b. Monitor rental contracts
  - c. Approve repair costs over \$1000.00, but not to exceed \$5000.00
  - d. Recommend allocation of earnings from capital endowment fund
  - e. Oversee the management of endowment funds
  - f. Complete required Conference forms
  - g. Make recommendations to the Council on facility and endowment policy for review and approval
  
3. Personnel Management Ministry Group
  - a. Prepare clergy compensation package for Council review and approval
  - b. Prepare employee salary proposal for Council review and approval
  - c. Perform employee evaluations as outlined in NUMC Employee Manual
  - d. Maintain personnel files
  - e. Determine Health Insurance plan for employees
  - f. Consult with Pastor about employee organization and needs
  - g. Employee vacancies (positions of 15 hours or more per week) – advertise for applicants, review applications, interview candidates, recommend employment to Council
  - h. Recommend disciplinary actions and/or termination to Council
  - i. Make recommendations to the Council on personnel policy for review and approval, such as revisions to NUMC Employee Manual
  
4. Pastoral Management
  - a. Manage budget for employees and staff
  - b. Supervise employees – Refer to NUMC Employee Manual
  - c. Oversee staff
    - I. Ministry teams – coordination, adherence to vision and mission
    - II. Lay Leaders

- III. Committee on Nominations and Leadership Development
- IV. Paid positions up to 15 hours per week may be established, filled, and managed by the Pastor if within the pastoral staff budget
- d. Allocate special ministry endowment funds – no more than 75% of interest earnings with single expenditures up to \$1000.00. Expenditures above that amount must have Church Council approval.
- e. Develop and organize stewardship
- f. Design, implement, and evaluate worship services
- g. Approve and oversee facility repairs up to \$1000.00
- h. Approve building use
- i. Make recommendations to the Council on pastoral management and duties

The Council may designate other duties, responsibilities, and authorities. It may also form other Ad Hoc groups when necessary.

Adopted November 10, 2014