



SERVING OPPORTUNITIES ADMINISTRATIVE MINISTRIES

It is that time of year again for the Nominations Committee to fill the empty committee seats for the term through 2025. Below are listings of the Administrative Ministry Committees that the Nominations Committee would love to see you join.

Church Council: This committee is responsible for planning and implementing a program of nurture, outreach, witness and resources to the church. They review membership, fill lay vacancies, determine salary and other remuneration of the pastors and staff, establish the budget on recommendation of the Finance Committee and function as the administrative agency of the Charge Conference. This committee meets quarterly.

Trustees: This committee is the acting authority of the incorporation of the church. They supervise and oversee the care of real property (buildings, equipment, vehicles, etc.) owned by the church. They oversee the adequacy of insurance policies, safe sanctuary policies and security policies. They receive and administer all bequests/trusts made to the church that are placed into the permanent endowment. This committee has to meet monthly at least nine times a year, typically do not meet in the months of June, July and December unless warranted.

Finance: This committee is responsible for the finances of the church overseeing the annual budget process to in turn present to Church Council annually for approval along with developing and implementing plans for raising sufficient income to meet the budget adopted by Church Council. They guide the treasurer and financial secretary including overseeing policy and procedures for adequate and transparent money control. They oversee provisions for annual audits. This committee meets quarterly.

Permanent Endowment: This committee is the stewards of a collection of designated and undesignated monetary gifts from members and friends of the church. They educate and encourage members and friends to participate in planned giving to the endowment fund. They ensure proper management of the endowment fund that is consistent with investment policy and procedures along with ensuring disbursement of funds that is consistent with spending policies approved by the Finance Committee and the stated intent of each donor. This committee meets an average of three times a year.

Staff Parish Relations Committee (SPRC): This committee is responsible for the hiring/firing of staff, and overseeing employee policy and procedures. They keep themselves informed of personal matters in relationship to the church's policy, professional standards, liability issues and civil law and communicating such matters to staff. They are the liaisons for staff and oversee their wellbeing. They also oversee the wellbeing of the pastor and his family's living situation alongside the Trustees. They are in charge of presenting to Church Council the annual salary and housing allowance for the pastors for approval to submit to Charge Conference. This committee meets monthly.

Higher Education Outreach and Scholarship: They are responsible for reviewing scholarship applications and determining the amount awarded to each recipient based on the funds available each year by the Permanent Endowment Committee for those that qualify. They also gather a couple of times a year to send care packages to the college students to nurture them while they are away from their families and church family. This committee meets an average of four to five times a year.

Nominations: They are responsible for overseeing the recruitment and nominating of new committee members for the Administrative Ministries each year with the guidance of the lead pastor. This committee meets an average of three times a year.

If you are interested in serving on one of these committees or interested in continuing to serve if your three year term ends this year, please check the box next to the committee name below, fill out your information and **turn into the Business Office no later than 09/30/2022.** You can also email it to the Business Administrator at sarahholley@love-first.org.

Name: _____

Phone: _____

Email: _____

Member: Yes No

- Committee Interested in Serving:
- Church Council
 - Trustees
 - Finance
 - Permanent Endowment
 - Staff Parish Relations Committee (SPRC)
 - Higher Education Outreach and Scholarship
 - Nominations