

Officers, Leaders & Employed Staff for 2020

Church _____
 Charge _____
 Pastor _____

ONLY provide information for those positions used in your church structure.

Please **verify** that each **e-mail** and **mailing address** is **valid, up-to-date, and complete**.

Positions that are Required by the 2016 Book of Discipline

Title	Name	Address	Phone (w/Area Code)	E-mail - PLEASE PROVIDE
Administrative Board Chair/ Church Council Chair <i>Membership list can be found in ¶252.5</i>				
Charge Conference Recording Secretary <i>ONE per charge - List only on their church's report.</i>				
Finance Committee Chair				
Financial Secretary				
Lay Leader				
Lay Member of Annual Conference <i>One per charge, unless there are multiple appointed clergy. List additional names on page "Other Additional Members", if needed.</i>				
Lay Member of Annual Conference-ALTERNATE				
Nominations and Leadership Development Committee <i>This committee is required by the 2016 Book of Discipline, ¶ 249 & 258.1. List names on page "Nominations and Leadership Development Committee Members"</i>				
Pastor-Parish Relations Chair <i>List members on page "SPR/PPR Committee Members"</i> <input type="radio"/> Local Church <input type="radio"/> Charge				
Treasurer <input type="radio"/> Paid <input type="radio"/> Volunteer				
Charge-Wide Treasurer (if applicable)				
Trustees Chair				

Positions that are Required by the 2016 Book of Discipline (paragraph 258.2.a)

***SPR/PPR Committee Members**

Panel	Church Please list church membership if this is a multi-church charge.	Name	Address	Phone (w/Area Code)	E-mail - PLEASE PROVIDE
2020					
2020					
2020					
2021					
2021					
2021					
2022					
2022					
2022					
	Lay Leader				
	Lay Member of Annual Conference				
	Charge Chair				

*(a) The committee shall be composed of not fewer than five nor more than nine persons representative of the total charge. One of the members shall be a young adult adult and one member may be a youth. In addition, the lay leader and a lay member of the annual conference shall be members. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee.

*Paragraph 258.2.a
The 2016 Book of Discipline of The United Methodist Church*

Positions that are Required by the 2016 Book of Discipline (paragraph 2526)

***Members of The Board of Trustees**

Panel	Church (Please Indicate Chair below with *)	Name	Address	Phone (w/Area Code)	E-mail - PLEASE PROVIDE
2020					
2020					
2020					
2021					
2021					
2021					
2022					
2022					
2022					

**Local Church Board of Trustees' Qualifications* - In each pastoral charge consisting of one local church, there shall be a board of trustees, consisting of not fewer than three nor more than nine persons, and it is recommended that at least one-third be laywomen and that at least one-third be laymen. The trustees shall be of legal age as determined by law, and at least two-thirds shall be professing members of The United Methodist Church. No pastor is a voting member of the board of trustees unless elected as a member.

Paragraph 2526
The 2016 Book of Discipline of The United Methodist Church

Positions that are Required by the 2016 Book of Discipline (paragraph 258.1.c)

***Nominations and Leadership Development Committee Members**

Panel	Title / Church Please Indicate below the Vice-Chair with *	Name	Address	Phone (w/Area Code)	E-mail - PLEASE PROVIDE
	Pastor				
	Lay Leader				
2020					
2020					
2020					
2021					
2021					
2021					
2022					
2022					
2022					

*This committee is to be composed of not more than nine persons, in addition to the pastor and the lay leader. At least one young adult elected by the charge conference shall serve as a member of the committee. One or more members elected by the charge conference may be youth. The pastor shall be the chairperson. A layperson elected by the committee on nominations and leadership development shall serve as the vice chairperson of the committee.

Paragraph 258.1.c
The 2016 Book of Discipline of The United Methodist Church

Positions that are Required by the 2016 Book of Discipline (paragraph 258.4)***Finance Committee Members**

	Title / Church	Name	Address	Phone (w/Area Code)	E-mail - PLEASE PROVIDE
	Finance Chair				
	Pastor				
	Lay Member of Annual Conference				
	Administrative Board Chair/ Church Council Chair				
	Pastor-Parish Chair or Representative If in a charge, who is the charge chair?				
	Trustee Representative				
	Stewardship Chair				
	Lay Leader				
	Financial Secretary				
	Treasurer				
	Church Business Administrator				
Panel	Additional Optional Members As Elected				
2020					
2020					
2020					
2021					

	Title / Church	Name	Address	Phone (w/Area Code)	E-mail - PLEASE PROVIDE
2021					
2021					
2022					
2022					
2022					

*There shall be a committee on finance, elected annually by the charge conference upon recommendation by the committee on nominations and leadership development or from the floor, composed of the chairperson; the pastor(s); a lay member of the annual conference; the chairperson of the church council; the chairperson or representative of the committee on pastor-parish relations; a representative of the trustees to be selected by the trustees; the chairperson of the ministry group on stewardship; the lay leader; the financial secretary; the treasurer; the church business administrator; and other members to be added as the charge conference may determine. It is recommended that the chairperson of the committee on finance shall be a member of the church council. The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote.

The positions of treasurer and financial secretary should not be combined and held by one person, and the persons holding these two positions should not be immediate family members.

No immediate family members of any appointed clergy may serve as treasurer, finance chair, financial secretary, counter, or serve in any paid or unpaid position under the responsibilities of the committee on finance, as described herein. These restrictions would apply only to the church or charge where the clergy serves.

Church _____

Charge _____

Additional Positions ONLY provide information for those positions used in your church structure.

Title	Name	Address	Phone (w/Area Code)	E-mail - <i>PLEASE PROVIDE</i>
Adult Ministries Coordinator				
Age Level & Family Ministries Chair				
Be-A-Builder <i>(Formerly Builder's Club)</i>				
Communications Coordinator				
Camping Advocate <i>(Formerly Camping Coordinator)</i>				
Children's Ministries Coordinator				
Children's Program Director (Paid) <input type="radio"/> Full-Time <input type="radio"/> Part-Time				
Christian Education Director/Program Director (Paid) <input type="radio"/> Full-Time <input type="radio"/> Part-Time				
Church and Society Chair				
Church/Sunday School Superintendent				
Disaster Response Coordinator				
Education Chair				
Endowment/Planned Giving Chair <i>(Formerly Perm. Endowment Comm. Chair)</i>				
Evangelism Chair				
Family Ministries Chair				
Health & Welfare Representative				

Title	Name	Address	Phone (w/Area Code)	E-mail - PLEASE PROVIDE
Higher Education & Campus Ministries Chair				
Historian				
Holston Home Ambassador				
Missions Chair				
Music Director <input type="radio"/> Paid <input type="radio"/> Volunteer				
Nurturing Ministries Chair				
Office Secretary / Manager / Administrative Assistant <input type="radio"/> Paid <input type="radio"/> Volunteer				
Older Adult Ministries Coordinator				
Outreach Ministries Chair				
Parish Nurse <input type="radio"/> Paid <input type="radio"/> Volunteer				
Religion & Race Chair				
Stewardship Chair				
UMM President				
UMW President				
UMYF President <i>(Age 18 and under)</i>				
UMYF Mentor <i>(Formerly UMYF Counselor) List additional names on page "Other Additional Members", if needed.</i>				

Title	Name	Address	Phone (w/Area Code)	E-mail - PLEASE PROVIDE
UMYF Mentor <i>(Formerly UMYF Counselor) List additional names on page "Other Additional Members", if needed.</i>				
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Wesley Foundation Liaison				
Witness Ministries Chair				
Worship Chair				
Young Adult Ministries Coordinator				
Youth Ministries Coordinator				
Youth Ministries Staff (Paid) <input type="radio"/> Full-Time <input type="radio"/> Part-Time				

Church _____

Charge _____

Other Additional Members
Lay Members to Annual Conference, Paid or Volunteer Staff, UMYF Mentors, etc...

Title	Name	Address	Phone (w/Area Code)	E-mail - <i>PLEASE PROVIDE</i>