



United Methodist Church

Ministry Leader Guide

Mission:

Making disciples for Jesus Christ.

This is what we strive to do as a people called St. James United Methodist Church.

Motto:

Connecting people with God in practical ways.

This is a short and concise reminder of what we are all about.

Vision:

*Connecting people with God through exciting worship,
compassionate outreach and authentic faith development.*

This is how we will live out our mandate of connecting people with God.

Vision of Ministries:

Ministries provide opportunities for persons to get connected with God in practical ways.

Ministries must be externally focused to truly live into the vision.

Leadership Expectations & Covenant

Throughout the New Testament, leaders are called to be examples to the rest of the church and are held to higher standards. Paul sets forth lists of attributes of elders and deacons; leaders should be “above reproach” and “not be puffed up with conceit.” Peter, likewise, challenges leaders to be “examples to the flock” and exercise leadership with a willing heart. Because leaders are held to a higher standard, James says, “not many of you should become teachers, because you know that we who teach will be judged more strictly.”

As leaders, we set the tone and pace for the entire congregation. We model the Christian faith and the Christian life, and the attitude and heart of a Christian for our congregation. We shape the heart and character of the entire congregation. It is vital that we walk the Christian walk. Spiritually healthy leaders will produce a spiritually healthy church.

With this in mind, the expectations and covenant were developed to guide our life together as leaders at St. James UMC (KCMO). We use these standards to hold ourselves accountable to pursuing the Christian life. We do so with gentleness and respect- recognizing that it is God’s

grace that calls forth our faithful response, and it is God's grace that brings such transformation in our lives.

Safe Sanctuary

In all of our ministries with children and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each child will be "...surrounded by steadfast love...established in the faith, and confirmed and strengthened in the way that leads to life eternal. ("Baptismal Covenant II," *United Methodist Hymnal*, p. 44).

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to engage in the ministry of the Gospel in ways that assure the safety and spiritual growth of all our children and youth as well as all of the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers with children and youth regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

Our congregation's purpose for establishing this Safe Sanctuaries Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all our children and youth.

All persons engaged in ministry with youth and children MUST have completed Safe Sanctuary training, must have a current background clearance on file, and must be authorized by the Safe Sanctuary Coordinators.

Organizations, groups, or individuals not a part of this church, but using our facilities, must adhere to the Safe Sanctuary Policies and Procedures. A liability waiver must be submitted exempting the church for any wrongdoing perpetrated by outside organizations, groups, or individuals while on St. James property.

Safe Sanctuary Training

Safe Sanctuary Training is available online. To begin the certification process, complete the Safe Sanctuary Certification request under "Forms" on www.stjamesumc.com. If you do not have access to a computer or need assistance, please contact the church office to schedule an appointment.

Congregational Care

"Is anyone among you sick? Let them call the elders of the church to pray over them and anoint them with oil in the name of the Lord" James 5:14, NIV

God has called pastors to care for the needs of God's sheep. The hope is the Pastoral Team, Congregational Care Ministers (CCM) and the entire congregation will provide compassion to those hurting physically, emotionally and mentally. Our goal is to make sure every member in need of care will receive the best we have to offer.

Pastoral/Ministry Liaisons

Each ministry at St. James has a liaison who is available to assist the ministry leader in achieving the mission and vision of the ministry and the church. Ministry leaders and volunteers should consult with their Liaison in addressing concerns. If necessary, the Liaison will consult with the Executive Pastor to address concerns.

Pastor Linda Settles: General oversight of all Associate Ministers/Pastors, ministries and ministry leaders; serves as pastoral liaison for Lay Speakers, New Disciple Team, Covenant Disciples, Evangelism, Seniors Bible Study, United Methodist Women, Hospitality, HeBrews and NLDT.

Dr. Laurice Valentine: pastoral liaison for Congregational Care ministries including Cancer Support Circle, Care and Nurture, Congregational Care Ministers, Divorce Care, Grief Share, and Wedding Committee.

Pastor John Macklin: pastoral liaison for Prayer and Visitation including hospital visits, special prayer events and weekday prayer.

Pastor Andre Fulton: pastoral liaison for Next Generation ministries including Boys & Girls Scouts, Children, Youth and College Age/Young Adult Ministries.

Pastor Arretta Shannon: pastoral liaison for outreach ministries such as Emergency Preparedness, Fishes & Loaves, Missions, Health Ministry, Social Justice (CCO), St. James Place and VIM.

Pastor Cunningham: pastoral liaison for Adult Sunday School, Disciple Bible Studies, Marriage Ministry, Singles Ministry, Growth Groups and United Methodist Men.

Tyrone Yarbrough: ministry liaison for Acolytes, Altar Guild, A/V Team, Music Ministry, Praising Grace, Silent Praise, Ushers and Worship Design Team.

Nyrobi Collins: ministry liaison for Facilities Staff, Bowling League and Van Ministry.

Operating Policies & Procedures

Office Hours

The church office is open Monday - Friday from 8:00 AM until 5:00 PM. Before and after these hours telephone calls will be directed to voice mail. Recorded messages will be processed on the next business day.

Confidentiality

One of the basic principles of ministry is the confidential relationship between pastor(s), staff, members and friends. Every staff member must also respect this principle. Any conversation, counseling, correspondence, file material or general transaction of the church is **not to be discussed or made public in any way**. Any and all issues should only be discussed with those in authority that can help resolve the issue. Gossip and negative conversation is not tolerated by any staff or volunteer.

Duplication of Keys

The Director of Operations **MUST** approve all requests for keys. **The duplication of keys to church property is strictly prohibited.**

Changing Locks

In an effort to assist ministries, sometimes storage space is provided at the church. Please remember that this is a courtesy of the church. Do not change the locks on church doors and property. Not adhering to this policy may result in the ministry no longer being provided storage space at the church.

Accidents and Incidents

The Church Office shall be notified immediately of any accidents or incidents on church property (inside and outside). A full report of the accident/incident is to be submitted to the Director of Operations within 24 hours. Accident/Incident reports can be downloaded from the church website or obtained from the mailbox area.

Copy Request

A desktop copier is available in the Conference Room for ministry documents (fliers, music, lessons, etc.) of 50 or less copies. Ministry jobs requiring more than 50 copies should be submitted no less than seven days in advance to the Administrative Assistant. At the discretion of the primary staff, some requests may be modified to reserve resources (i.e. ½ sheet vs full size, colored paper vs. color copies, etc.). A copy request form must accompany all submissions.

Budget and Purchase/Reimbursement Procedures

Budget

An annual itemized budget is required for all ministries. Budgets are due to Liaisons no later than the **tenth day of September** for the next calendar year. Submitted budgets will be reviewed by

church leadership for approval or amendments. Preliminary budgets will be provided to Ministry Leaders by October 30th.

Purchase/Reimbursement Requests

Approval to expend funds for budgeted items is contingent upon the availability of funds. Budgets will be monitored monthly. Reports of available funds can be provided by the Liaison upon request. Any expense pertaining to a specific ministry will be debited from that ministry's budget. Please refer questions regarding this process to your Liaison.

Requests for funds should be made *prior* to any expenditures being incurred. No purchases are authorized at any time without the **prior** written consent of the Liaison. A voucher must be completed in its entirety and submitted along with documentation (invoice, purchase order, etc.) to the Liaison in advance for approval. Upon approval by the Liaison, vouchers will be processed for payment. **Reimbursement requests must not be more than two hundred (\$200.00) dollars.** Please allow ten (10) business days for receipt of funds. Any purchases made without prior approval may not be reimbursed. Once a purchase has been made, the purchase documentation (receipts, invoices, etc.), and any remaining funds shall be submitted to the Director of Operations or Finance Manager within seven (7) days.

The following information is provided to assist ministries in gathering and providing the necessary documentation to support specific requests. Please keep in mind, requests for funds should be made *prior* to any expenditures being incurred. No purchases are authorized at any time without the **prior** written consent of the Liaison.

- Reimbursements – once the expense has been made, provide copy of original payment (receipt) to the Liaison with the approved voucher. Tax exempt documentation shall be provided to prevent the church from incurring unnecessary expenses. Reimbursements will be remitted within ten (10) business days.
- Advance Payments – Payment for goods or services may be payable prior to actual expense being incurred if a quote is received electronically and attached to an approved voucher. Once approved, a check will be made payable to the company for the exact amount of the quote in order to allow the ministry to purchase the product without having to “front” the money and wait on reimbursement.
- Guest Speakers/Performers/Etc. – An Idea/Event/Activity Form, including the event budget, must be submitted in advance to the Liaison to secure approval. Once the event is approved, a voucher should be submitted to the Liaison for payment.

Often members will come to ministries to request compassionate outreach. When this happens, please contact your Liaison. This is to coordinate the outreach effort and ensure that we are being good stewards of our resources.

Event Scheduling

Any consideration of special uses of the property of this church will be guided by the fact that it has been dedicated to worship, teaching the Bible, evangelism, character building, and related activities. **ALL EVENTS SHOULD BE PLACED ON THE MASTER CALENDAR DURING THE ANNUAL CALENDAR PLANNING PERIOD, WHICH ENDS SEPTEMBER 10TH.** The preliminary church calendar will be provided to Ministry Leaders by October 15th. All events will be scheduled by importance for the overall church body, as stated above and determined by the primary staff. Please refer questions regarding this process to your Liaison.

Any event not submitted during the calendar planning period will be reviewed. However, it may not be included in that year's final calendar.

Once events are placed on the calendar, a building usage form requesting space usage should be submitted to the Director of Operations.

Regularly scheduled meetings and services shall have prior claim to space, facilities and equipment ordinarily used by them.

Organizations, groups, or individuals not a part of this church shall direct their requests for space to the Director of Operations. The Director of Operations is authorized to accept payment of fees to cover the cost of security, facility management and the A/V team, in accordance with the facility use policy.

Use of any portion of the property shall conform to city fire and safety ordinances.

Equipment and Furnishings

All equipment and furnishings (i.e. tables, chairs, serving dishes, etc.) are to remain on church premises at all times unless otherwise designated for specific church-related outreach functions. The removal of equipment must have prior approval in writing from the Director of Operations.

Event Publicizing Procedures

Information shall be thoroughly proofed before submitting. Information shall include all church contact information (complete address, phone number and website), the current logo and the name of the Senior Pastor.

A Photograph/Video Release should be obtained and on file for all promotional materials prior to publication.

Internal Promotion

- Bulletin Announcement – Information shall be submitted with approval from the pastoral/ministry liaison to the Administrative Assistant electronically by Wednesday at 12 noon. Information may be edited for publication.
- Special Bulletin Insert – Very limited availability; and requires four (4) weeks advance scheduling and coordination. Information shall be submitted to the Administrative Assistant electronically with approval from the pastoral/ministry liaison. Information may be edited for publication.
- Worship Announcement Loop – Ministries are responsible for providing text and images. Image and information shall be submitted to the Communications Coordinator electronically at minimum four (4) weeks in advance with approval from the pastoral/ministry liaison. Information may be edited for display.
- Website/Facebook – Very limited availability; and requires four (4) weeks advance scheduling and coordination. Ministries are responsible for providing text and images. Information shall be submitted to the Communications Coordinator electronically after review by and approval from the pastoral/ministry liaison. Information may be edited for display.
- The View – Ministries are responsible for providing text and images. Images and information shall be submitted to the Communications Coordinator electronically for Senior Pastor's primary staff approval at minimum four (4) weeks in advance. Information may be edited for display.
- E-News - Ministries are responsible for providing text and images. Images and information shall be submitted to the Communications Coordinator electronically for primary staff approval at minimum four (4) weeks in advance. Information may be edited for display.
- Ministry Bulletin Board - Limited availability. Following review by and approval from the pastoral/ministry liaison, information shall be submitted to the Administrative Assistant two weeks in advance.

Idea/Event/Activity

All members of St. James UMC have gifts and worthwhile suggestions that we welcome. The Idea/Event/Activity form has been designed to capture your idea, event or activity and assist you in proper planning. This form is especially helpful in presenting ideas, events or activities that arise after the master calendar has been finalized.

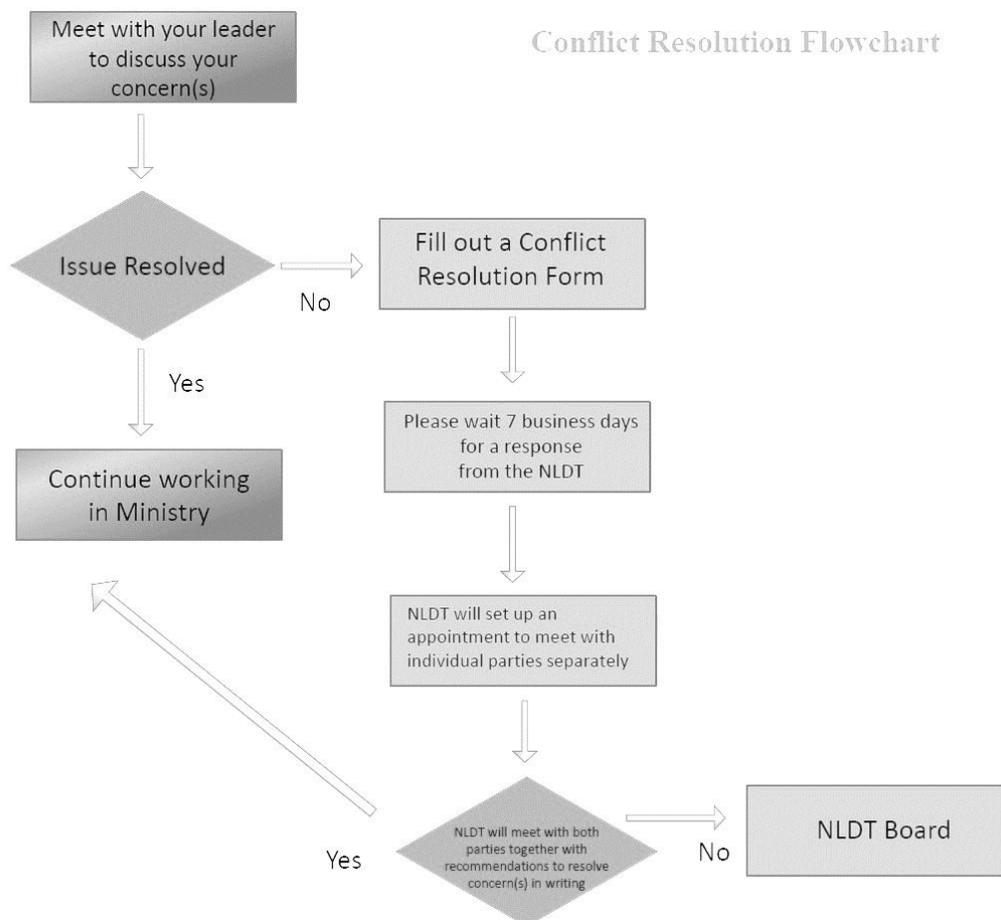
Please complete **all areas** of the form before submission to the appropriate ministry liaison. If you feel you don't have enough information to develop the plan, talk to other members for their input. Remember, we all have to be accountable for the growth of our church and we can only do this by asking for support.

Conflict Resolution Procedures

The scriptures give very clear direction on how resolution is supposed to happen.

*“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” **Matthew 18:15-17.***

Note: It is suggested that this process be followed to resolve conflicts within ministries. It is not recommended that certain steps be arbitrarily omitted.



Scriptural References

Jeremiah 32:27

“I am the LORD, the God of all mankind. Is anything too hard for me?”

Galatians 6:1

Brothers and sisters, if someone is caught in a sin, you who live by the Spirit should restore that person gently. But watch yourselves, or you also may be tempted.

James 1:19

My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, ...

Proverbs 15:28

The heart of the righteous weighs its answers, but the mouth of the wicked gushes evil.

Proverbs 18:13

To answer before listening— that is folly and shame.

Proverbs 26:20

Where there is no wood, the fire goes out: And where there is no talebearer, strife ceases.

Forms

Most forms can be downloaded from the St. James website or picked up from the mailbox area located across from Dr. Cleaver's office in the Administrative Building.

Building Usage Form

Congregational Care Policy

Copy Request Form

Event Planning Checklist

Idea, Events, Activity Form (IEA)

IEA Assessment

Incident Report

Leadership Expectations & Covenant

Ministry Leader Guide

Photo/Video Release

Spiritual Gifts Survey

Voucher

Contact Information

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