

Church Structure

Updated June 22, 2020

The organizational structure of Collegiate Wesley is designed to focus on the purpose and picture, to assign responsibilities to implement the picture, and to provide accountability to all persons engaged in ministry for the church. The components of the structure are the Church Council, the Administrative Council, the Ministries Council and the professional Church staff. Each council will select individuals to fill its leadership positions. Each council will prepare minutes of its meetings and provide copies of those minutes, once approved, to be available to view by the church body. The effectiveness of this church structure will be evaluated annually by Church Council and adjusted if necessary.

Church Council: The Church Council is composed of the Senior Pastor, Associate Pastor/Campus Pastor, Chair, Chair-Elect, Past Chair, Secretary, Chairpersons of both the Ministries Council and the Administrative Council, Lay Leaders, Endowment Board Chair, Wesley Foundation Board Chair, and Lay Member to Annual Conference. This group will meet monthly and may meet additionally on an “as-needed” basis. Its focus will be leadership development and strategic planning. The Church Council will serve as the administrative agency of the Charge Conference and in that capacity can make decisions when a proposal impacts both the Administrative and Ministries Councils. This group has authority to approve requests for use of available funding from the Enduring Gifts General/Undesignated Fund.

Administrative Council: This group works directly with the Senior Pastor to assure that the church is fulfilling its purpose and picture as they coordinate and align all administrative functions of the church through Staff-Parish Relations, Trustees, and Finance. This group works with the Senior Pastor and Director of Adult Discipleship to identify, equip, and deploy persons to serve in the areas it oversees. In addition to Chair, Chair-Elect and Secretary, the Administrative Council includes the chairpersons of each administrative area, the Administrative Lay Leader, and three persons at-large identified by the Administrative Council and elected by Charge Conference. The Administrative Council meets at least every other month, during the months opposite the Ministries Council meetings. Staff resourcing for the Administrative Council are the Senior Pastor, and Director of Generosity.

Ministries Council: This group works with the Associate Pastor to assure that the church is fulfilling its purpose and picture as they coordinate the work of the ministry groups: Worship, Congregational Care, Reaching and Receiving, Christian Education, Sending to Serve, and the various teams under each of these areas. This group works with the Pastors and Director of Adult Discipleship to identify, equip, and deploy persons to serve in the areas it oversees. In addition to the Chair, Chair-Elect, and Secretary, the Ministries Council includes the Ministries Lay Leader and the chairpersons of each of the ministry groups. The Ministries Council meets at least every other month, during the months opposite the meeting of the Administrative Council. Staff resourcing for the Ministries Council include the Associate/Campus Pastor; Director of Children, Youth, and Family Ministries, Wesley Foundation Campus Minister; and Director of Adult Discipleship.

Church Staff: The Senior Pastor works with the Church Council and all staff to lead the

church in discerning and implementing its purpose and picture. The Senior Pastor and Director of Adult Discipleship work with the Administrative Council and Ministries Council to identify, equip, and deploy persons to serve in the ministry areas they oversee. The Director of Generosity also works with the Administrative Council. The Associate Pastor/Campus Pastor; the Director of Adult Discipleship; and the Director of Children, Youth, and Family Ministries, Wesley Foundation Campus Minister work with the Ministries Council to assure that ministry goals align with God's purpose and picture.

Nominations:

The Book of Discipline of the United Methodist Church requires a process for Nominations and Leadership Development. As the church is called to make disciples, Collegiate/ Wesley's primary "business" is people development. The nomination process is more proactive than "filling slots." It is a way to identify new leaders, to equip them, and deploy them for ministry according to their unique passions, gifts, and graces. The Director of Adult Discipleship will support each Council as they seek to identify the gifts of members of the congregation. The Councils will communicate ministry needs and opportunities to the congregation to ascertain interest. This process will be facilitated by the ongoing documentation of spiritual gifts and graces of congregation members. This process will be guided and supported by a nomination committee, explained below.

Nomination Process:

The Church Council will nominate persons to serve a three-year term as Chair-Elect, then Chair, and finally Past-Chair. This Council will also nominate persons to fill Secretary and both Lay Leader positions. The persons selected will not already be serving on any of the Councils. Lay members to Annual Conference are also approved by and serve on Church Council. Lay members to Annual Conference include Ministries Council Lay Leader (4 year term), Administrative Council Lay Leader (4 year term), and At-Large Lay Member (1 year term—renewable).

The Administrative Council and the Ministries Council each nominate persons to serve on the ministries groups under their purview. The Chair, Chair-Elect, and Lay Leaders will be nominated by the Church Council. The persons nominated for any of these positions will not already be serving on any of the Councils as listed in the Church Structure. In addition, the Administrative Council nominates persons for each of three at-large positions. The Ministries Council and Administrative Council are also responsible to fill each of the Cluster and Committee positions that make up their respective Councils. These nominations must be approved by Church Council before implementation.

Clusters and Committees are responsible to also fill their respective ministry team leadership roles. Staff and Councils are happy to assist with this process, but these positions don't have to go through the nominations process.

By Discipline, the Senior Pastor leads the process of nominations and meets with each of the Councils as needed. The Senior Pastor chairs the Nominations Committee, comprised of the Senior Pastor, Director of Adult Discipleship, Director of Children, Youth, and Family Ministries, Wesley Foundation Campus Minister, Church Council Chair, Ministries Council Chair and Administrative Council Chair. This group provides guidance and oversight to each of the 3 Councils prior to Church Council approval.

Church Council will approve a timeline so that a full nominations slate can be approved prior to Charge Conference. Any nominations for remaining open positions after Charge Conference may be approved by Church Council and/or the respective Council.

Members of Councils

Church Council

Past Chair (1 year)
Chair (1 year)
Chair-Elect (1 year)
Secretary (3 year)
Senior Pastor
Associate Pastor/Campus Pastor
Ministries Council Chair
Administrative Council Chair
Administrative Lay Leader (4 year)
Ministries Lay Leader (4 year)
Lay Member to Annual Conference (1 year—renewable)
Endowment Board Chair
Wesley Board Chair (or designee)

Nominations Committee

Senior Pastor
Director of Adult Discipleship
Director of Children, Youth, and Family Ministries, Wesley Foundation Campus Minister
Church Council Chair
Administrative Council Chair
Ministries Council Chair

Administrative Council

Chair (2 year)
Chair-Elect (2 year)
Secretary (3 year)
Senior Pastor
Director of Generosity
Administrative Lay Leader (4 year)
Staff-Parish Relations Chair
Finance Chair
Trustees Chair
At-Large--3 positions (3 year terms)

Ministries Council

Chair (2 year)
Chair-Elect (2 year)
Secretary (3 year)
Associate Pastor/Campus Pastor
Director of Adult Discipleship
Director of Children, Youth, & Family Ministries, Campus Minister
Ministries Lay Leader (4 year term)
Worship Chair
Congregational Care Chair
Reaching/Receiving Chair
Christian Education Chair
Sending to Serve Chair

Appendix

BACKGROUND for Structure Development:

As the Future Church Team has guided Collegiate Wesley through the processes of discerning purpose and picture and beginning planning, several conversations have taken place about the possibility of revising current administrative and ministry structures so that Collegiate Wesley might be even more effective in living God's purpose: ***“to build an inclusive community that invites all people to experience God's unconditional love, grow in faith, and serve others.”***

THE RATIONALE:

The book ***Winning On Purpose*** by John Edmund Kaiser asserts the thesis that “an effective and efficient structure is one that focuses on three essential components: vision, responsibility, and accountability.” While these three elements have been somewhat a part of our current structure, the new structure makes these three components essential and operational.

Vision: Every ministry of the church must be aligned with our core purpose and picture. The total focus of the church is fulfilling God's purpose and picture in the most effective ways possible.

Responsibility: Persons who have responsibility in a given area are given the authority to develop their ministry area in accordance with the church's mission (“purpose”) and vision (“picture”). As these persons follow the guidelines established by the Church Council, they are encouraged to be creative and offer programs and ministries in alignment with our purpose and picture.

Accountability: Every leader of the church – clergy and lay – will be held accountable for their ministry area based on identified goals and objectives that will enable the church to fulfill its purpose and picture.

ADDITIONAL RATIONALE:

Permission from the United Methodist Book of Discipline--According to the United Methodist Book of Discipline, governing structure is a matter addressed by the local church, the pastor, and the District Superintendent. There is wide latitude to convene a structure that has clear lines of authority so that everyone knows who is responsible for what, decision-making is privileged above simple reporting so that God's people can move forward in ministry, laity are empowered to do the work of making disciples rather than sitting in long meetings, and pastors are empowered to attend the work of Word, Order, Sacrament, and Service.

Leadership Structure of Thriving Churches—Thriving congregations tend to have small, fluid leadership teams.

Having too many members on too many committees and clusters typically stalls the decision-making process and places leaders at the risk of burnout.