

# **Self-Nomination Information Guide and Form**

## **Mount Zion United Methodist Church**

Elected positions are one of a variety of paths of spiritual leadership in our church. The Nominations Team, on behalf of the church, is engaged in discernment to nominate the most appropriate leaders for elected positions. The nominees are then approved by vote at the Charge Conference. The information below will assist you in discerning God's will for your service at MZUMC. It will also be used by the Nominations Team. Please give prayerful thought before submitting your self-referral form at the back. You might also consider discussing your insights with a mature Christian in your life. Discernment involves listening and placing our lives in the hands of God. "Commit your way to the Lord; trust in him, and he will act."—Psalm 37:5 (NIV).

**Special consideration will be given to the following criteria in order to match people with the available ministry opportunities:**

- Appropriate talents, skills, or expertise
- Proper motivation for seeking leadership
- Commitment to Christ with a love for the church
- Moral discipline and evidence of spiritual growth
- Ability to attend meetings and fulfill time requirements
- Alignment with the church's purpose
- Prior involvement and/or leadership within church ministries
- Ability to balance and/or diversify the ministry
- Appropriate spiritual maturity for the position
- Fulfillment of the expectations of membership by worshiping, growing, serving, and giving

**Expectations of all Members:**

- To attend a worship service weekly unless we are sick or out-of-town.
- To pursue at least one means of growing our faith (Small Group, UMW, Promise Keepers, Sunday School, Youth Group, etc.) in addition to a weekly worship celebration.
- To serve in at least one ministry area, according to our gifts.
- To give in proportion to our income, tithing or growing toward the tithe (10% of your income to the church).

**We believe God has called Mount Zion United Methodist Church to the following:**

- Celebrate God's Presence—Worship
- Communicate God's Word—Evangelism
- Educate God's People—Discipleship
- Demonstrate God's Love—Ministry
- Incorporate People Into God's Family—Fellowship

## 2012 Mount Zion United Methodist Church Committee Descriptions

Following are descriptions of administrative and program teams with current openings. Included with this guide is a self-referral form, which has been designed to assist you in discerning God's will for your role of elected service at MZUMC. Please complete the form and return it to the church office. If you have any questions, please talk with Pastor Leonard.

### **Nominations**

#### ***Responsibilities:***

The Nominations Committee is responsible for identification, development, deployment, and evaluation of spiritual leadership at MZUMC. Committee members must be actively engaged in service at MZUMC. Prospective committee members should also be committed to our church's purpose statement.

#### ***Passion For:***

Effective ministry; spiritual & numeric growth; MZUMC's mission; leadership development

#### ***Spiritual Gifts:***

Administration; Knowledge; Discernment; Leadership; Helps

#### ***Length of Commitment:***

3 years

#### ***Regular Commitments:***

The committee meets several times in August; they also meet throughout the year as necessary.

#### ***Talent/Skills/Ability:***

Organization, good communication skills, direct communicator, intuitive, critical thinker, confidentiality.

#### ***Additional Comments:***

The committee consists of the Lead Pastor, Lay Members to Annual Conference, Lay Leader, and nine at-large members, three of which are vacant positions.

### **Staff Parish Relations**

#### ***Responsibilities:***

The Staff Parish Committee acts as a liaison between staff, clergy, and the congregation. The committee engages in biblical and theological reflections on the mission of the church, ministries of the local church, and work of the pastors and staff. It leads the congregation in encouraging, equipping, and enabling the pastors and staff to carry out their responsibilities. This committee bears primary responsibility for recommendations to the Administrative Council regarding hiring, compensation, and accountability.

#### ***Passion For:***

People; effective ministry; Biblical truth; MZUMC's mission

#### ***Spiritual Gifts:***

Administration; Encouragement; Leadership; Discernment; Prophecy; Pastoring

#### ***Length of Commitment:***

3 years

#### ***Regular Commitments:***

The committee meets monthly or as needed. Preparation time outside of meetings varies.

#### ***Talent/Skills/Ability:***

It is important that members have experience in Human Resources and/or management. The committee deals with everything from human resources to budgetary issues.

#### ***Additional Comments:***

The committee consists of several members by virtue of other ministry positions and nine at-large members, three of which are vacant positions. Committee members must be members at MZUMC and cannot be an immediate relation to a staff member. The mission of the Staff Parish Committee is developing as the size of the staff increases.

### **Finance**

#### ***Responsibilities:***

The general function and purpose of the Finance Committee is to maintain the financial health of MZUMC, which includes underwriting and monitoring the financial aspects of the missions, ministries and administrative functions of MZUMC and communicating the financial condition, plans and budget to the Administrative Council, pastoral staff, teams, congregation, lenders, and others as appropriate.

#### ***Passion For:***

Efficient stewardship; MZUMC's mission; effective ministry; Biblical truth

#### ***Spiritual Gifts:***

Faith, Giving, Administration; Leadership; Wisdom

#### ***Length of Commitment:***

2 years

#### ***Regular Commitments:***

Quarterly review meetings and annual

compilation of the budget.

**Talent/Skills/Ability:**

Experience in a financial role in a commercial operation, good communication skills, attention to detail.

**Additional Comments**

The committee consists of several members by virtue of other ministry positions and four at-large members, two of which rotate off this year.

**Fundraising**

**Responsibilities:**

The Fundraising Team serves as a sub-team of the Finance Committee to plan and direct annual church-wide fundraising events (i.e., Ole Fashion Supper, Chicken Dinner, and Harvest Day Sale). It recommends to the Administrative Council in coordination with the Finance Committee where funds raised from the above events will go.

**Passion For:**

MZUMC's mission; fellowship; efficiency; excellence, outreach

**Spiritual Gifts:**

Administration; Evangelism; Leadership; Service

**Length of Commitment:**

3 years

**Regular Commitments:**

The team meets as needed. Preparation time outside of meetings varies and can be significant preceding fundraising events.

**Talent/Skills/Ability:**

People skills; ability to coordinate the efforts of others; ability to see the big picture.

**Additional Comments:**

The team consists of several members by virtue of other ministry positions and twelve at-large members, four of which are vacant positions.

**Trustees**

**Responsibilities:**

The Board of Trustees is charged with the immediate and long-term care and maintenance of church property. Trustees hold the title to all property, buildings and equipment. They are also responsible for insurance issues, managing and administering all funds, and receiving property for the church.

**Passion For:**

MZUMC's mission; well-maintained facilities; facilitating ministry

**Spiritual Gifts:**

Administration; Leadership; Giving; Helps; Service

**Length of Commitment:**

3 years

**Regular Commitments:**

Trustees meet bimonthly and as needed. Preparation time outside of the meetings varies by project. Different team members may oversee particular areas of concern.

**Talent/Skills/Ability:**

A variety of backgrounds are needed, including expertise in: construction, insurance, law, facilities management, traffic flow, finance, and landscaping.

**Additional Comments:**

The board consists of nine at-large members, three of which will be replaced this year. All Trustees must be at least eighteen years of age. Two family members cannot serve on the Trustees at the same time.

**Parsonage**

**Responsibilities:**

The Parsonage Team serves as a sub-team of the Board of Trustees and oversees the immediate physical needs of the church's parsonage. This involves regular inspection, hands-on maintenance, securing any necessary hired repair, and supervising contracted work.

**Passion For:**

MZUMC's mission; well-maintained facilities; provision for the needs of the parsonage family

**Spiritual Gifts:**

Administration; Giving; Helps; Hospitality

**Length of Commitment:**

3 years

**Regular Commitments:**

The Parsonage Team meets as needed.

**Talent/Skills/Ability:**

Household maintenance, decorating, and human relations skills are helpful.

**Additional Comments:** The team consists of six members, two of which are vacant positions.

**Yard**

**Responsibilities:**

The Yard Team serves as an informal sub-team of the Board of Trustees and oversees the immediate physical needs of the church grounds (not including the Church cemetery). This involves regular inspection, hands-on yard work, and maintaining a yard care schedule and current list of persons willing to serve.

**Passion For:**

MZUMC's mission; natural beauty, inviting, efficient and well-maintained landscaping; effective and efficient ministry

**Spiritual Gifts:**

Administration; Giving; Helps; Hospitality

**Length of Commitment:**

3 years for the chair, unspecified for others

**Regular Commitments:**

The Yard Team meets as needed. Those involved take turns assisting with weekly mowing (in season) and biannual clean-up days.

**Talent/Skills/Ability:**

The ability to operate equipment such as riding mower, edger, hedge trimmer, blower, etc. is required.

**Additional Comments:** The team consists of a chair or two co-chairs and as many persons as are willing to serve on a regular basis.

**Cemetery****Responsibilities:**

The Cemetery Team serves as a sub-team of the Board of Trustees and oversees the administration and maintenance of the Church Cemetery. This involves maintaining policies and procedures, representing the church in communication with families/funeral directors, regular inspection, hands-on yard work, administering funds, and maintaining maps and records.

**Passion For:**

MZUMC's mission; natural beauty, well-maintained landscaping; ministry with grieving families

**Spiritual Gifts:**

Administration; Giving; Helps, Mercy, Pastoring

**Length of Commitment:**

3 years

**Regular Commitments:**

The Cemetery Team meets as needed. Each member takes turns assisting with weekly mowing (in season).

**Talent/Skills/Ability:**

The ability to operate equipment such as riding mower, edger, blower, etc. is helpful. Experience with record keeping, administration of funds, and establishing of policies is beneficial.

**Additional Comments:**

The team consists of six members, two of which are vacant positions.

**Gifts****Responsibilities:**

The Gifts Team serves as a sub-team of the Board of Trustees and maintains a list of potential minor capitol projects in coordination with the Trustees. It receives and disburses funds specially designated for the aforementioned gifts.

**Passion For:**

MZUMC's mission; beauty and function; excellence

**Spiritual Gifts:**

Administration; Discernment; Helps

**Length of Commitment:**

3 years

**Regular Commitments:**

The team meets as needed; at least quarterly.

**Talent/Skills/Ability:**

Human relations skills are helpful.

**Additional Comments:**

The team currently consists of several members by virtue of other ministry positions and six at-large members. There are two vacant positions.

**Kitchen****Responsibilities:**

The Kitchen Team keeps the church kitchen in good order so it may be effectively used for ministry including maintaining a stock of kitchen paper products and cleaning supplies. This team also coordinates church meals as requested.

**Passion For:**

MZUMC's mission; excellence; hospitality

**Spiritual Gifts:**

Administration; Helps

**Length of Commitment:**

3 years

**Regular Commitments:**

The team develops its own schedule for inventory, inspections, work days, and ordering/purchasing.

**Talent/Skills/Ability:**

Organizational skills, a desire for cleanliness and efficiency, and experience with food preparation are helpful.

**Additional Comments:**

The team currently consists of nine members. There are three positions available.

**Stewardship****Responsibilities:**

The Stewardship Team encourages the congregation in the support of ministries of the local and global church through tithing and proportional giving. It

leads and directs stewardship emphases and campaigns. It promotes wise and responsible use of God-given talents and time as well as financial resources by individuals and the church.

It educates church members in the principles of biblical financial management.

***Passion For:***

MZUMC's mission; generosity; biblical financial management

***Spiritual Gifts:***

Administration; Encouragement; Leadership; Giving; Faith

***Length of Commitment:***

3 years

***Regular Commitments:***

The team meets quarterly and as needed. Preparation time outside of meetings varies and can be significant during the annual Stewardship Emphasis.

***Talent/Skills/Ability:***

It is important that members set a personal example of tithing to the MZUMC budget and exercise godly use of whatever resources with which God entrusts them.

***Additional Comments:***

The team consists of several members by virtue of other ministry positions and six at-large members, two of which are vacant positions.

### **Children's Ministries**

***Responsibilities:***

The Children's Ministries Team plans and implements on-going ministries (i.e., Kid's Club, etc.) and special events (i.e., Fall Festival, Vacation Bible School, etc.) that fulfill the mission of Mount Zion for children ages 0-11. The team cooperates with the Sunday School Superintendent and the pastoral staff in the overall supervision of the educational ministries of the church with children. It serves as a liaison with organizations, persons, and resources in and beyond the local church that relate to ministry with children and promotes continuing training for ministry leaders.

***Passion For:***

MZUMC's mission; children; spiritual growth; biblical knowledge and application; relevant, effective, and efficient ministry

***Spiritual Gifts:***

Teaching; Administration; Encouragement; Prophecy; Pastoring; Discernment

***Length of Commitment:***

3 years

***Regular Commitments:***

The team meets as needed; at least quarterly.

***Talent/Skills/Ability:***

Especially helpful qualities are a willingness to learn, the ability to evaluate the effectiveness of ministries; creativity; and the desire to do what it takes to effectively minister to and with children.

***Additional Comments:***

The team consists of nine at-large members. There are three vacant positions.

### **Youth Ministries**

***Responsibilities:***

The Youth Ministries Team plans and implements on-going ministries (i.e., UMYF, etc.) and special events (i.e., mission's trips, etc.) that fulfill the mission of Mount Zion for youth ages 12-18. The team cooperates with the Sunday School Superintendent and the pastoral staff in the overall supervision of the educational ministries of the church with youth. It serves as a liaison with organizations, persons, and resources in and beyond the local church that relate to ministry with youth and promotes continuing training for ministry leaders.

***Passion For:***

MZUMC's mission; youth; spiritual growth; biblical knowledge and application; relevant, effective, and efficient ministry

***Spiritual Gifts:***

Teaching; Administration; Encouragement; Prophecy; Pastoring; Discernment

***Length of Commitment:***

3 years

***Regular Commitments:***

The team meets as needed; at least quarterly.

***Talent/Skills/Ability:***

Especially helpful qualities are a willingness to learn, the ability to evaluate the effectiveness of ministries; creativity; and the desire to do what it takes to effectively minister to and with youth.

***Additional Comments:***

The team consists of nine at-large members. There are three vacant positions. The team consists of a mix of junior high and senior high youth and adults.

### **Family Ministries**

***Responsibilities:***

The Family Ministries Team promotes strong marriages, godly parenting, and healthy intergenerational relations throughout the congregation. It also serves as a liaison with

organizations, persons, and resources in and beyond the local church that relate to ministry with adults and families.

**Passion For:**

MZUMC's mission; building up the body of Christ; strong marriages/families; spiritual growth; vital fellowship

**Spiritual Gifts:**

Leadership; Pastoring; Administration; Healing; Mercy; Encouragement; Hospitality

**Length of Commitment:**

3 years

**Regular Commitments:**

The team meets as needed; at least quarterly.

**Talent/Skills/Ability:**

Organization, creative thinking, and team-building skills are needed.

**Additional Comments:**

The team currently consists of nine members. There are three vacant positions.

## **Evangelism**

**Responsibilities:**

The Evangelism Team orchestrates our outreach to those who are yet to receive Christ as Savior and Lord in our local vicinity. This includes developing ways to advertise the ministry of Mount Zion to the community, ensuring a welcoming atmosphere for visitors, following-up with visitors, and other evangelistic initiatives.

**Passion For:**

MZUMC's mission; lost people to come to receive Christ; effective and efficient outreach; life-transformation

**Spiritual Gifts:**

Leadership; Evangelism; Faith; Healing; Mercy; Teaching; Hospitality

**Length of Commitment:**

3 years

**Regular Commitments:**

The team meets as needed; at least quarterly.

**Talent/Skills/Ability:**

Creativity, organization, tact, and boldness are needed.

**Additional Comments:**

The team currently consists of nine members. There are three vacant positions.

## **Missions**

**Responsibilities:**

The Missions Team engages the congregation in

efforts to meet the spiritual, physical, financial, educational, and emotional needs of people outside of our church family in the name of Christ and promotes cross-cultural and global mission efforts. It approves and coordinates mission efforts by persons or groups within the congregation who seek support and/or endorsement from Mount Zion. It also administers funds on behalf of MZUMC to meet the aforementioned needs as well as financial assistance to church members, members of the community, and local, national, and global ministries.

**Passion For:**

MZUMC's mission; fulfillment of the Great Commission; balance of truth and action

**Spiritual Gifts:**

Leadership; Evangelism; Faith; Pastoring; Healing; Mercy; Teaching

**Length of Commitment:**

3 years

**Regular Commitments:**

The team meets monthly or as needed.

**Talent/Skills/Ability:**

Creativity, organization, tact, and boldness are needed.

**Additional Comments:**

The team consists of nine members. There are three vacant positions.

## **Maintenance**

**Responsibilities:**

The Maintenance Team serves as a sub-team of the Board of Trustees and oversees the immediate physical needs of the church's buildings (except for the parsonage for which there is a separate team). This involves regular inspection, hands-on maintenance, securing any necessary hired repair, and supervising contracted work.

**Passion For:**

MZUMC's mission; well maintained, inviting facilities to further that mission

**Spiritual Gifts:**

Administration; Giving; Helps; Hospitality

**Length of Commitment:**

3 years (Since the team is just starting, 1, 2, and 3 year terms will apply.)

**Regular Commitments:**

The Maintenance Team meets monthly and as needed

**Talent/Skills/Ability:**

Maintenance, decorating, and human relations skills are helpful.

**Additional Comments:**

The team consists of a chair and six members.

Since this is a new team, all six positions are available. The chair of this team reports to the Board of Trustees and is not a voting member of the Administrative Council.

## **Technology**

### **Responsibilities:**

The Tech Team administers and coordinates the church's use of technology for ministry. This team should assess the church's tech needs, research and make recommendations to the appropriate groups to meet those needs (i.e. Trustees, Worship, Finance) and expend funds designated for technology needs. This team is responsible for the church's computers, network, website, audio/visual systems, etc.

### **Passion For:**

MZUMC's mission; efficiency, effectiveness; communication; excellence; outreach

### **Spiritual Gifts:**

Helps; Service; Teaching; Administration; Evangelism

### **Length of Commitment:**

3 years for the chair; unspecified for team members

### **Regular Commitments:**

The team meets as needed.

### **Talent/Skills/Ability:**

Knowledge of and experience with website; social media, projection, networking, computer hardware/software, or developing technologies; understanding of ministry and worship use of technology.

### **Additional Comments:**

The team consists of a chair and those persons who are willing to serve on a regular basis.

## **Sports Ministry**

### **Responsibilities:**

The Sports Ministry Team plans and coordinates the church's ministry through sports. This team focuses on ways to further the church's efforts in evangelism, discipleship, fellowship, etc. through sporting events, teams, and leagues.

### **Passion For:**

MZUMC's mission; outreach; teamwork; relationships; sportsmanship; athletics

### **Spiritual Gifts:**

Administration; Helps; Service; Evangelism; Pastoring

### **Length of Commitment:**

3 years for the chair; unspecified for team members

### **Regular Commitments:**

The team meets as needed.

### **Talent/Skills/Ability:**

Knowledge of and experience with athletics teams and leagues is helpful. Team members need the ability to prioritize the mission of the church ahead of athletic competition and involvement.

### **Additional Comments:**

The team consists of a chair and several others who are willing to work together to achieve the goals of the team.

## **Worship**

### **Responsibilities:**

The Worship Team oversees the practical, technical, and artistic aspects of the weekend worship services including greeting, ushering, sound, video, decoration, etc.

### **Passion For:**

MZUMC's mission; excellence; worship that includes inspiration, celebration, and preparation

### **Spiritual Gifts:**

Leadership; Administration; Evangelism; Faith; Pastoring; Healing; Mercy; Teaching

### **Length of Commitment:**

2 years

### **Regular Commitments:**

The team meets as needed; at least quarterly.

### **Talent/Skills/Ability:**

Experience with music, drama, projection, and/or sound is helpful. Members need an appreciation for both the aesthetics and the theology of worship.

### **Additional Comments:**

The team currently consists of several members by virtue of other ministry positions and four at-large members. There are two vacant positions.

## **Altar Guild**

### **Responsibilities:**

The Altar Guild serves as a sub-team of the Worship Team to oversee the practical, aesthetic, and logistical aspects of worship services including recruiting and training acolytes, changing paraments, coordinating communion servers, etc.

### **Passion For:**

MZUMC's mission; excellence; worship that includes inspiration, celebration, and preparation

### **Spiritual Gifts:**

Leadership; Administration; Service, Helps, Teaching

### **Length of Commitment:**

3 years

**Regular Commitments:**

The team meets as needed; at least quarterly.

**Talent/Skills/Ability:**

Members need an appreciation for both the aesthetics and the theology of worship.

**Additional Comments:**

The team currently consists of the Communion Stewards and six at-large members. There are two vacant positions.

**Church History**

**Responsibilities:**

The Church History Team maintains records and artifacts that document God’s continuing work through Mount Zion.

**Passion For:**

MZUMC's mission; history, aesthetics, and communication

**Spiritual Gifts:**

Administration; Service; Teaching

**Length of Commitment:**

3 years

**Regular Commitments:**

The team meets as needed; at least quarterly.

**Talent/Skills/Ability:**

Experience with writing, photography, publishing, archives, and preservation is helpful. Members need an appreciation for both the past and the future of Mount Zion’s ministry.

**Additional Comments:**

The team currently consists of a chair and six at-large members. There are two vacant positions.

**Bereavement**

**Responsibilities:**

The Bereavement Team coordinates the church’s practical ministry to grieving families associated with Mount Zion.

**Passion For:**

MZUMC's mission; care for those experiencing loss; outreach

**Spiritual Gifts:**

Administration; Pastoring; Healing; Mercy; Helps; Hospitality

**Length of Commitment:**

3 years for the chair; unspecified for team members

**Regular Commitments:**

The team meets as needed.

**Talent/Skills/Ability:**

Willingness to contact and coordinate the efforts of others on short notice and the ability to cook are helpful skills.

**Additional Comments:**

The team consists of a chair and as many persons as are willing to serve on a regular basis.

**Other Elected Positions**

- Recording Secretary for the Administrative Council
- Lay Leader
- Lay Members to Annual Conference/Alternates
- Sunday School Superintendent
- Head Ushers
- Communion Stewards
- Membership Secretary
- Audit Team

# **Self-Referral Form for Elected Positions**

Check the position(s) for which you would like to be considered:

- |   |   |
|---|---|
| <input type="checkbox"/> Nominations Committee            | <input type="checkbox"/> Youth Ministries Team  |
| <input type="checkbox"/> Staff Parish Relations Committee | <input type="checkbox"/> Family Ministries Team |
| <input type="checkbox"/> Finance Committee                | <input type="checkbox"/> Evangelism Team        |
| <input type="checkbox"/> Fundraising Team                 | <input type="checkbox"/> Missions Team          |
| <input type="checkbox"/> Board of Trustees                | <input type="checkbox"/> Worship Team           |
| <input type="checkbox"/> Parsonage Team                   | <input type="checkbox"/> Altar Guild            |
| <input type="checkbox"/> Yard Team                        | <input type="checkbox"/> Maintenance Team       |
| <input type="checkbox"/> Cemetery Team                    | <input type="checkbox"/> Technology Team        |
| <input type="checkbox"/> Gifts Team                       | <input type="checkbox"/> Sports Ministry Team   |
| <input type="checkbox"/> Kitchen Team                     | <input type="checkbox"/> Church History Team    |
| <input type="checkbox"/> Stewardship Team                 | <input type="checkbox"/> Bereavement Team       |
| <input type="checkbox"/> Children's Ministries Team       | <input type="checkbox"/> Other: _____           |

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

- How many years have you been a member of Mount Zion United Methodist Church? o -1 o 1-3 o 4-10 o 10 +
- Do you enthusiastically support the vision and mission of Mount Zion United Methodist Church? o Yes o No
- After reviewing the position description, are you able to fulfill the necessary expectations of this role? o Yes o No
- Are you fulfilling your commitments of membership by worshiping regularly, growing in your faith outside of worship, serving in a ministry according to your gifts, and tithing/growing toward tithing? o Yes o No
- Are you willing to participate in leadership training events? o Yes o No
- In which ministry areas have you been most heavily involved in the past few years? \_\_\_\_\_  
\_\_\_\_\_
- What skills, experiences or expertise might you bring to this position? \_\_\_\_\_  
\_\_\_\_\_
- If you have been through a Spiritual Gifts discovery process, what were your primary gifts? \_\_\_\_\_  
\_\_\_\_\_
- One final note: If there are moral compromises in your life that could prevent you from representing Mount Zion UMC in a way that brings honor to God, please address those issues before submitting your name for an elected position.

**[Detach, complete, and return this form to the Church Office]**