

## **Burlingame UMC Leadership Teams**

The following is a general description of tasks for the various leadership teams in our congregation. Please contact the church office if you need the names or contact information for current leaders on these teams.

### **LEADERSHIP TEAM**

*Church Council is the decision and policy making body of the congregation. Persons are selected for this team for their integrity and ability to “see the whole picture” of our ministry. Chairpersons of Trustees, Finance and PSPR also serve on this team. This team meets on the first Tuesday of the month at 7pm.*

### **PASTOR-STAFF PARISH RELATIONS TEAM (PSPR)**

*The PSPR Team is the church’s human resources group, responsible for hiring and evaluating the work of all church staff, and supporting open communication between the staff and congregation. This group typically meets on the fourth Sunday of each month at 12:15pm in the church library.*

### **BOARD OF TRUSTEES**

*The Board of Trustees is tasked with oversight of church legal issues, as well as with the care and upkeep of the church buildings and grounds. The Board plans and sets policies for the maintenance and use of the property, and receives and administers all bequests to the local church. This group typically meets on the second Tuesday of each month at 7 pm in the church library.*

### **FINANCE TEAM**

*The Finance Team supports the mission of the church by wise handling of its finances and encouraging good stewardship among church participants. This group meets on the fourth Tuesday of the month at 7:00 pm in the church library.*

### **NOMINATIONS TEAM**

*This team is responsible for discerning the gifts and graces of persons for the various ministries of the congregation. This group typically meets in the fall prior to the Church Conference as well as throughout the year to help find a place for folks to serve based on the gifts that God has given them.*

### **LAY MEMBERS OF ANNUAL CONFERENCE AND ALTERNATES**

*These persons represent the congregation at the Annual Conference Session, a five-day gathering held in mid-June. The Annual Conference oversees the equipping of ordained spiritual leaders for the church.*

### **MISSIONS TEAM**

*This team provides education and opportunities for hands-on good works and actions for social justice locally and throughout the world. This group usually meets on the first Sunday of each month at 12:15pm.*

### **CALL COORDINATING COUNCIL REPRESENTATIVES**

*The CALL Coordinating Council is comprised of members of BUMC, First Presbyterian Church and the community. We share in this joint outreach to the needy in our area. This group typically meets every other month on the third Monday evening in the church library; members of the Council are expected to participate in a subcommittee as well.*

### **YOUTH COUNCIL**

*This group, made up of youth and adults, provides hands-on support to the Youth Director and meets periodically as youth program needs arise.*

### **CHILDREN'S MINISTRY TEAM**

*This team plans special events for families with children and provides ongoing support to the Sunday school and its teachers, and meets 1-3 times a year as needed.*

### **ADULT EDUCATION AND SMALL GROUP MINISTRIES TEAM**

*This team coordinates the various Bible studies and small groups offered throughout the year, and meets in the summer to brainstorm and plan for the annual Spirit Day event to encourage small group participation.*

### **GIFTS/MEMORIALS/SCHOLARSHIPS**

*This team is selected by the Board of Trustees to acknowledge special gifts to the congregation and oversees scholarship applications and awards.*

### **INVESTMENT ADVISORY COMMITTEE**

*This team is selected by the Board of Trustees and meets quarterly to monitor the church's endowment Fund.*