

**Guidelines
for
Chairpersons**

**Council on Connectional
Ministries**

2008-2011

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Introduction

Council on Connectional Ministries Vision

Vision: a Church of diverse congregations called, united and sent by Jesus Christ.

Council on Connectional Ministries Purpose

Purpose: “to make disciples for Jesus Christ by equipping its local churches for ministry and by providing a connection for ministry beyond the local church, all to the glory of God.” *The Book of Discipline 2004*
Page 351, p 601

Criteria for Funding

Funding for all program funds will be determined by the funding committee of the Council on Connectional Ministries.

- Faithfulness to the CCM Vision and Purpose statements
- Consistency in two areas:
 - Does the program or event help equip congregations for doing ministry?
 - Does the program or event help congregations connect beyond the local church?

Funding Committee

- Director, Council on Connectional Ministries
- Chairperson, Council on Connectional Ministries
- Vice Chairperson, Council on Connectional Ministries
- Secretary, Council on Connectional Ministries
- Conference Lay Leader
- Two at Large members representing the CCM

Basic Responsibilities of the Board or Agency

Book of Discipline References

The 2004 Book of Discipline allows for the annual conference to have the following Boards or an equivalent structure:

Paragraph 628—Conference Board of Church and Society

Paragraph 629—***Conference Board of Discipleship***

Paragraph 630—Conference Board of Laity

Paragraph 631—Conference Committee on Ethnic Local Church Concerns

Paragraph 632—Conference Board of Global Ministries

Paragraph 633—Conference Board of Higher Education and Campus
Ministry

Paragraph 640—Conference Commission on Archives and History

Paragraph 641—Conference Commission or Committee on Christian Unity
and Interreligious Concerns

Paragraph 642—Conference Commission on Religion and Race

Paragraph 643—Conference Commission on the Status and Role of Women

Paragraph 644—***Conference Commission on the Small Membership
Church***

Paragraph 646—United Methodist Women

Paragraph 647—United Methodist Men

Paragraph 648—***Conference Council on Youth Ministry***

Paragraph 649—***Conference Council on Young Adult Ministry***

Paragraph 650—Conference Council on Older-Adult Ministry (“may” not
“shall”)

Paragraph 652—***Committee on Disability Concerns***

Paragraph 653—***Committee on Native American Ministry***

Paragraph 654—***Conference Advance Program*** (“may” not “shall”)

Paragraph 655—***Committee on Criminal Justice and Mercy Ministries***
 (“encouraged to establish”)

Boards in bold are those that we address through an equivalent structure.

The Boards listed above are those that pertain to Connectional Ministries. The “equivalent structures” of our annual conference are outlined below.

Conference Board of Discipleship responsibilities are spread among the Conference Board of Education, the age level councils, the Commission on Worship, the Board of Evangelism, the Board of Laity committee on stewardship, and the Board of Camps and Retreats.

Conference Commission on the Small Membership Church responsibilities are fulfilled in the ***Council on Connectional Ministries***.

Conference Councils on Youth Ministry and Young Adult Ministry are fulfilled by the Division on Ministries with Young People.

Committee on Disability Concerns responsibilities are fulfilled by the Board of Health and Welfare.

Committee on Native American Ministry responsibilities are fulfilled by the Native American Task Force of the Ethnic Local Church Concerns Commission.

Conference Advance Program responsibilities are fulfilled by the Board of Global Ministries.

The ***Committee on Criminal Justice and Mercy Ministries*** responsibilities are fulfilled by the Board of Church and Society.

The following is a listing of all boards, commissions, committees and boards of trust related to the Council on Connectional Ministries together with the paragraph references to the 2004 *Book of Discipline* (BOD) and the Standing Rules (SR) of the South Carolina Annual Conference as amended and revised and in accordance with Paragraph 606 of the *Book of Discipline*.

COUNCILS Reference

Youth Ministry	Para. 648	SR 62
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BOARDS

Church & Society	Para. 628	SR 48.a
Education	Para. 629.2	SR 48.b
Evangelism	Para. 629.3	SR 48.c

Global Ministries	Para. 632	SR 48.f
Health & Welfare Ministries	Para. 632.4b	SR 48.d
Higher Ed. & Campus Ministries	Para. 633	SR 48.e
Laity	Para. 630	SR 49

COMMISSIONS

Communications	Para. 645	SR 66
Christian Unity & Interreligious Concerns	Para. 641	SR 64.a
Religion and Race	Para. 642	SR 64.b
Status and Role of Women	Para. 643	SR 64.c
Worship	Para. 629.4	SR 64.d

COMMITTEES

Ethnic Local Church Concerns	Para. 631	SR 71
Native American Ministry	Para. 653	SR 72
Hispanic/Latino Ministries		
African American Ministries		
Asian Ministries		
Pastoral Care and Counseling		SR 74

BOARDS OF TRUST

Belin Property		SR 53
Clafin University		SR 54
Columbia College		SR 55
Epworth Children's Home		SR 56
S.C. United Methodist Advocate		SR 57
S.C. U.M. Camps and Retreat Ministries		SR 52
Spartanburg Methodist College		SR 59
The Methodist Oaks		SR 56
United Methodist Center		SR 58
United Methodist Manor of the Pee Dee		SR 56
Wesley Commons		SR 56
Wofford College		SR 55

Responsibilities of the Chairperson

Required meetings

- Two meetings of board or agency
 - One held July-September to coincide with fall deadline for funding requests
 - One held January-February to coincide with winter deadline for funding requests
 - If additional meetings are required you must receive permission from the Connectional Ministries Director's office

- Chairpersons attend two meetings of the Council on Connectional Ministries (March and October)

Meeting Preparation

Room reservation

Meetings are usually held at the United Methodist Center located at 4908 Colonial Drive, Columbia, SC 29203. There are two conference rooms available for meetings. The first floor conference room can comfortably seat 20. The second floor conference room can comfortably seat 65. To reserve these rooms contact the administrative assistant that relates to the board, commission, or council you serve. When the Administrative Assistant is not available you may contact the UM Center's receptionist who manages these room reservations. If the Administrative Assistant is not required to attend the meeting arrangements for accessing the UM Center must be made. A key can be obtained from the Conference Treasurers Office.

Agenda

The agenda for the board or agency is set by the chairperson.

Normally the chairperson sets the agenda then sends it to the Administrative Assistant that relates to the board, commission, or council you serve. Along with the agenda the chairperson requests any copies (example: minutes) that should be prepared for the meeting. The Administrative Assistant will prepare the copies including the agenda and make arrangements to deliver them to the chairperson for the meeting.

Snacks and food

Snacks for the meetings are arranged through the Administrative Assistant that relates to the board or agency you serve. If the meeting continues through the lunch hour and a meal is needed the Administrative Assistant will make those arrangements. If the meeting does not continue through the lunch hour no meal will be required.

Conference calls

On occasion contact is necessary between a board or agency meeting. The suggested mode for contact is a conference call when possible. The Administrative Assistant will make the arrangements for these calls at the request of the chairperson.

See *How to Have Meaningful Meetings* in the Appendix One

- Provide Administrative Assistant with documents that need to be copied for the meeting
- Make sure meeting notice is mailed out one month before the meeting
- Notify those making reports at the meeting so they will be ready to present needed materials
- Communicate with the Administrative Assistant assistance needed for board or agency preparation and operation
- Meetings that end at 1:00 or before do not require the preparation of a lunch meal
- Convene and conduct meetings
- Represent the board or agency at the Council on Connectional Ministries meetings
- Communicate decisions to appropriate conference officers (Director of Connectional Ministries, Conference Secretary, Conference Treasurer, etc.)
- Record keeping for attendance

Record Keeping

Attendance Guidelines

The conference policy (stated in standing rule 44) for meeting attendance is as follows:

SR44. Any member of a quadrennial board, council, commission or committee who is absent from two (2) consecutive meetings of the same, without rendering an acceptable excuse to the chairperson, shall forfeit

membership on such board or agency and the chairperson shall notify the person of this action. The chairperson shall notify the Committee on Nominations of such forfeiture. The Committee on Nominations shall nominate for election replacements at the next session of the Annual Conference.

Reporting Absentees

A system for monitoring attendance at the board or agency meetings will be developed and maintained through the office of the Director of Connectional Ministries. Each chairperson will report meeting attendance to the Administrative Assistant that relates to the board or agency they serve. This will be maintained electronically and made available to the chairperson upon request.

Minutes

Minutes will be recorded by the secretary of each board or agency. Copies of these minutes will be forwarded to the Administrative Assistant that relates to the board or agency within two weeks of the meeting. The chairperson and secretary will also keep copies of the minutes. These minutes will be forwarded to each board or agency member in a timely manner upon the completion of the meeting by the Administrative Assistant.

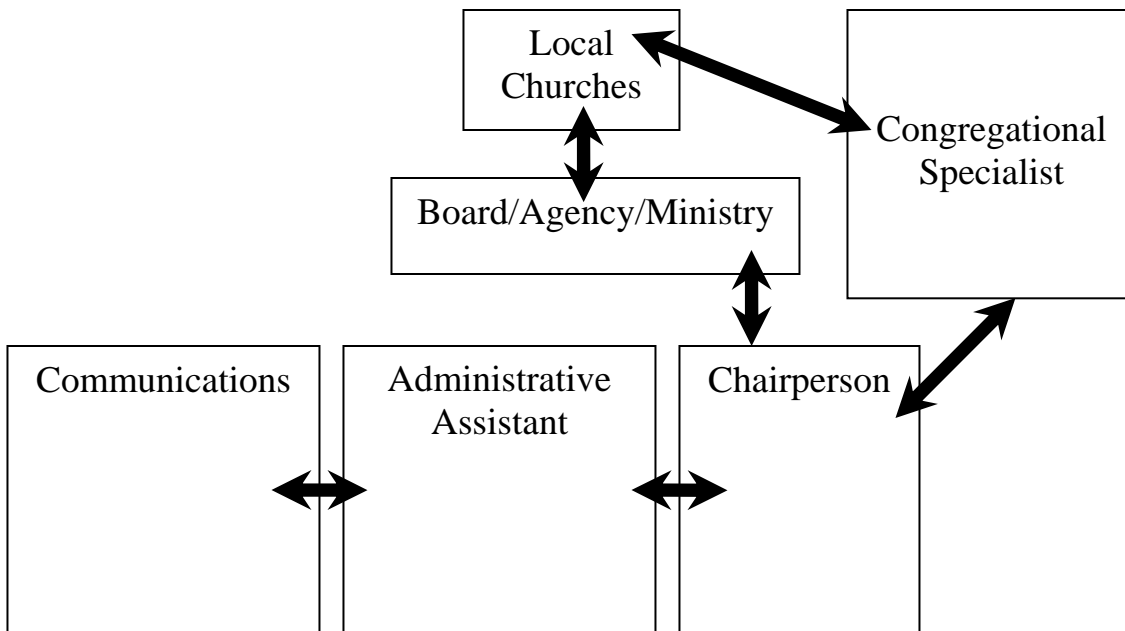
Mileage forms

The rate for reimbursement for mileage is approved for volunteers by the Conference Council on Finance and Administration. The mileage form will be prepared by the Administrative Assistant that relates to the board or agency. For the member to be reimbursed they must submit their name, numbers of miles traveled, and sign the mileage form. The reimbursement will be returned to the member in a timely manner.

- Financial Responsibilities - submitting on-line grant proposals.
- Responsibilities unique to the specific board or agency (see job description)

Relationship with Connectional Ministry Staff

The role of the Connectional Ministry Staff is to support you as you lead your board or agency in strengthening local churches for ministry. Communications staff, Administrative Assistants, and Congregational Specialists want to do their part to facilitate the work of your board or agency. Be aware that all staff members have multiple and sometimes competing responsibilities. Be sensitive to their need to balance deadlines as you schedule time with them. Remember that you share them with many other entities of the annual conference.



Relationship to Administrative Assistant:

Administrative Assistants help facilitate the work of the board or agency with respect to their regular meetings. Typical tasks of an administrative assistant include:

- Sending meeting notices upon request of the chairperson. Be sure to communicate clearly how and when you want this done, via email, snail mail, etc.
- Make and distribute copies of minutes once they have received the minutes from the secretary.
- Assist chairperson with attendance and mileage reimbursement.
- Distribute materials as instructed by the chairperson.
- Resource the chairperson on how they might connect with other conference staff (such as communications staff).
- Make arrangements for lunch, etc. when the board meets.
- Schedule rooms for meetings in the conference center or in a local church.

- Manage event registration for your events. Be advised that the annual conference is not equipped to handle credit card transactions.
- Provide financial information upon request.

Relationship to Communications Staff:

Communications staff can help your board or agency in these ways:

- Provide input on the most effective means of gathering and communicating information (i.e. brochure, mass mailing, email, etc.)
- The Director of Communications and the Director of Information Technology are available to meet with your committee to give guidance regarding communication issues. Schedule this appointment through your administrative assistant.

Relationship to Congregational Specialists:

Your congregational specialist is your personal coach with the responsibility for helping you determine what you need to do in order to be successful in leading your board. There are two primary ways they function with you:

- By scheduling regular (as often as monthly, if desired) telephone appointments to coach you on how to effectively lead and facilitate the work of your board.
- Share with you matters of concern from local churches that your board or agency has the opportunity to address.

Funding Cycles for Connectional Ministries Program Funds

Grant Proposals

Program funds are made available to each board or agency through a grant funding application. The applications are submitted on-line. The Director of Information Technology will make available to the chair of each board or agency as password and instructions as to how to access the on-line form. The chairperson may designate a person from their board or agency to submit grant proposals.

The grant proposals are submitted to the funding committee after they have been approved by the board or agency. Remember the funding criteria is listed in the Introduction section of these guidelines.

A sample Program Grant Proposal Form may be found in the Appendix Two of these guidelines and on the conference website.

Grants will be made in keeping with the conference vision and purpose and will be influenced by the timing of the event for which the request is being made.

Time Frames for Submission

There are two funding cycles for Connectional Ministries funds.

- The first cycle is for funds that will be expended from January through December.
 - Deadline for submission is the Friday, two weeks before the fall meeting of the CM which is normally held in October.
- The second cycle is for additional requests.
 - Deadline for submission is the Friday, two weeks before the winter meeting of CM which is normally held in March.

Available Resources

General Boards and Agencies

- General Board of Church and Society
100 Maryland Ave, NE
Washington, D.C. 20002
202.488.5600
www.umc-gbcs.org/
- General Board of Discipleship
The United Methodist Church
P.O. Box 340003
Nashville, TN 37203-0003
877-899-2780 : toll free
www.gbod@gbod.org
- General Board of Higher Education and Ministry
PO Box 340007
Nashville, TN 37203
615/340-7000
www.gbhem.org
- General Board of Global Ministries
The United Methodist Church
475 Riverside Drive - New York, New York 10115
1-800-UMC-GBGM or 1-800-862-4246
www.gbgm-umc.org

Congregational Specialists contact

Jim Arant 803-727-0327 jarant@umcsc.org	Kathy James (803) 493-6192 kljames@umcsc.org	Judson King (843) 323-5977 ajking@umcsc.org
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Ken Nelson (803) 312-2824 knelson@umcsc.org	Millie Nelson (803) 960-5733 mnelson@umcsc.org	Sonia Ortigoza (803) 920-9567 sortigoza@umcsc.org
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Director of Connectional Ministries

Willie Teague
(888)678-6272
wsteague@umcsc.org

Other Staff

4908 Colonial Drive
Columbia, SC 29203
(888) 678-6272

Administrative Assistants

Gale Corn - gcorn@umcsc.org
Tammy Fulmer - tfulmer@umcsc.org
Frank Deese - fdeese@umcsc.org
Robin Landers - rlanders@umcsc.org
Doris Seals - dseals@umcsc.org

Communications

Matt Brodie - mbrodie@umcsc.org
Jim Crews - jcrews@umcsc.org
Russ McKissick - rmckissick@umcsc.org

South Carolina Conference Web Site
umcsc.org

For Grant Information go to:

umcsc.org>Resources >Grants

Grant Request for:

Belin Trust
Church Extension Partnership
Hungrief
Golden Cross
Ethnic Local Church Concerns
Committees of Shalom
Worship

Appendix One

HOW TO HAVE MEANINGFUL MEETINGS

I. Character is Important

The character of the leader is important. Three things that must be remembered to be an effective leader.

Trustworthy – do what you say you will do. Be TRUST WORTHY. The high standard for integrity begins with the leader.

Excellence – seek to excel and expect the group you meet with to do the same. Those who seek to maintain do not serve the cause of ministry. Do your very best.

Care and Concern – genuinely care about the people with whom you work. Go out of your way to show love and concern.

II. Before the Meeting

A. Share Background Information with members and its purposes

B. Organize Items to be Considered

Responsible Person

Timetable (how much time)

C. Prepare Ahead

Meeting Room

Room Arrangements

Notice of Meeting

III. During the Meeting

A. Start on Time

Adopt Agenda

Follow it

B. Record Minutes

C. Encourage Participation

Allow for difference of opinions

Move toward Agreement and Action

D. Balance Time

Concern for People

Getting Things Done

E. Review the Process and Decisions (at meeting's end)

Make sure someone is responsible for everything decided

Restate expected results

Record it for future reference

IV. After the Meeting

- A. Review Decisions and Remind People to Follow-up
- B. Note Assignments and Make a Schedule to Follow-up
- C. Make a List of Things Needed to be Considered at the Next Meeting

V. Helpful Hints

A. Never Assume Anything

- ❖ Room Set Up
- ❖ Follow-up on Reports (make sure they are ready)
- ❖ Call Key Leaders
- ❖ Take Care of Details

B. Make Sure Everyone is at the Same Starting Place

- ❖ Do not Assume Everyone Has Been at Every Meeting (First timers)
- ❖ New Members Need to be Brought up to Date
- ❖ Do a Brief Summary of Previous Work

C. Explain the Ground Rules

- ❖ Expectations, Customs, and Work Style
- ❖ Child Care for Meetings
- ❖ Parliamentary Procedure or Consensus?
- ❖ Give an Overview of the Meeting

D. Agree to Disagree

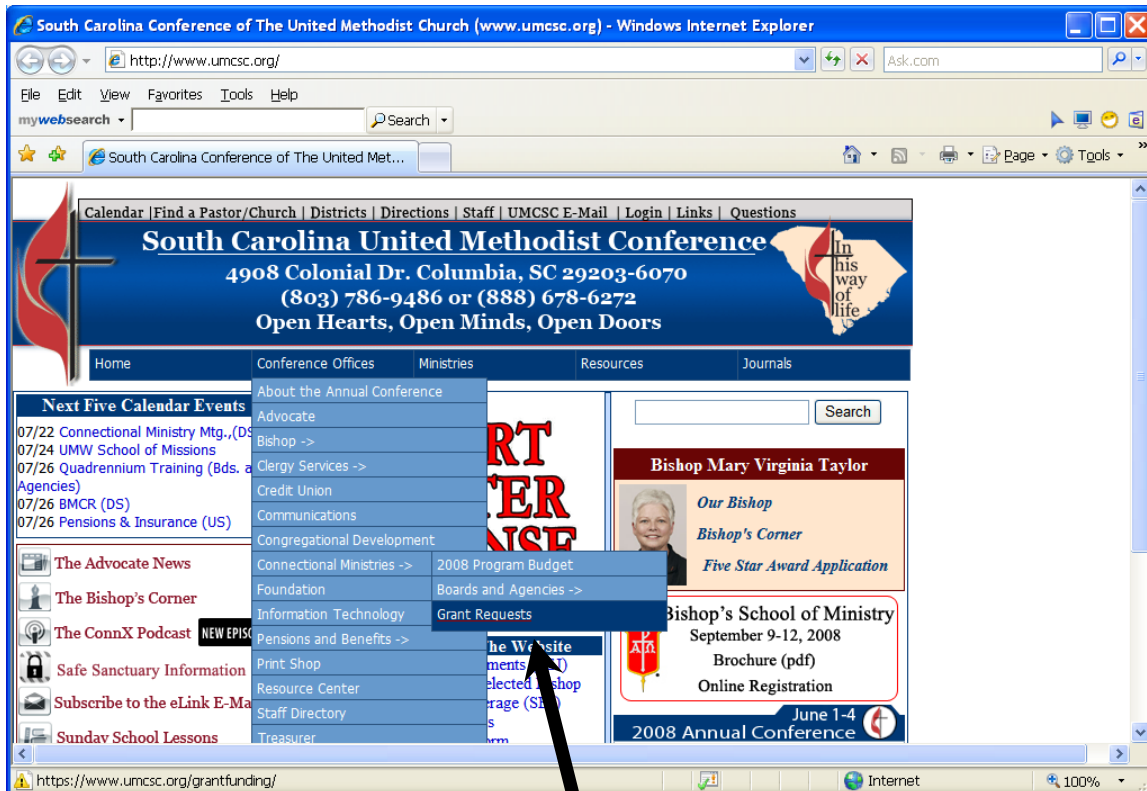
- ❖ Sometimes there will be solutions to conflict
- ❖ There May be Conflict
 - Be Objective
 - Deal with Conflict
 - Have Accurate and Complete Information
 - Be Fair but Firm
 - Encourage Mutual Respect and Openness

Appendix 2

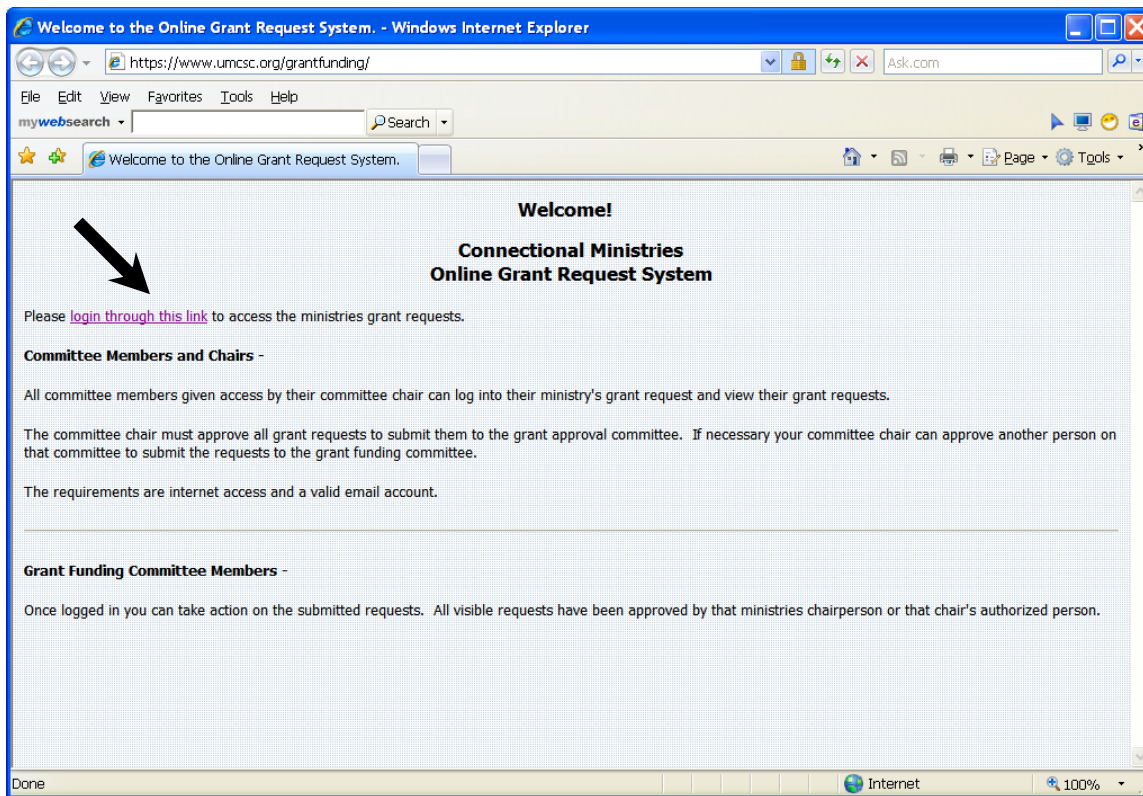
Grant Funding Process

Step One

1. Go to umcsc.org
2. Move Cursor to Conference Offices
3. Move Cursor to Connectional Ministries
4. Click on Grant Requests

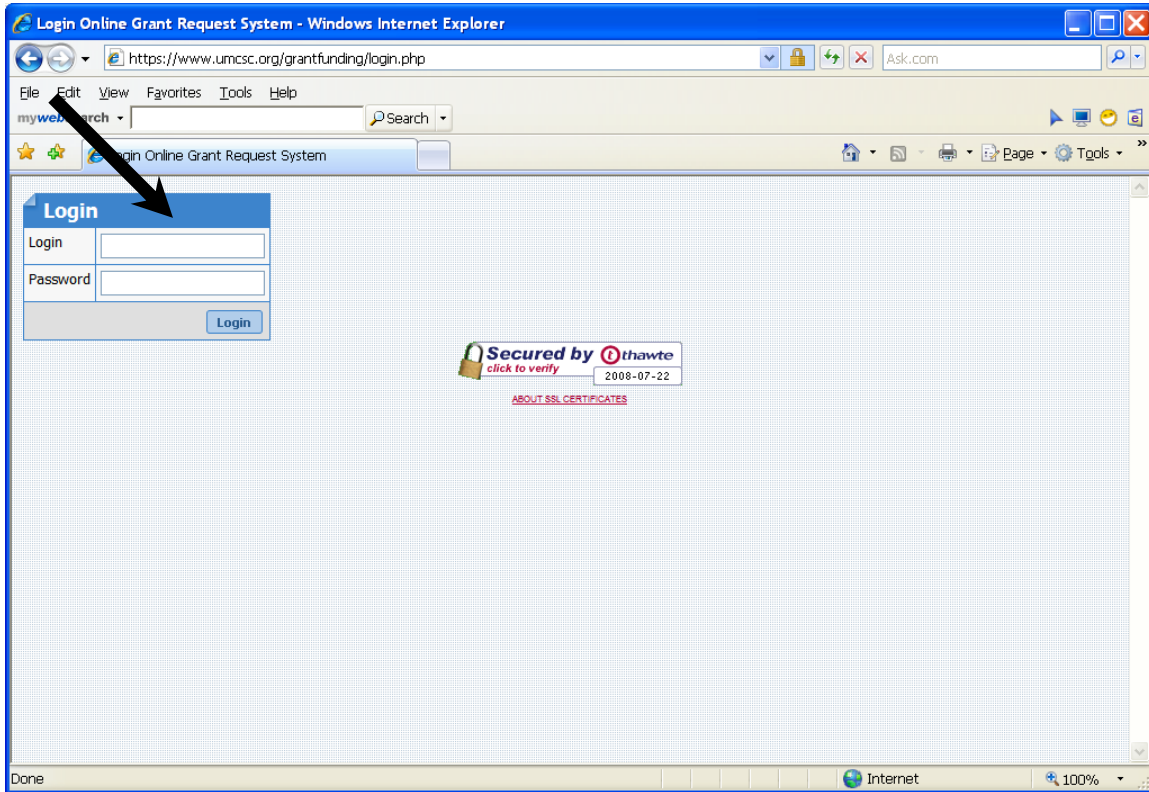


Step Two: Log In
Click on “login through this link”



Step Three: Log In

Log in using the username and password provided by the Connectional Ministries Office (these will be provided by the Administrative Assistant to the Director of Connectional Ministries)



Step Four: Create New Program
 Click on “Create New Request”

The screenshot shows the 'Connectional Ministries Online Grant Request System' interface. At the top, there are navigation links for 'Grants' and 'Members', and a 'Logout' link. Below this is a search form with the following options: Programs, Both, Events, New, All, Cont'd, Unsent, Either, Sent. There are input fields for 'Program/Event Name' and 'Year' (containing '2008'), and 'Search' and 'Clear' buttons. Below the search form is a table with the following data:

Create New Request		Grant Requests					
New/Cont'd	Prgm/Evt	Start Date	Program/Event Name	Sent to Grant Comm	Amt Requested	Action Taken	Amt Granted
New	Program	01/01/2008	Congregational Specialist Program Grants	Sent	\$ 6,000.00	Approved	\$ 6,000.00
Continued	Program	01/01/2008	Printing Special Sunday Brochures	Sent	\$ 7,000.00	Approved	\$ 7,000.00

A black arrow points from the 'Search' form to the 'Create New Request' button in the table header.

Step Five: Grant Request Information

Complete Each Section of the Grant Request

The screenshot shows the 'Add Grant Request' form in the Connectional Ministries Online Grant Request System. The form is titled 'Add Grant Request' and includes a blue header with the text: 'Once this request is created a budget detail must be completed prior to sending the request to the Grant Committee.' The form is divided into several sections, each with a callout number from 1 to 12:

- 1. Program or Event – New or Continued (radio buttons)
- 2. Program/Event Title (text field)
- 3. Rationale (Why is this program necessary?) (text area)
- 4. How does this program strengthen local United Methodist congregations? (text area)
- 5. How does this program enhance the connectional bonds of the United Methodist Church? (text area)
- 6. Design (Start Date and End Date fields)
- 7. What will take place if this program is successfully completed? (text area)
- 8. Where? (text area)
- 9. Leadership? (text area)
- 10. What steps must be taken to complete this ministry? (text area)
- 11. When money is needed? (calendar field)
- 12. Amount Requested? (text field)

At the bottom of the form are 'Add' and 'Cancel' buttons. The browser window title is 'New Grant Request for Connectional Ministries - Windows Internet Explorer' and the URL is 'https://www.umsc.org/grantfunding/grant_addnew.php'.

1. Program or Event – New or Continued
2. Program/Event Title
3. Rationale (Why is the program necessary)
- 4. How does this program strengthen local UM congregations?**
- 5. How does this program enhance connectional bonds of the UMC?**
6. Start and end dates
7. What will take place if this program is completed successfully?
8. Where will the program take place?
9. Who will be leading the event?

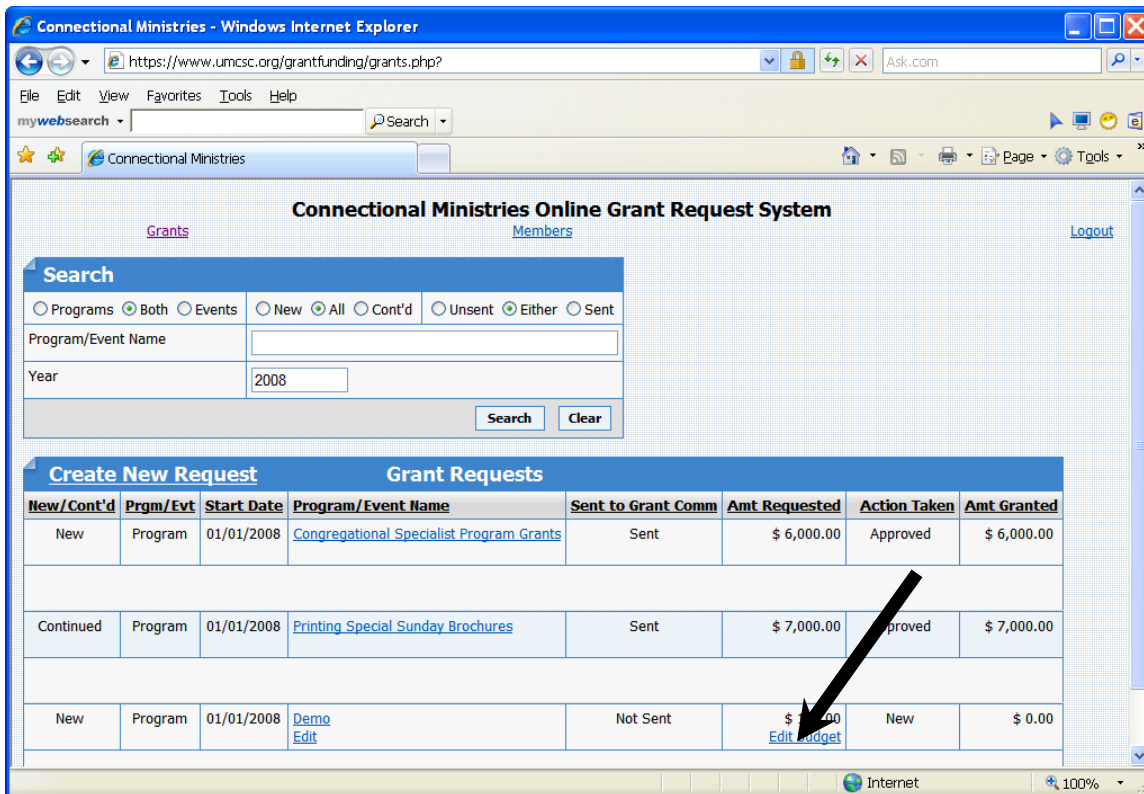
10. What steps must be taken to complete this program?
11. When is the money needed and the amount needed?
12. Click ADD to move to the next step

Step Six: Budget Construction

Click on “Edit Budget” to construct the budget for this program

This will take you to the page where the program budget is itemized.

This step must be submitted to provide the funding committee with the budget breakdown. This step is essential to the grant process. Accurate information is important for adequate funding.



Step Seven: Budget Construction (Income & Expense Streams)

1. Complete the section on income sources. (This section is where sources of income like registration, offerings, and grants not part of the conference program budget are listed)
2. Complete the section on expenses. Itemize the expenses items that will be covered by conference funds. Be complete and accurate.

Grant Request Detailed Budget - Windows Internet Explorer

https://www.umcsc.org/grantfunding/grant_detailbudget.php?grantid=92

File Edit View Favorites Tools Help

mywebsearch Search

Grant Request Detailed Budget

Connectional Ministries Online Grant Request System

[Grants](#) [Members](#) [Logout](#)

Connectional Ministries - Demo

Add an income source

Income Source	Description	Amount
	Amount of Grant Request	100.00

Add an expense item

Expense Item	Description	Amount

No budget has been set

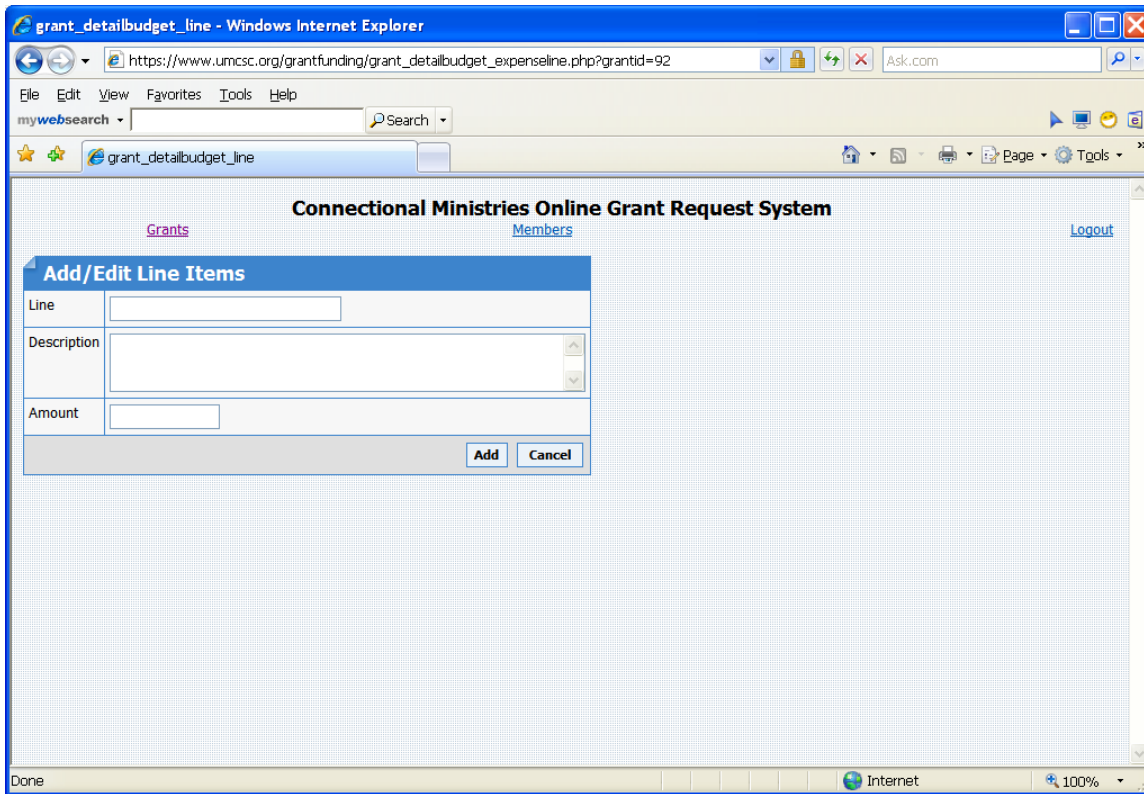
Done Internet 100%

Step Eight: Income & Expense Itemization

As you click on income and expenses this box will appear.

Enter complete and accurate information for each item in income and expenses.

Click on income and expenses for each item for each section (income & expenses)



The screenshot shows a web browser window titled "grant_detailbudget_line - Windows Internet Explorer". The address bar displays the URL: https://www.umsc.org/grantfunding/grant_detailbudget_expenseline.php?grantid=92. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area is titled "Connectional Ministries Online Grant Request System" and features a "Logout" link in the top right corner. Below the title, there are two links: "Grants" and "Members". The central focus is a form titled "Add/Edit Line Items" with the following fields:

Line	<input type="text"/>
Description	<input type="text"/>
Amount	<input type="text"/>

At the bottom of the form are two buttons: "Add" and "Cancel". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Step Nine: Budget Balance

When all income sources and expense items are entered the “Difference In Income vs Expense” should show 0.00

The screenshot shows a web browser window titled "Grant Request Detailed Budget - Windows Internet Explorer". The address bar displays the URL: https://www.umcsc.org/grantfunding/grant_detailbudget.php?grantid=92. The page content includes a header for "Connectional Ministries Online Grant Request System" with links for "Grants", "Members", and "Logout". Below the header, there is a section for "Add an income source" with a table showing an "Amount of Grant Request" of 100.00. This is followed by a section for "Add an expense item" with a table showing an expense for "Pencils" (Sharpeners) for 100.00, resulting in a "Detailed Expense Total" of 100.00. At the bottom of the budget summary, a box displays "Difference in Income vs Expense" as 0.00. A black arrow points to this value. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

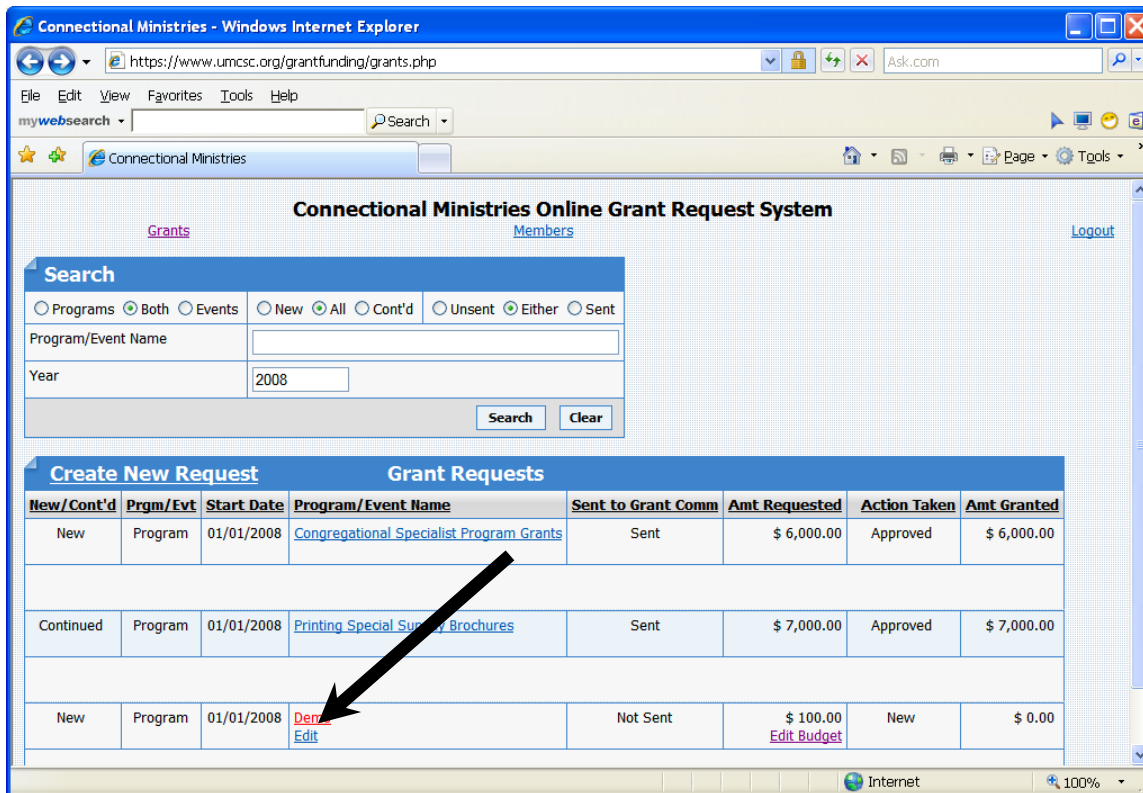
Income Source	Description	Amount
	Amount of Grant Request	100.00

Expense Item	Description	Amount
Pencils	Sharpeners	100.00
Detailed Expense Total		100.00

Difference in Income vs Expense 0.00

Step Ten: Finishing

The next step is to return to the Grant Summary page shown below.
Find the Grant you just entered and click on “Demo”



The screenshot displays the 'Connectional Ministries Online Grant Request System' interface. At the top, there are navigation links for 'Grants' and 'Members', and a 'Logout' link. Below this is a search form with radio buttons for 'Programs', 'Both', and 'Events', and another set for 'New', 'All', 'Cont'd', 'Unsent', 'Either', and 'Sent'. The search criteria include 'Program/Event Name' and 'Year' (set to 2008). Below the search form is a 'Create New Request' section and a 'Grant Requests' table.

New/Cont'd	Prgm/Evt	Start Date	Program/Event Name	Sent to Grant Comm	Amt Requested	Action Taken	Amt Granted
New	Program	01/01/2008	Congregational Specialist Program Grants	Sent	\$ 6,000.00	Approved	\$ 6,000.00
Continued	Program	01/01/2008	Printing Special Sunday Brochures	Sent	\$ 7,000.00	Approved	\$ 7,000.00
New	Program	01/01/2008	Demo Edit	Not Sent	\$ 100.00 Edit Budget	New	\$ 0.00

Step Eleven: Submit the Grant

Only the chairperson can complete the final stage.

Click on the box the click on submit and the grant will be submitted to the Grant Funding Committee.

For the next grant request return to Step Four

Important: The program “times out” after a 30 minute timeframe. It is important to have all your information ready before beginning the process. If the program “times out” you will have to start over.

Review Grant Request for Connectional Ministries - Windows Internet Explorer

https://www.umsc.org/grantfunding/grant_review.php?grantid=92

File Edit View Favorites Tools Help

mywebsearch Search

Review Grant Request for Connectional Ministries

Connectional Ministries Online Grant Request System

[Grants](#) [Members](#) [Logout](#)

Approve Grant Request

Check and Submit, if request is approved by chairperson (or an authorized person) to send to Grant Funding Committee for review. If you are not authorized, this option can not be selected.

[Submit](#) [Cancel](#)

Review for Approval Grant Request

Demo (New Program)

R A T I O N A L E	Why is this program necessary ?
	Help People
	How does this program strengthen local United Methodist congregations ?
	Good Deeds
	How does this program enhance the connectional bonds of the United Methodist Church ?
	Loving People
D E S I G N	When ? Start Date 01/01/2008 End Date 07/31/2008
	What will take place if this program is successfully completed ?
	Happy Growing Churches
	Where ?

grant_review.php?grantid=92&ccsForm=grantrequests2%3AEdit

Internet 100%