



OUR MISSION:
KNOW Jesus, GROW in His Love,
SERVE one another,
and SHARE the Gospel."

Dear Church Family,

As we continue to grow and serve together as the body of Christ, the Nominations Committee is soliciting candidates to fill positions on the various committees and ministries of our church. Each committee plays an important role in helping to fulfill our church's mission to effectively serve God and our community.

We invite you to review the descriptions of the duties and responsibilities of our church committees which is found at: <https://fmcazle.org/about-us/church-councils/>. The information is intended to help give you understand the purpose, duty and function of each committee.

We are asking that you prayerfully consider volunteering to serve the Lord by becoming a member of one of these committees. A first question is typically, "What's expected of me?" Serving on a church committee is more than attending meetings. You are making a three-year commitment to serve the Lord by using your time, talents, experience, and gifts God has given you to strengthen His church and bless others. Your willingness to serve can make a meaningful difference in the life of our congregation.

If God is calling you to serve or if you would like more information, please complete the attached survey and return it to the church office or place in the collection plate by **November 1, 2026**. May we each be willing to answer God's call and do our part in building His church and advancing His kingdom.

In Christian Service,

Monica Goth, Lay Leader

Survey of Interest

If you have an interest in serving on a particular committee—or would like to learn more about the opportunities available—we encourage you to review committee responsibilities found at: <https://fmcazle.org/about-us/church-councils/> and complete this Survey of Interest. Please understand that this does not obligate you to serve. Rather, it is an opportunity to prayerfully explore how God might use your time, talents, and gifts to strengthen His church.

Thank you for prayerfully considering how you might become more involved in the ministry and mission of our church.

COMMITTEE

2026 CHAIR

Administrative Board: [Pages 3-4]	Art Sheridan	☐ YES, I'm Interested
Lay Leader: [Pages 5]	Monica Goth	☐ YES, I'm Interested
Sr. Pastor: [TBD]	Vacant	
Nominations: [Page 6]	Pastor	☐ YES, I'm Interested
Trustees: [Page 7]	Kent Meyerhoeffer	☐ YES, I'm Interested
Staff-Parish Relations: [Page 8]	Jay Ewing	☐ YES, I'm Interested
Finance: [Pages 9]	Scott Arnold	☐ YES, I'm Interested
Family Ministry: [Pages 10-11]	Kim Cox	☐ YES, I'm Interested
Music/Worship: [Pages 12-13]	Mary Fonville	☐ YES, I'm Interested
Serving Ministries: [Pages 14-15]	Vacant	☐ YES, I'm Interested
Outreach [Pages 16-17]	Vacant	☐ YES, I'm Interested
Connecting: [Pages 18]	Melody Sims	☐ YES, I'm Interested
Large Events: [Page 19-20]	Jeff Mahlmann	☐ YES, I'm Interested

Name: _____

Phone: _____

Email: _____

Please return to the church office or place in the collection plate on Sunday morning. God will certainly bless your service to His church.

Duties of the Administrative Board

1. Provide overall administrative leadership

- Give leadership to the church's organizational and administrative affairs.
- Coordinate the work of the various committees and ministry teams.
- Help ensure that the church's ministries operate in harmony with the mission, doctrine, and Discipline of the Global Methodist Church.

2. Keep the church focused on its mission

- Encourage the congregation to fulfill the GMC mission of making disciples of Jesus Christ.
- Help establish priorities for evangelism, discipleship, worship, outreach, missions, and congregational care.
- Evaluate whether the church's programs and ministries are accomplishing their intended purposes.

3. Exercise responsible stewardship

- Provide oversight of the church's financial, physical, and human resources.
- Work with the Finance Committee to establish and monitor the church budget.
- Ensure that church funds and assets are used responsibly and for purposes consistent with the church's mission.

4. Provide oversight of church property

- Work with the Board of Directors/Trustees or equivalent body concerning church property and facilities.
- Help ensure that buildings, grounds, equipment, and other assets are properly maintained and protected.
- The GMC Discipline specifically gives the local Board of Directors/equivalent responsibility for the supervision, oversight, and care of local church real property and equipment, subject to the charge conference.

5. Coordinate the work of church committees

- Receive reports from committees and ministry teams.
- Identify areas where committees need additional support or coordination.
- Prevent unnecessary duplication of programs and responsibilities.
- Encourage committees to work together rather than independently.

6. Support the pastor and appointed clergy

- Maintain a healthy working relationship between the pastor, staff, church leaders, and congregation.
- Support the pastor in carrying out the church's mission.
- Recognize that the Administrative Board does not replace the pastor's spiritual and pastoral leadership or the responsibilities assigned to other GMC bodies.

7. Promote congregational health and unity

- Address significant issues affecting the life and ministry of the congregation.
- Encourage communication, cooperation, accountability, and Christian reconciliation.
- Help resolve administrative problems before they interfere with the church's ministry.

8. Establish policies and procedures

- Develop appropriate administrative policies for the orderly operation of the church.
- Review policies periodically to determine whether they remain effective and consistent with the GMC Discipline.
- Ensure that local policies do not conflict with the authority of the Discipline, the charge conference, the pastor, or other bodies having specific responsibilities.

9. Exercise appropriate accountability

- Require committees and ministry leaders to report on their activities.
- Monitor progress toward the church's goals.
- Provide the congregation with appropriate reports concerning the church's activities and stewardship.

10. Plan for the future

- Participate in long-range planning for the congregation.
- Consider membership, discipleship, facilities, finances, staffing, outreach, and ministry opportunities.
- Encourage the development of new ministries that advance the church's mission.

An important limitation

The Administrative Board should not be viewed as having unlimited authority over the local church. Its authority is subject to the Global Methodist Book of Doctrines and Discipline, the authority of the Charge Conference, and the specific responsibilities assigned to the pastor and other committees or boards.

Duties of the Church Lay Leader

1. Promoting the ministry of the laity — helping the congregation understand the important role laypeople have within the church and in their homes, workplaces, communities, and the world.
2. Meeting regularly with the pastor — discussing the condition or “state” of the church and identifying ministry needs.
3. Serving on key church leadership bodies — the Lay Leader is a member of:
 - Charge Conference
 - Church Council
 - Finance Committee
 - Nominations and Leadership Development Committee
 - Pastor-Parish Relations Committee
4. Along with the pastor, the Lay Leader also serves as an interpreter of the actions and programs of the Annual Conference and the General Church.
5. Continuing education and training — pursuing study and training to better understand the church’s mission and the ministries needed to fulfill it.
6. Advising the Church Council — bringing attention to opportunities for lay ministry and to needs within the community that could be addressed more effectively through the laity.
7. Informing the laity about training opportunities — making church members aware of training provided by the Annual Conference and, where possible, participating in that training.
8. Encouragement toward Certified Lay Ministry — the BDD specifically encourages the Lay Leader to become a Certified Lay Minister.
9. Multiple churches in a charge — when a charge consists of more than one church, the Charge Conference is to elect additional Lay Leaders so that there is one Lay Leader in each church.
10. Associate Lay Leaders — associate Lay Leaders may be elected to work with the Lay Leader and share the responsibilities.
11. Chairing the Church Council — at the local church’s discretion, the Lay Leader may also serve as chairperson of the Church Council or other governing body.

Major Responsibilities of the Church Nominations Committee

The committee is charged with:

1. Identifying spiritual leaders
Identify the spiritual gifts, abilities, and leadership potential of church members.
2. Developing leaders
Help develop and train members so they can become effective Christian leaders.
3. Deploying leaders
Help place people in ministries and leadership positions where their gifts and abilities can best serve the mission of the church.
4. Evaluating and monitoring leadership
Continually assess the effectiveness and development of the church's spiritual leaders.
5. Working with the Church Council
Work with the Church Council to determine the congregation's various ministry responsibilities and the skills needed to provide effective leadership.

The committee's year-round role:

- Guide the Church Council concerning leadership—other than employed staff—with emphasis on:
- Keeping mission and ministry as the context for service.
- Developing and training spiritual leaders.
- Recruiting, nurturing, and supporting spiritual leaders.
- Helping the Church Council assess changing leadership needs.

Annual nominations:

The committee is responsible for recommending to the Charge Conference, at its annual session, the names of persons to serve as:

- Church officers
- Leaders of designated ministries
- Other leaders required by the BDD
- Other leaders the Charge Conference determines are necessary
- Thus, the committee does not simply fill committee vacancies on its own. Its role is to prayerfully identify and recommend qualified people for leadership, with the Charge Conference having the appropriate authority for the annual election/approval process.

Major responsibilities of the Trustees

The Board of Trustees has responsibility for the property, assets, and temporal affairs of the local church. Its duties include matters such as:

1. Caring for and maintaining church property.
2. Managing and safeguarding the church's real and personal property.
3. Ensuring that church property is properly used for the mission and ministry of the church.
4. Handling matters involving the acquisition, sale, lease, transfer, or disposition of property, subject to the requirements of the BDD and applicable civil law.
5. Overseeing necessary insurance and risk-management matters.
6. Maintaining appropriate records concerning church property and legal documents.
7. Addressing matters involving the church's buildings, grounds, equipment, and other physical assets.
8. Protecting the church's legal and financial interests regarding its property.

Major Duties of the Staff Parish Relations

The PPRC is a local church committee concerned with the relationship between the pastor(s), staff, and congregation. Its work is intended to promote a healthy, effective pastoral ministry and help the church fulfill its mission.

Among its principal responsibilities are:

1. Supporting the pastor and staff in their ministry and leadership.
2. Providing a place for open and honest communication between the pastor, staff, and congregation.
3. Consulting with the pastor regarding the congregation's needs, priorities, and ministry.
4. Receiving and communicating concerns regarding the pastor's ministry and the congregation's relationship with the pastor.
5. Supporting the pastor in professional and spiritual development.
6. Participating in the process concerning the pastor's appointment and continuation of ministry, as provided by the BDD and the annual conference.
7. Making recommendations concerning the pastor's housing, when applicable.
8. Maintaining appropriate confidentiality concerning sensitive personnel and pastoral matters.
9. Evaluation of the pastor

One of the significant responsibilities of the PPRC is to participate in the evaluation of the pastor's ministry. This should be understood as an opportunity for constructive conversation about:

- a. The pastor's effectiveness in ministry
- b. The congregation's spiritual and ministry needs
- c. Progress toward ministry goals
- d. Areas where additional support or development may be beneficial
- e. The overall health of the pastor-congregation relationship
- f. An especially important point is that the PPRC is not the pastor's supervisor in the ordinary sense. The committee's role is one of relationship, consultation, support, evaluation, and communication within the framework of the GMC's connectional system.

Major Duties of the Finance Committee:

1. Stewardship

Promoting Christian stewardship and encouraging members to grow in generosity.

2. Preparing the annual budget

All financial requests for the church's annual budget are submitted to the Finance Committee. The committee compiles the complete annual budget and submits it to the Church Council for review and adoption.

3. Raising sufficient income

The committee develops and implements plans to generate sufficient income to meet the budget adopted by the Church Council.

4. Administering church funds

It administers funds according to the instructions of the Church Council and carries out the Council's directions concerning the treasurer and financial secretary.

5. Handling offerings and deposits

At least two people, who are not immediate family members living in the same household, are designated to count offerings. Funds received are to be recorded and deposited promptly according to established procedures.

6. Financial reporting

The treasurer provides regular and detailed reports of funds received and expended to both the Finance Committee and Church Council.

7. Internal financial controls

The Finance Committee must establish written financial policies documenting the church's internal controls. Those policies should be reviewed annually for adequacy and effectiveness and reported to the Charge Conference.

8. Annual audit

The committee must provide for an annual audit of the financial statements of the local church and all its organizations and accounts. A complete report is made to the annual Charge Conference.

9. Depositories

The committee recommends to the Church Council appropriate financial institutions for depositing church funds. Funds received are to be deposited promptly in the name of the local church.

10. Designated gifts

Contributions designated for a specific purpose are to be forwarded and used according to the donor's stated intent.

11. Budget changes

After the annual budget has been approved, additional appropriations or changes to the budget must be approved by the Church Council.

Duties of the Family Ministry Committee

1. Support Families Spiritually

- Develop programs that help families grow in their faith.
- Encourage family prayer, Bible study, worship, and Christian fellowship.
- Provide resources that help parents raise children in the Christian faith.

2. Plan Family Activities

- Organize family-oriented events, fellowship opportunities, retreats, and outings.
- Encourage activities that bring parents, children, youth, and grandparents together.
- Promote a welcoming and inclusive church family.

3. Strengthen Marriages

- Provide opportunities for couples to grow spiritually and relationally.
- Sponsor marriage enrichment programs, seminars, or retreats.
- Encourage couples to seek appropriate pastoral or professional support when needed.

4. Minister to Children and Youth

- Work with children's and youth ministries to address the needs of families.
- Encourage meaningful relationships between young people and adults in the congregation.
- Help families remain connected to the church as children grow into adulthood.

5. Support Families During Difficult Times

- Help the church respond to families experiencing illness, grief, divorce, unemployment, or other major challenges.
- Coordinate meals, visits, prayers, or other practical assistance when appropriate.
- Connect families with pastoral care and community resources when needed.

6. Encourage Intergenerational Relationships

- Create opportunities for different generations to worship, serve, and fellowship together.
- Encourage older adults to mentor and support younger families.

7. Promote Christian Parenting

- Offer parenting classes, workshops, Bible studies, or discussion groups.
- Provide parents with practical resources for teaching Christian values at home.

8. Coordinate With Other Church Committees

- Work closely with the pastor, children's ministry, youth ministry, missions, worship, and education committees.
- Avoid duplication of programs and encourage cooperation among ministries.

9. Evaluate Family Ministry Needs

- Listen to families and identify areas where the church can provide additional support.
- Regularly evaluate the effectiveness of family programs and make recommendations to the church.

10. Develop an Annual Ministry Plan

- Establish goals and priorities for the coming year.
- Prepare a proposed calendar and budget for family ministries.
- Report activities and recommendations to the appropriate church Administrative Council.

Duties of the Music and Worship Committee

1. Plan and Support Worship Services

- Work with the pastor and worship leaders in planning meaningful worship services.
- Help coordinate music, Scripture readings, prayers, special presentations, and other elements of worship.
- Encourage worship that is Christ-centered, biblically sound, and welcoming.

2. Oversee the Music Ministry

- Coordinate the church choir, praise team, instrumentalists, soloists, and other musical groups.
- Encourage participation from members with musical gifts.
- Help establish schedules for musicians and worship participants.

3. Select and Coordinate Worship Music

- Work with the pastor and music director to select hymns, songs, anthems, and special music appropriate to the worship theme.
- Encourage a balance of traditional hymns and contemporary worship music when appropriate.
- Ensure that music supports and reinforces the message of the service.

4. Recruit and Encourage Volunteers

- Identify and encourage people who have musical and worship-related gifts.
- Recruit choir members, musicians, singers, sound technicians, and other volunteers.
- Encourage younger members and new participants to become involved.

5. Develop and Support Musical Programs

- Plan special musical services, Christmas and Easter programs, cantatas, concerts, and other presentations.
- Encourage opportunities for children, youth, and adults to participate in music ministry.

6. Care for Musical Resources

- Help oversee the maintenance and proper use of pianos, organs, sound equipment, instruments, music libraries, and other worship resources.
- Recommend repairs, replacements, or purchases when necessary.

7. Coordinate With the Pastor and Other Ministries

- Work closely with the pastor, worship leader, musicians, choir director, and other church committees.
- Coordinate worship activities with the church calendar and special events.

8. Promote Congregational Participation

- Encourage the congregation to participate actively rather than simply observe worship.
- Help create an atmosphere where people feel comfortable worshiping, singing, praying, and responding to God's Word.

9. Budget and Financial Oversight

- Develop an annual budget for music and worship needs.
- Recommend expenditures for music, equipment, licenses, supplies, and special programs.
- Monitor expenses to remain within the approved budget.

10. Evaluate and Improve Worship

- Periodically evaluate the effectiveness of worship services and music ministries.
- Listen to constructive suggestions from the congregation.
- Recommend improvements that will help the church worship God more faithfully and effectively.

Duties of the Serving Ministries

1. Develop a Mission Strategy

- Identify mission opportunities that fit the church's calling and resources.
- Establish annual mission goals and priorities.
- Encourage the congregation to become actively involved in serving others.

2. Support Local Missions

- Identify needs within the local community.
- Partner with food pantries, shelters, schools, community centers, and other organizations.
- Organize projects such as food drives, clothing drives, community service, and assistance to families in need.

3. Support Regional, National, and International Missions

- Identify reputable mission organizations and opportunities.
- Encourage participation in mission trips and service projects.
- Provide financial and prayer support for missionaries and mission organizations.

4. Coordinate Mission Projects

- Plan and promote mission activities throughout the year.
- Recruit volunteers and coordinate schedules and responsibilities.
- Make sure participants have the information and resources necessary to serve effectively.

5. Manage the Missions Budget

- Prepare an annual missions' budget.
- Recommend how mission funds should be distributed.
- Monitor expenditures and provide financial reports to the appropriate church governing body.

6. Promote Congregational Involvement

- Keep the congregation informed about mission opportunities.
- Encourage members of all ages to participate.
- Provide opportunities for children, youth, adults, and senior adults to serve.

7. Pray for Missions and Missionaries

- Encourage regular prayer for missionaries, mission organizations, mission projects, and people being served.
- Share prayer requests and mission updates with the congregation.

8. Educate the Congregation

- Provide information about the needs of the community and the world.
- Invite missionaries or mission representatives to speak to the congregation.
- Share stories of how the church's mission efforts are making a difference.

9. Evaluate Mission Partnerships

- Review the effectiveness and stewardship of organizations receiving church support.
- Ensure that financial and volunteer resources are being used responsibly.
- Periodically review whether existing mission partnerships should be continued or adjusted.

10. Connect Mission with Worship and Discipleship

- Encourage the congregation to understand that Christian mission is more than financial giving—it includes prayer, service, compassion, witness, and sharing the Gospel.
- Help members see mission as part of their everyday Christian lives.

Duties of the Outreach Committee

1. Welcome New People

- Develop ways to warmly welcome first-time visitors and newcomers.
- Follow up with guests after their first visit.
- Help newcomers learn about the church and find opportunities to become involved.

2. Reach Out to the Community

- Identify opportunities to serve and connect with people in the surrounding community.
- Develop activities that make the church visible and accessible to the community.
- Participate in community events and service opportunities.

3. Invite People to Church

- Encourage members to invite friends, neighbors, coworkers, and family members to worship and church activities.
- Develop invitations, flyers, social media announcements, and other outreach materials.
- Promote special services and events that provide opportunities for people to visit.

4. Build Relationships

- Encourage members to develop genuine relationships with people outside the church.
- Organize fellowship and community activities where members and guests can interact in a relaxed setting.
- Look for ways to connect people with ministries that meet their interests and needs.

5. Develop Outreach Programs

- Plan activities such as community meals, open houses, neighborhood events, children's activities, seasonal celebrations, and service projects.
- Work with other church committees to make these events effective outreach opportunities.

6. Follow Up with Visitors

- Establish an appropriate system for contacting visitors after they attend.
- Send thank-you notes, make calls, or provide information about upcoming activities.
- Help visitors feel remembered and valued without making them feel pressured.

7. Connect People with the Church

- Help newcomers discover Sunday School classes, Bible studies, small groups, ministries, and volunteer opportunities.
- Encourage newcomers to move from simply attending to becoming part of the church family.

8. Use Communication and Technology

- Help maintain an effective church presence through the website, social media, newsletters, and other communication channels.
- Promote the church's ministries and community activities.
- Ensure that information presented to the public is accurate, welcoming, and current.

9. Work With Other Committees

- Coordinate with the pastor, evangelism, missions, family ministry, worship, Sunday School, and fellowship committees.
- Avoid duplicating efforts and look for opportunities to combine resources.

10. Evaluate Outreach Effectiveness

- Review outreach activities regularly.
- Determine which programs are successfully connecting people with the church.
- Recommend new approaches when community needs or demographics change.

Duties of the Connecting Ministries Committee

1. Welcome and Connect New Members – Help newcomers feel welcomed and assist them in becoming involved in the church.
2. Strengthen Member Relationships – Encourage fellowship and opportunities for members to develop meaningful relationships with one another.
3. Connect People with Ministries – Help members discover ministries, committees, Bible studies, Sunday School classes, and service opportunities that match their interests and gifts.
4. Follow Up with Members – Reach out to visitors, new members, inactive members, and those who may have become disconnected from the church.
5. Promote Fellowship Activities – Organize or support activities that bring people together, such as fellowship meals, small groups, social gatherings, and church-wide events.
6. Encourage Member Participation – Identify ways to help members move from simply attending worship to actively participating in the church's ministries.
7. Build Intergenerational Relationships – Encourage activities that bring children, youth, adults, and senior adults together as one church family.
8. Coordinate with Other Committees – Work with the pastor and other church committees to ensure that members are aware of opportunities to serve and participate.
9. Identify Those Who May Need Special Attention – Help the church stay connected with members who are homebound, grieving, hospitalized, experiencing difficulties, or otherwise unable to participate regularly.
10. Create a Culture of Belonging – Encourage an atmosphere in which every person feels valued, needed, welcomed, and recognized as an important part of the body of Christ.

Duties of the Large Event Committee

1. Plan Major Church Events

- Identify and plan large events such as Lord's Acre, church picnics, festivals, anniversary celebrations, holiday events, community gatherings, dinners, retreats, and special programs.
- Establish dates, locations, themes, and objectives for each event.

2. Develop an Event Plan

- Establish a detailed timeline and list of responsibilities.
- Determine the facilities, equipment, supplies, food, entertainment, and personnel needed.
- Anticipate potential problems and develop contingency plans.

3. Coordinate Volunteers

- Recruit sufficient volunteers for each event.
- Assign responsibilities such as registration, setup, food service, parking, cleanup, hospitality, children's activities, and security.
- Provide volunteers with clear instructions and schedules.

4. Manage the Event Budget

- Prepare an estimated budget for each major event.
- Work with the Finance Committee regarding available funds.
- Monitor expenses and ensure that spending stays within the approved budget.
- Seek donations or sponsorships when appropriate.

5. Coordinate Facilities and Logistics

- Reserve church facilities or outside venues.
- Arrange tables, chairs, tents, sound equipment, decorations, parking, restrooms, and other necessities.
- Coordinate setup and cleanup.

6. Food and Hospitality

- Plan meals, refreshments, or concessions when appropriate.
- Arrange for food preparation, serving, and cleanup.
- Make sure guests are greeted and made to feel welcome.

7. Safety and Risk Management

- Consider crowd control, parking, emergency procedures, weather conditions, first aid, and other safety concerns.
- Ensure appropriate supervision of children and youth.
- Coordinate with appropriate church personnel regarding security when needed.

8. Publicity and Promotion

- Work with the Outreach and Communications ministries to publicize events.
- Use announcements, social media, newsletters, flyers, invitations, and personal invitations.
- Encourage members to invite friends, neighbors, and community members.

9. Coordinate With Other Committees

- Work closely with the Worship, Outreach, Missions, Family Ministry, Music, Youth, Finance, and Trustees Committees as appropriate.
- Clearly define which committee is responsible for each part of the event.

10. Oversee the Event

- Make sure all arrangements are in place before the event begins.
- Provide leadership during the event.
- Address unexpected problems and make necessary adjustments.

11. Evaluate Each Event

- Meet afterward to discuss what went well and what could be improved.
- Review attendance, expenses, volunteer participation, and feedback.
- Make recommendations for future events.