

*Everything
Friendship
Information
Booklet*

**Friendship United Methodist Church
P.O. Box 72
22 W. Friendship Road
Friendship, MD 20758-0072
Phone: 410-257-7133
Fax: 410-286-8484**

Sunday Morning Worship Services
8:30 a.m. & 11:00 a.m.
Sunday School 9:45 a.m.-10:45 a.m. ages two to adult

Website: <http://www.friendshipmethodist.org>

Growing as Disciples; Serving as Friends Love All, Serve All, Follow One

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Committees

WORSHIP WITH US!

Worship
Church Bulletin and Announcement Emails Service
Friendship Pads
Inclement Weather
Holy Communion
Baptism
Confirmation and Reception into the United Methodist Church
Opportunities to Participate in Worship
 Acolyte to the Church
 Communion Servers
 Nursery Attendants
 Readers
 Ushers
 Sponsoring Altar Flowers
 Sponsoring the Sunday Church Bulletin
 Providing Content to the Church Announcements
 Donations

CHRISTIAN EDUCATION

Sunday School
Bible Study
Church Library

CHURCH MINISTRY AND PROGRAMS

Congregational Care Ministries
 Children's Ministries
 Friendship Time
 Health Ministry
 Intercessory Prayer Team
 Scholarship Program
 Senior Ministry
 Stephen Ministry

Music Ministries
 Children's Choir
 Handbell Choir
 Sanctuary Choir

Communication Program
 Church Calendar
 Newsletter
 Church Directory
 Mailboxes

Website
Event Banners

Facility Management Programs
Church Buildings and Rooms
Handicapped Accessibility
Key Policy
Parking
Bulletin Boards
Lost and Found
Office Copiers
Trash Collection
Borrowing Church Property
Facility/Kitchen Use and Event Rules

OUT-REACH AND MISSIONS

Mission Ministry
Hands on Mission Experience
United Methodist Men
United Women in Faith
United Methodist Youth Fellowship
Vacation Bible School

CHURCH GOVERNANCE

The United Methodist Church
Friendship United Methodist Church Organization Chart
Church Council
Board of Trustees
Church Committees
Lay Leadership Committee
Cemetery Committee
Committee on Records and History
Finance Committee
Missions Committee
Safe Sanctuary Committee
Safety and Preparedness Committee
Staff-Pastor-Parish Relations Committee
Worship Committee

Church Ministry and Programs Leadership
Lay Members to Annual Conference
At Large Members to Church Council

Introduction

Welcome to Friendship United Methodist Church! When you enter our church, you find a congregation of Christian believers with whom you may worship and The worshippers at Friendship are an amazing combination of persons of all ages, social backgrounds, and cultures within the community. Friendship Church has a congregation that is big enough to provide diversity with many ministry and program options but not so big that you won't be able to get to know your fellow congregants. You can find a variety of engaging Church programs focused on young families, or amazing seniors, our energetic youth, and everything in between. No matter your background or stage of your faith journey, you will find relatable friends as well as comfort and support.

Much of our focus at Friendship Church is on Worship, Christian Education, Church Ministries and Missions, Out-Reach and youth. We try to offer worship and educational options to meet the needs of our parishioners including multiple Sunday worship services, Sunday School (for children and adults) and a variety of seasonal Bible study opportunities. We support church ministries designed to enrich our Christian experience and utilize our talents for the glory of God. If you are looking for a more immersive experience, we put mission into action. We support a variety of local, regional and international missions. We have many leadership opportunities that help to make our church relevant in today's community.

We invite you to explore the many ways you can get involved.

A Heritage of Faith

When you walk through those doors you become a part of history. The congregation was started with circuit riders in 1785 only a few months after the establishment of the Methodist Church in the United States. The central part of the Sanctuary was built in 1835 from bricks burned on site and timber from the nearby woods. The physical church structure has been improved and grown over the years, adding central heating and air conditioning, a Fellowship Hall, an Education Building, a Narthex, and church office. Most recently we have modernized our kitchen, expanded our education wing, improvements to bathrooms, and other areas of the building, and the addition of an elevator.

Church Operations

Office Hours

Tuesday, Wednesday, & Thursday 9:00 am – 4:00 pm

Staff

Pastor Rudy White, Pastor
6754 Old Solomons Island Road
P.O. Box 148
Friendship, MD 20758
Office Phone: 410-257-7133
Cell Phone: 302-632-8065
Email: rhwhitejr@aol.com

Darrell Rison, Choir Director
& 11:00 Accompanist
202-725-0653
Darrell.rison@icloud.com

Micah Cooley, 8:30 *Accompanist*
410-940-2079
weisety@gmail.com

Bonnie Dean, Secretary
8900 Dean Drive
Owings, MD 20736
Office Phone: 410-257-7133 (Tue, Wed, Thu)
Email: bsuedean@friendshipmethodist.org

For convenience, items such as newsletter articles, calendar entries, prayer requests, etc., can be emailed, or placed in the mailbox on the office porch or in the secretary's box in the education building.

Activities & Committees

Acolyte

The acolyte lights the appropriate candles in the chancel area at the beginning of each service and extinguishes the candles at the end of the service. The acolyte should arrive in the Narthex ten minutes prior to the worship service and report back to the Narthex prior to the start of the final hymn.

Baptism

By the Sacrament of Baptism, people of all ages are initiated into the life of the Church and offered new life through the work of the Holy Spirit. All of this is a gift from God. Traditionally, Christians have understood that God, not the pastor, the person being baptized, or his or her parents, is the one acting in Baptism. Consequently, the practice of re-baptism is considered unnecessary. God does it right the first time. Occasionally opportunities are presented to renew our baptismal covenant if we have already been baptized. Contact the pastor for more information.

The United Methodist Church believes that infant baptism is a powerful testimony to what God does for us before we are even aware of it. It is hoped that when the child is old enough to choose (generally about 13 years old), he or she will participate in a Confirmation Class and will make a personal commitment. If you wish to be baptized or have your children baptized, contact the church office to speak with the pastor. Except in extremely rare circumstances, only church members and their children are baptized. As a part of the Baptismal vows, parents are asked to profess their own faith in Christ and promise to set an example of Christian faith and participation within the church.

Bible Study

Friendship Church offers a variety of Bible study programs. All are welcome to attend our Bible study sessions. Please watch the bulletin and newsletter for announcements about these sessions.

Board of Trustees

The work as a Trustee is strategic to the life and ongoing ministries of the church. The Trustees are responsible for the oversight and management of the church buildings and the parsonage, as well as all the real and personal property of the church. The responsibilities of this committee are as follows:

- Oversee, maintain, and supervise all local church property and hold it trust for the United Methodist Church;
- Report annually to the Charge/Church Conference on the state of the church's property, equipment, investments, and resources;
- Receive and administer all gifts made from the congregation and make certain that all trust funds of the congregation are invested properly;
- Ensure that all articles of incorporation of the congregation are kept up to date, if applicable;
- Be responsible, in conjunction with the pastor, for all use of the church buildings and grounds.
- Maintain adequate insurance coverage on all church property and develop appropriate risk management policies;
- Submit to the Finance Committee the annual budget requests for insurance, property

- maintenance and improvement, and new property purchases;
- Be accountable to the Charge/Church Conference and to the Church Council.

The Cemetery Committee

The Cemetery Committee is part of the Board of Trustees and listed below are the committee's responsibilities.

- Maintain upkeep of the cemetery, such as grass cutting and trimming, tree care, and tombstone upkeep;
- Maintain a savings and checking account to pay for grass cutting and maintenance. Tr
- Disburse money contributed to the Cemetery Fund;
- Participate and report regularly to the Board of Trustees, Finance Committee, Transfer funds from main account (through the Trustees) if additional funds are needed.
- Distribute money contributed to the Cemetery Fund;
- Provide a quarterly report on finances to the church treasurer so all monies can be shown on financial reports;
- The chairperson of the committee maintains the plot records and determines if any plots are for sale;
- Plan and implement the annual dinner for extra funds to help maintain the cemetery. The dinner is usually the first Saturday in November. The committee is responsible for getting all food, kitchen help, waitresses, oyster patters, baked goods, cleanup crew, carry out servers, and UMYF volunteers;
- The committee communicates in advance to remind persons of the dinner and any dues owed and transfers money from the savings to checking account in order to pay for the dinner's needs.

Borrowing Church Property

Any request to borrow church property, such as tables and chairs, may be done by contracting the church secretary and completing the request form. The church also has some wheelchairs and walkers for loan through the church secretary. A small fee or donation may be requested.

Bulletin Boards

There are various bulletin boards located throughout the church. If you would like something posted on a bulletin board, please contact Bonnie Dean at the church, 410-257-7133.

Children's Choir

This choir is open to all children Pre-K through fifth grade. The Children's choir practice during Sunday School sessions.

Children's Ministries

Friendship has a Children's Ministries program that gives the children of the church and community the opportunity to celebrate special holidays in a Christian atmosphere. Each year, the ministry coordinators put together an Easter party and egg hunt, a Halloween party, and a Christmas party (with a special visitor) held in conjunction with the Sunday School Christmas pageant.

Support is needed to make these events possible, so please watch for announcements calling for refreshments and volunteers to help with crafts and games.

Church Buildings and Rooms

There are four main facilities at Friendship Church: the sanctuary, the fellowship hall, the education building, and the church office building. The following is an overview of the rooms in each. (All directions assume you are standing in the parking lot facing the church building.)

Location	Room Number	Description of Area
Sanctuary		The church worship area where services are held
Narthex		This is the “lobby” of the sanctuary, the small room you are in upon entering the church.
Balcony		There is additional seating upstairs along three sides of the sanctuary. You enter the balcony via either of the two stairways in the narthex
Fellowship Hall		The large open room to the right of the sanctuary. A hallway leads from the narthex to the hall; there is also an entrance from the front hallway of the building.
Kitchen		The church kitchen and related storage areas are on the left side of the Fellowship Hall.
Education Building		The building to the right of the fellowship hall. The entrance is to the right of the front hallway, as well as an outside entrance located to the right of the church porch The education building has two floors and there is an elevator on the right of the education building hallway. And there are two stairways, one at the front of the building and one at the rear of the building, connecting the floors.
Pre School Classroom	1	classroom next to the Finance Office on the first floor of the education building
Restrooms		These are located on both floors of the education building on the left side of each

Location	Room Number	Description of Area
		hallway.
Finance Office/Counting Room		The small office at the front end of the downstairs hallway near the elevator. 1 st Floor
Toddlers	2	the last room to the right on the downstairs hallway. 1 st . Floor
Middle School Classroom	204	This is the last room on the right side of the main upstairs hallway. It contains a variety of sofas and overstuffed chairs. 2 nd Floor
Senior High Classroom	201	2 nd Floor
Lower Elementary Classrooms	202	2 nd Floor
Middle Elementary Classroom	204	2 nd Floor
Upper Elementary	203	2 nd Floor
Adult Classroom	206	Last room on the left side of hallway extension located on let side of the 2 nd floor hallway.
Chapel		2 nd Floor in room 206
Music Room		The large room on the right of the smaller upstairs hallway. 2 nd Floor
Sunday School Superintendent's Office/		The first room on the left side of the main upstairs hallway. 2 nd Floor
History Closet		In Room 205 - third door on the left. 2 nd Floor
Church Library		Lobby of the education building
VBS Closest	205	first and second doors on the left. 2 nd Floor
Storage	Various	There are a few storage closets throughout the church. In addition, there is a small storage shed behind the

Location	Room Number	Description of Area
		education building. Contact the Board of Trustees if storage is needed.
Church Office Building		The small, white house located to the right of the parking lot along the road. Entrances are located both at the back and front of the office building. There is a restroom located in this building.
Pastors Office		This is the next room on the left behind the church secretary's office.
Church Secretary Office		The room you are in upon entering the front door of the church office building.
Copy Machine Room		The small room at the back of the building behind the Pastor's Office.
Bishop John Warman Room		The meeting room on the right side of the church office building. It is named in memory of Bishop John Warman who was a bishop and minister in the United Methodist Church and a longtime member of Friendship Church.

Church Calendar

Listings of calendar events for the current month and upcoming month are displayed on the main bulletin board in the Fellowship Hall. To schedule an event, contact the church secretary via email (bsuedean@friendshipmethodist.org) or phone 410-257-7133.

If the event is a non-church sponsored event, there is a building use form that needs to be completed and turned in as well, and depending upon the event, it may have to be approved by the Pastor and/or the Board of Trustees. There is also a fee schedule that goes with the building use form for building use by both members and non-members. The contact person varies depending on the intended use.

ALL functions being held in the sanctuary, Fellowship Hall, Education Building, or the Bishop Warman Room need to be posted on the calendar. It is important to have your event posted as soon as possible to avoid any scheduling conflicts that may arise concerning the use of a particular room or building.

Church Council

The Church Council is the administrative body of the church. It is responsible for planning and implementing the programs and ministries of the church and meets generally every other month (usually 4th Wed.) to hear, discuss, and act on reports and proposals from the various areas of the ministries within the church. All members of the church are invited to attend the monthly meetings. Reports range from informing the council of recent events, future plans, as well as requesting guidance from the council on numerous issues. New areas of ministries, new opportunities, and the use of church resources are discussed and voted on at the council meetings. The council is made up of the chairpersons of each area of ministry and lay members. The council membership is presented and voted on at the annual Charge/Church Conference. Only those elected to the council may vote on matters presented.

New projects, programs, and ideas can be presented to the Church Council at its meeting. During the meeting any new item can be brought up for consideration, discussion, and vote. The new item can be included in a report from an existing committee or as new business. Advance notice of new business, in sufficient time for council members to review and study the item(s) is requested.

The Church Council chairperson will be elected by the Charge/Church Conference annually and will have the following responsibilities:

- Leading the council in fulfilling its responsibilities.
- Preparing and communicating the agenda of the council meetings in consultation with the pastor(s), lay leader, and other appropriate persons.
- Reviewing and assigning responsibility for the implementation of actions taken by the council.
- Communicating with members of the council and others as appropriate, to permit informed action at council meetings.
- Coordinating the various activities of the council.
- Providing the initiative and leadership for the council as it does the planning, establishing of objectives and goals, and evaluating.

- Participating in leadership training programs as offered by the Annual Conference and/or District.

The Church Council chairperson will be entitled to attend meetings of all boards and committees of the church unless specifically limited by *The Book of Discipline*. The chairperson is encouraged to attend the Annual Conference.

Church Historian

The responsibilities of the historian are to keep the historical records up to date; serve as chairperson of the Committee on Records and History, if any; cooperate with the Annual Conference Commission on Archives and History or comparable structure, if any; provide an annual report on the care of the church records and historical materials to the Charge/Church Conference; and provide the pastor and the Committee on Records and History, if any, for the preservation of all local church records and historical materials no longer in current use.

The historian records historical materials including all documents, minutes, journals, diaries, reports, letters, pamphlets, papers, manuscripts, maps, photographs, books, audiovisuals, sound recordings, magnetic or other tapes or any other documentary material, regardless of form or characteristics, made or received pursuant to any provisions of the Discipline in connection with the transaction of church business by any local church of The United Methodist Church or any of its constituent predecessors.

Church Library

Friendship Church has an extensive church library with a collection of books, videos, recordings, and other items. It is a wonderful resource for all ages. The library is located at the lobby area of the educational building.

Church Treasurer

The responsibilities of the Church Treasurer are:

- To disburse all money contributed to the local church budget, keep accurate records of how money is spent;
- To work according to the guidelines established by the church council or through the committee on finance;
- To participate and report regularly to the committee on Finance, Church Council, and the Charge/Church Conference;
- To be accountable to the Charge/Church Conference through the church council;
- To follow the procedures as outlined in the *Book of Discipline*.

Committees and Members

[See Appendix 3](#)

Committee on Lay Leadership

The Committee on Lay Leadership (formerly the Nominating Committee) is charged with recruiting individuals willing to serve in the various leadership roles in the church and nominating them to those positions. The nominations are then voted upon at the annual Charge/Church Conference.

This committee is to be composed of not more than nine persons, in addition to the pastor and the lay leader. At least one young adult elected by the Charge/Church Conference will serve as a member of the committee. One or more members elected by the Charge/Church Conference may be youth. The pastor will be chairperson. A layperson elected by the Committee on Lay Leadership will serve as the vice chairperson of the committee.

Committee members commit to a three-year term, and each year, three new members (the new class) join the committee and three of the nine members rotate off the committee. Each year's new class, and vacancies at the time of the Charge/Church Conference, will be elected from nominees, from the floor of the Charge/Church Conference and/or through the recommendation of the Committee on Lay Leadership. Only one person from an immediate family residing in the same household will serve on the committee. When vacancies occur during the year, nominees will be elected by the Church Council, or alternative church structure, with the approval of the District Superintendent.

The Charge or Church Conference authorized by the District Superintendent, elects, upon recommendation by the Committee on Lay

- Chairperson of the Church Council
- The Committee on Lay Leadership.
- The Committee on Staff-Pastor-Parish relations and its chairperson.
- A chairperson and additional members of the Committee on Finance; the financial secretary and the church treasurer(s) if not paid employees of the local church, and the trustees. The trustees elect their own chairperson and officers.
- The Lay Member(s) of the Annual Conference and lay leader(s).
- A recording secretary, etc.
- All local church offices and all chairs of organizations within the local church may be shared between two persons, with the following exceptions: trustee; officers of the board of trustees; treasurer; lay member of Annual

Conference; member and chairperson of the Committee on Staff Pastor-Parish Relations. When two persons jointly hold a position that entails membership of the church council, both may be members of it.

Communications Committee

The Communications Committee develops new and innovative ways to communicate information to and from persons inside and outside the church. The committee's mission is to help streamline the communication processes in the church, so members and nonmembers receive important information about the church in a timely and effective manner.

Any group that would like help with publicity for an event, whether within the church or outreach to the community, should contact the Communications Committee.

Communion Servers

Those assisting in serving Communion are asked to come forward at the appropriate time in the Communion service and stand at the front of the church with the pastor and hold various Communion elements. Friendship United Methodist Church offers gluten free bread or if preferred packaged juice and wafer. Those who partake in Communion are directed to the front of the church by the ushers and receive the elements from the servers.

The Sacrament of Holy Communion (or the Lord's Supper) is offered at both worship services on the first Sunday of each month. Through this Sacrament, God works in us to strengthen and confirm our faith. It is a gift of God for all people. All who intend to lead a Christian life, together with their children, are invited to receive the bread and cup. You do not need to be a member of Friendship United Methodist Church or of any church to receive Communion.

Several options are often presented when the Sacrament is offered. Check the bulletin or listen for guidance from the pastor. Many choose to kneel at the rail at the front of the church for private prayer during Communion. Please feel free to do so, if you wish. served Communion to/by the pastor.

Cordiality Committee – Currently Seeking

In each Friendship pad there are post cards which indicate "missing you" or something of that nature. If a member notices that someone has not been in attendance for a while, they may fill in the name of the missing person and place the post card in the collection plate or give to a member of the Cordiality Committee. The post cards are collected and given to a committee member who then sends the post card to the missed member(s).

Donation of Property

Those who wish to donate physical property to the church must first contact a member of the Board of Trustees about the donation, as the Trustees must approve the acceptance of any such donations. Please do not bring donated items to the church and just drop them off unless it is part of an active project or ministry and the community.

Education Ministry Team

This team provides support for the educational areas of the church including Sunday School, Vacation Bible School, Small Group Bible Study, and Confirmation Class. Team members explore ways to enhance the programs already in place and plan and implement new programs to further the Christian Education and love of God's Word for all church members.

Email Announcement Service

Friendship Church operates an email announcement service, which is used to send out copies of the announcements from the church bulletin each week, as well as to send out other announcements as they arise.

To join the announcement list simply provide your email address by using the Friendship pad passed out during church services (write your email address and ask that you be added to the announcement list), call the church office, or email Bonnie Dean at bsuedean@friendshipmethodist.org.

If you already are on the list and your email address changes, please use one of the same methods to communicate your new email address.

If you have an announcement you would like to have distributed via the email service, please send the announcement to Bonnie Dean. If the announcement has previously been made at church or appeared in the bulletin, it will be sent out right away. If it is something new, the pastor must approve it before it is sent.

Finance Committee

All financial requests to be included in the annual budget of the local church are submitted to the Committee on Finance. The committee compiles annually a complete budget for the church and submits it to the Church Council for review and adoption.

The Finance Committee usually reviews the budget at its September meeting in order to give a recommendation to the Church Council in a timely manner. The Finance Committee reviews the budget line-by-line, keeping in mind the projected revenue for the next year. All input received for the appropriate line item is reviewed at that time and taken into consideration upon approving the item. Each budgeted line item is determined after discussion. The Finance Committee attempts to reach a consensus on each item, but as necessary, a vote is taken on a line item to determine a recommendation. The Finance Committee incorporates the maintenance plan and capital plan into the budget process.

When the line-item review is complete, the Finance Committee reviews the total budget for the next fiscal year against the anticipated revenue. The budget is reviewed again as appropriate to complete a budget that is realistic, appropriate and achieves the mission of Friendship United Methodist Church. The recommended budget is then submitted at the next Church Council meeting for approval.

Friendship Pads

The Friendship pads are handed out each week to attendees of both Sunday worship services and are for everyone to complete. These folders allow those in the pews to learn the names of those seated near them and are used to learn of any special needs or interests of those attending worship (there is a place to indicate a special interest, need, prayer concerns, etc.) as well as any visitors to the church. The sheets are collected at the conclusion of the 11:00 a.m. service and given to the secretary. The secretary reviews the sheets for any special needs and/or visitors. Visitors who provided their address and/or phone number, receive a handwritten note or phone call from the pastor.

Friendship Hour

Friendship hour takes place once a month on the second Sunday following the 11:00 o'clock service. This is a time to celebrate special holidays, events and i with refreshments in the Fellowship Hall. The Hospitality Coordinator gathers church volunteers to provide refreshments and assist with Friendship Time. The Hospitality Coordinator also decorates the room for seasons and holidays.

A sign up sheet to help with Friendship Hour is always available in the Fellowship Hall.

There is no Friendship Hour during the summer months of June, July and August. However, the room is available for special events during the summer months.

If you would like something special included in Friendship Hour (i.e., Baptisms, cakes, special events, birthdays, anniversaries, etc.) please coordinate with the Hospitality Coordinator. Special "Meet and greets" may be added to a Friendship Hour included at a different date with a cake.

Friendship United Methodist Church Organization Chart

[See Appendix 2](#)

Friendship United Methodist Church Staff Members

[See Appendix 5](#)

Fundraisers

Nearly all groups at Friendship Church have fundraisers of some type to help support their various activities. The Church Council requests two things of all groups having fundraisers;

1. The group needs to let the Church Council know they are having a fundraiser, what they are selling/doing, and when the fundraiser will be held.
2. If the fundraiser makes a profit of more than \$500, the group needs to provide the Church Council and the Committee on Finance with a basic accounting of the income, expenses, and resulting profit within 90 days of the activity.

Handbell Choir

Friendship Church offers the opportunity to participate in a unique music ministry – the handbell choir. Open to all adults and youth, the choir currently rehearses on Monday's at 6:45 PM and plays once a month, usually during the 11 a.m. service. These instruments provide a wonderful way to participate, learn about, and enjoy music ... even if you can't sing! If you are interested in playing handbells, please contact the church office.

Persons with Disabilities

Friendship Church is accessible to persons with disabilities in all respects and will continue to implement additional accessible features as the facilities are upgraded and improved.

There is a ramp sidewalk from the parking lot to the breezeway, as well as a ramp entry to the sanctuary from the front hallway. Handicapped restroom facilities are located on the first and second floors of the education building. An elevator is located in the Education building near the netrace to allow access to the second floor. As explained under Parking, there are numerous handicapped parking spaces in the main parking lot.

Friendship Church wants everyone to feel welcome and to have an enjoyable worship experience. If there is anything you or someone worshipping with you requires, please do not hesitate to ask one of the ushers.

H.O.M.E. (Hands On Mission Experience) Team

This team was formed to help get Friendship's members involved in local, national and international mission projects. Along with needing financial resources these organizations need volunteers. The home team contacts local, national, and international charities and organizations that may be looking for volunteers and lets them know we are willing to help. Volunteers from the church are then matched up with the programs when help is needed. The team is currently working with organizations in Anne Arundel and Calvert counties and the Appalachian Service Project. For more information about the Home Team, please contact Chuck Muller at 301-938-6964/chuck.muller531@gmail.com

Inclement Weather

Friendship Church strives to remain open and hold services whenever possible, however, the safety of our congregation is priority. During times of inclement weather, we may close the Church offices and facilities, and revert to online only service. For Sunday Services, every attempt will be made to provide advanced notice through our email distribution or posted to our website, however, this may not always be possible. All other meetings, practices, youth events and rehearsals will be up to the group leader to make the decision and notification on cancellations. When all else fails, we ask that everyone err on the side of caution when deciding if it is safe to travel.

Junior Ushers

The junior usher(s) should arrive in the Narthex 30 minutes prior to the worship

service in the Narthex. The junior usher(s) responsibilities include the following:

- Assist with passing out bulletins in the Narthex prior to the service;
- Pass out the Friendship pads in the balcony at the appropriate time in the service;
- Collect the offering in the balcony at the appropriate time in the service;
- Passing Communion to the congregation in the balcony (1 Sunday of the month, or any other special Sunday service) and to anyone who is unable to come forward.

Key Policy

All keys come under the strict under the authority of the Board of Trustees.

Keys are issued to church leaders, staff persons, committee chairs, and other persons deemed necessary. When there is a change in leadership, chairs, and/or staff all keys are required to be returned to the church secretary of a trustee. All key request should be made through the church secretary with approval of the trustees. Key are not to be duplicated. If additional keys are needed, contact the church secretary.

Kitchen Use and Event Rules

[See Appendix 4](#)

Lay Leader

The Charge/Church Conference elects a lay leader who functions, as the primary lay representative of the laity in that local church and has the following responsibilities:

- Foster awareness of the role of laity both within the congregation and through their ministries in the home, workplace, community, and world, and find ways within the community of faith to recognize all these ministries;
- Meet regularly with the pastor to discuss the state of the church and the needs for ministries;
- Membership in the Charge/Church Conference and the Church Council, the Committee on Finance, and the Committee on Lay Leadership, where, along with the pastor, the lay leader will serve as an interpreter of the actions and programs of the Annual Conference and the general church (to be better equipped to comply with this responsibility, it is recommended that a lay leader also serve as a lay member of the Annual conference);
- Continue involvement in study and training opportunities to develop a growing understanding of the church's reason for existence and the types of ministries that will most effectively fulfill the church's mission;
- Assist in advising the Church Council of opportunities available and the needs expressed for a more effective ministry of the church through its laity in the community;
- Inform the laity of training opportunities provided by the annual conference. Where possible, the lay leader will attend training opportunities in order to strengthen his or her work. The lay leader is urged to become a certified lay speaker.

Lay Members(s) to Annual Conference

The lay member(s) to the Annual Conference and one or more alternates are elected annually or quadrennially as the “Book of Discipline” directs. If a charge’s lay representative to the Annual Conference ceases to be a member of the charge or for any reason fails to serve, an alternate member in the order of election will serve in that place.

Both the lay members and the alternates must be members in good standing of the United Methodist Church for at least two years and are active participants for at least four years preceding their election, except in a newly organized church. No local pastor will be eligible as a lay member or alternate. United Methodist Churches that become part of an ecumenical shared ministry will not be deprived of their right of representation by a lay member in the Annual Conference.

The lay members(s) of the Annual Conference, along with the pastor, serve as interpreters of the actions of the Annual Conference session.

Lost and Found

At the present time there is no designated spot for lost and found items. Please contact the church office if you are missing something or have found something.

Mailboxes

Many committees and groups within the church have a mailbox and they are used to distribute mailings the church receives, and to deliver various items to and among groups in the church. If you are a committee chair or group leader, be sure to check your mailbox regularly. The mailboxes are located in the Fellowship Hall.

The pastor, church secretary, and church treasurer also have In boxes at that location. There is also a drop box on the front porch of the church office building if you need to leave items for either the pastor or secretary.

Missions Committee

The mission of the Missions Committee is to fulfill the Great Commission by sharing the love of Jesus Christ. The Great Commission is Matthew 28:18-20: “And Jesus came and spoke to them, saying, “All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age.” Our purpose is to see our mission achieved through the following goals:

- Make Disciples of Jesus Christ: We will witness by word and deed among those who haven’t heard or heeded the Gospel of Jesus Christ. We will initiate, facilitate, and support the creation and development of communities of faith that seek, welcome, and gather persons into the body of Christ and challenge them to Christian Discipleship. Where direct proclamation is not permitted, a caring presence becomes the means of Christian Witness;
- Strengthen, develop, and renew Christian congregations and communities: We

will work mutually with mission partners in common growth and development of spiritual life, worship, witness, and service;

- Alleviate human suffering: We will help to initiate, strengthen, and support the spiritual, physical, emotional and social needs of people;
- Seek justice, freedom, and peace: We will participate with people oppressed by unjust economic, political, and social systems in programs that seek to build just, free, and peaceful societies.

Ministries that Friendship United Methodist has recently supported include the following:

- Good News Jail and Prison Ministry
- Safe Harbor (a shelter for women and children who are victims of abuse)
- SCAN (South County Assistance Network, a local food bank)
- SCFN (South County Faith Network, a group that assist the elderly)
- ASP: Appalachian Service Project/Youth ASP
- Project Echo (homeless shelter in Calvert County)

Newsletter

The newsletter is published on an as-needed basis and made available to all members of the church by mail or electronically (.PDF format). Articles involving upcoming church activities, meetings, thank-you messages, news concerning members of our church family, and some community activities are acceptable for inclusion in the newsletter. The pastor approves all articles before inclusion in the newsletter. Articles can be placed in the secretary's box on the finance office door, in the mailbox on the front porch of the church office or delivered or emailed directly a member of the Communications Committee.

Nursery Attendant(s)

Nursery care is provided during **worship services** for children five years old and younger. Children older than five are asked to remain in church with their parents (there are activity bags in a bin in the Narthex with crayons and paper to keep younger children occupied).

Office Copiers

The copier in the finance office is used by members of the finance team. It is a small quantity copier and should not be used for mass copying.

The larger copier, located in the back room of the church office, can be used by anyone who needs to make copies of items including Sunday school materials, meeting information, VBS materials, etc. A touch screen provides instructions for making photocopies. Regular and legal size white copy paper is stored in plastic storage bins in the photocopy room. Legal and regular size colored paper is stored in the brown cabinet to the left of the copier.

If you have a problem with the copier, first refer to the touch screen instructions. If you still have questions, please ask anyone around if they know how to take care of the problem. If

that doesn't resolve the issue, call the secretary (at home is okay if it is after hours). If you use a large amount of supplies, please inform the secretary so she can reorder supplies. If you know that you will need a large amount of a specific supply (for example: certain color copy paper) for a project, try to let the secretary know and she will be glad to pre order what you need.

Parking

Parking for Friendship Church services and events is available in both the main lot directly in front of the church and in the lot across the street from the church. There are several parking spaces in the main lot designated as handicapped parking spaces. These spaces are for anyone who needs to park close to the church due to medical or mobility reasons, even if they do not actually have a handicapped tag or place card. Please be conscious of such needs and reserve these spots for those who need them.

Persons parking in the lot in front of the church should park only between lined or marked parking spaces. Parking outside of designated parking spaces creates hazardous conditions when cars are trying to leave the parking lot. When parking in the lot across the street parking rows should not be all the way across the lot. Doing this blocks cars from entering the lot to park and creates difficulties when persons are trying to leave. An empty space should be left at the end of each row to allow cars to continue to the back of the parking lot.

Intercessory Prayer Ministry

The purpose of the Intercessory Prayer Ministry is to provide intercessory prayer for urgent needs (i.e., accidents, hospitalizations, surgeries, deaths) that arise in the lives of the members of the church and community. If a prayer need comes to your attention, and you want to initiate Prayer, a call is made to the pastor or the church office.

Publicity

See Communications Committee

Recording Secretary

The Charge/Church Conference recording secretary keeps an accurate record of the proceedings of the Charge/Church Conference and is the custodian of all records and reports, and with the presiding officer, signs the minutes. A copy of the minutes is provided for the District Superintendent and a permanent copy is retained for church files. When there is only one local church on a charge, the secretary of the church council will be the secretary of the Charge/Church Conference. When there is more than one church on a charge, one of the secretaries of the church councils will be elected by the Charge/Church Conference to serve as its secretary.

Sanctuary Choir

The Sanctuary Choir is the adult choir of Friendship United Methodist Church. Its members come together for music and fellowship in weekly rehearsals on Tuesday from 7:00 to 8:30 pm in the Music Room and usually sing once a month during the 11 am service. The group sings a variety of sacred music from hymns and spirituals to contemporary pieces. All adults are welcome to join! If you are interested in joining, please

contact the church office for more information.

Scholarship Program

Friendship Church has a scholarship program, administered by the Board of Trustees, which awards scholarships to eligible post-secondary students each year.

The program is open to students who have achieved second or fourth year standing (as defined by their institution) or who are in the first year of post-graduate study and who are enrolled in a full course load. This includes trade or technical schools. There are several factors considered such as grades, work experience, financial need, an essay, and references. Applicants must be a member of Friendship Church.

Online applications are the only ones accepted and must be submitted by the designated deadlines. If you are interested in additional information about the scholarship program, contact the church office.

Senior Luncheon

One of the ministries offered at Friendship Church is the senior luncheon. This luncheon includes a variety of activities for senior members of the church and the surrounding community. The senior luncheon is often held at the church and sometimes at a local restaurant.

If you or someone you know would like to participate in the senior activities – or if you are willing to assist in preparing an activity – please contact the church office to be put in touch with the current senior ministry’s coordinator.

Sound Technicians

There is a high-tech aspect to all of Friendship’s church services that many people may not realize. Each service requires a sound technician to run the sound board in the balcony. This involves turning on the appropriate microphones and adjusting them for the specific speaker/singer. The tech also records the service which is posted to YouTube and Facebook. The sound tech’s role is very important, and Friendship needs to have enough trained individuals to ensure all services are covered. You do not have to have any prior experience, just an interest in helping make the service easily heard by all. If you would like to become a sound technician, please contact the church office.

Sponsoring Altar Flowers

A sign-up sheet for the current and coming month is located in the glass-enclosed bulletin board in the Narthex. These sheets have the name and phone number of the Altar Guild for the month. Sign your name and what you want printed in the Sunday bulletin as a dedication on the sheet. The Altar Guild can answer any questions for that particular month. If you want to sponsor flowers for a Sunday in a month not yet posted, call the Altar Guild for the month you are seeking. A list of all Altar Guilds for the year is available on the bulletin board.

Sponsoring the flowers on the altar does not mean you have to actually purchase flowers for the altar; you may bring flowers from your garden or any other type of flower from home. However, if you do wish to purchase flowers, the following florist delivers to

the church: Floral Expressions (301) 855- 4767 or (410) 257-7775. If you choose to use another florist, you need to make arrangements with the Altar Guild to have your flowers in the Sanctuary prior to the 8:30 a.m. service on Sunday.

If sponsoring flowers on a special Sunday, here are some guidelines to help you choose the appropriate colors if you are purchasing flowers; Communion Sundays (first Sunday of the month) the flowers are usually white; Easter Sunday the Sanctuary is usually decorated with Easter lilies and red tulips; and the Sunday prior to Christmas the Sanctuary is decorated with poinsettias.

Sponsoring the Sunday Bulletin

To sign up, follow the same procedure as sponsoring flowers using the sheets in the glass- enclosed bulletin board in the Narthex. Then place a \$5 donation in the offering plate with the words “Bulletin Sponsor” on the memo line of the check or on the outside of an envelope with the money enclosed if you are paying cash. Let the church secretary know what you would like printed in the Sunday bulletin as a dedication.

Staff – Pastor- Parish Relations Committee (SPPRC)

This committee handles all matters related to the church staff, including the pastor. Among the specific responsibilities related to the paid staff are reviewing appropriate salary levels, conducting annual performance reviews, and dealing with any other personal issues. This committee is responsible for reporting annually to the charge/Church Conference pertaining to compliance in screening for Sextual Misconduct to satisfy the BWC.

Safe Sanctuary

This committee handles all matters pertaining to volunteers and staff working with and around children and youth to assure that regular and random background checks are performed as per the Safe Sanctuary Policy and the enforcement of such Policy.

Stephen Ministry

Stephen Ministry is a lay ministry of trained church members who give confidential one-to-one care focusing on the unique needs of the individual. The aim is to promote wholeness and healing. Stephen Ministers are lay caregivers and do not act as counselors but rather as Christian friends with specific training in giving care. They are trained to recognize when a referral to a professional caregiver is needed if the issues of the recipient go beyond the training of the Stephen Minister.

The training a Stephen Minister receives in lay care ministry increases the congregation’s capacity to provide unique Christian Care to individuals who are experiencing a wide variety of problems or life challenges. Stephen Ministers are utilized to help congregation members who are dealing with; Hospitalization, Unemployment, Bereavement, Divorce/Separation, Terminal Illness, Problem Pregnancy, Spiritual Crisis, Adoption, Chronic Illness, Victims of Crime, Caring of aging parents, Disability, and Loneliness.

Stewardship Committee

The committee focuses on providing an avenue for members to give toward God's work through their time, talents, and treasures. We encourage fellowship with family and friends, along with service to God and the community. Together, we rewardingly share our gifts through the work of our church.

Generally, the Stewardship Committee develops and carries out a stewardship program each year to encourage members to make a commitment to financial giving to the church on a regular basis. The tool commonly used is a pledge card that members complete and return on a confidential basis.

Members of the church may receive a box of numbered offering envelopes, these ensure that those counting the weekly offering credit the giving to the correct individual so that it will be included in the report of giving the church provides to each member for tax purposes. Even if you do not use your envelopes, you should write your envelope number on your check to ensure the giving is credited to your report.

The envelopes include a place to indicate how your giving should be divided among the three main church accounts are:

- Operating budget: money used to pay the bills and general operating expenses of the church and its ministry programs
- Missions: money that goes toward the various mission projects the church supports
- P & I (preservation and improvement): money that goes toward the upkeep, repair, and improvement of the church facilities.

Friendship United Methodist Church also provides the option of giving through electronic funds transfer. The form needed to sign up for the electronic funds transfer is available in the Narthex or from the church office. After the form is filled out, it must be turned into the church treasurer. Another giving option includes the use of the QR code printed in the bulletin each week for those with smart phones.

Sunday Bulletin Article Deadline

The deadline for inclusion of information or articles in the Sunday bulletin is NOON Wednesday of each week. The bulletins are copied early Thursday morning. **No** articles can be accepted after Wednesday noon; however, if there is a problem, you can call the church secretary and let her know, and she will do her best to accommodate small changes to your article. Bulletin items may be left in the secretary's box on the finance office door in the Fellowship Hall, in the mailbox on the front porch of the church office, or given or emailed directly to the secretary.

Sunday School

Sunday School is held each Sunday from 9:45 a.m. to 10:45 a.m. during the academic year. There are classes for all ages from two through adult. The regular Sunday School year starts with a Promotion Sunday kick off near the beginning of the school year and ends with Celebration Sunday in June. There are other big events throughout the year including a

Happy Birthday Jesus party, our annual Christmas Pageant, and an Easter morning family gathering. Often during the summer months, a special Summer Sunday School program is offered. The specifics vary from year to year, but it is always a fun time for all. The adult classes continue to meet in their regular format during the summer.

There is always a need for additional teacher support, so please consider helping out in a classroom when you can. If you have any question about the Sunday School program, contact, superintendent, Ruth Bailey ruth@ruthbaileyart.com or 904-553-2691.

Superintendent of Sunday School

The primary task of the Sunday School Superintendent is to provide Christian education in the Sunday School and in other settings that help people grow in their understanding of the Bible and their Christian faith so that they may live as Christian disciples and as good neighbors. Responsibilities of the superintendent include the following:

- Supervise the total Sunday School program of the church, working cooperatively with and under the guidance of the pastor
- Develop and carry out plans to promote Sunday School attendance and participation.
- Serve as a consultant for those responsible for the Christian education of children, youth, and adults in the congregation and the community.
- Participate fully in the Church Council
- Run regular meetings with all teachers and others involved in the Sunday School program.
- Evaluate the effectiveness of the study programs of the church, identify needs for additional study opportunities, and make recommendations
- Be accountable to the Charge/Church Conference through the Church Council
- Recommend people to the Lay Leadership Committee. Then Church Council for election as teachers and leaders.

Trash Collection

The church dumpster is located at the end of the black top that runs along the left side of the sanctuary. Only trash collected as a result of normal church use may be put in the dumpster.

United Methodist Church Organizational Chart

[See Appendix 1](#)

United Methodist Men (UMM)

The UMM at Friendship Church is an active group which supports mission

projects in the church and community.

The men meet the first Saturday of each month for breakfast at a local restaurant, giving them the opportunity not only to plan their many activities, but also to enjoy a time of fellowship.

Among the activities sponsored each year by the UMM is the church fall picnic for the Sunday School kickoff. The group also plays an important role in many labor projects at the church, such as decorating the outdoor Christmas tree and various cleanup activities. The UMM handled the renovation of the building that is now the church office. If you would like additional information about the UMM program at Friendship Church, please contact the church office.

United Woman Faith (UWFaith)

The UWFaith participate in a variety of activities, supporting mission projects in the community, the nation, and the world, and having a great deal of fun and fellowship. The group is open to any woman in the church or community – there is no need to be a member of Friendship Church.

The primary activity of the UWFaith is mission work, with a special emphasis on the needs of women and children. The UWFaith holds fund raisers and uses the money collected to support mission projects. Some are supported directly, while others are funded through the Friendship UMWIF's yearly pledges and financial commitments to the district and conference UMW.

The UWFaith also provides an opportunity for personal growth and fellowship. The meetings often include a program by either a member or guest speaker. Some are based on scripture passages, while other address issues of interest to women. Both the conference and district also offer a variety of programs, publications, and other resources. Each meeting is held monthly and also plans a variety of activities and outings—some for specific mission projects and some just for fun. From church dinners, dinner at an area restaurant, a picnic at a member's home, to a scavenger hunt, shopping trip, or even a slumber party, the opportunities to have fun and get to know other women at Friendship Church abound.

If you would like additional information about the UWFaith program at Friendship Church, please contact Bonnie Dean at the church office (410) 257-7133.

United Methodist Youth Fellowship (UMYF)

UMYF is open to students in 6th-12th grades from the church and the community. This group provides an opportunity to get together in a Christian atmosphere so that youth may form friendships and a support circle, while being able to discuss topics that influence their lives as teenagers. Meetings are typically held every other Sunday from 6:00-7:30pm at the church. At meetings youth work collaboratively to solve real-world problems and practice making decisions that support positive outcomes for themselves, their families, and those in their community. Service projects are an integral part of the UMYF. Youth are encouraged to become active participants in a variety of community service events, which include food drives for local food banks, distribution of meals during the holiday seasons, serving at church dinners, providing support for senior activities within the church, serving as leaders for Vacation Bible School, as well as organizing activities for the children of Friendship, such as the Halloween and Easter parties. Each summer youth are invited to join a team from FUMC that

participates in the Appalachian Service Project. This week-long mission trip allows youth to work together to improve the lives of impoverished families in surrounding states. Weekend overnight retreat opportunities are also offered. Throughout the year youth are encouraged to attend various social events held at the homes of members and at places within the community, such as corn mazes, Bowie Baysox games, Navy basketball games, and much more!

Interested youth should contact the church office at 410-257-7133.

Ushers

Ushers are asked to arrive in the Narthex 30 minutes prior to the worship service in the Narthex.

Ushers are responsible for the following:

- Greeting people as they enter the Narthex,
- Directing people to the restrooms, coat racks, etc.,
- Handing out bulletins in the Narthex prior to the service (if no junior ushers).
- Handing out the Friendship Pads at the appropriate time in the service.
- Collecting the offering at the appropriate time in the service.
- Directing the congregation when taking Communion.
- Ushers are asked to arrive in the Narthex 30 minute prior to the worship service.

Vacation Bible School (VBS)

Each summer, Friendship Church offers a week-long VBS program for children in the church and community. The program is for children ages two through those completing 5th grade. Older youth are encouraged to participate as part of the VBS staff.

Dates of Vacation Bible School vary and run from 9 a.m. to 12 noon each day of VBS week during the summer. Friendship's VBS includes not only the usual Bible stories, crafts, games, and snacks, but also opportunities for the students to participate in mission projects and to apply the Bible lessons to their everyday activities.

The VBS program at Friendship Church has grown significantly in recent years and therefore requires many individuals to help make it happen. There are many tasks to be done prior to VBS, so even those not available during the actual VBS week can participate in making this important ministry possible. If you are willing to help in some way, please contact the church office at 410-257-7133.

Website

Friendship United Methodist Church's website address is www.friendshipmethodist.org. The website provides general information about the church and its ministries and programs, as well as a calendar of events and links to such items as the church brochure. If there is something you wish posted to the church website, contact the church secretary, Bonnie Dean at (410) 257-7133. Please note: For the privacy of our church members, no names or personal information, i.e., phone numbers or email addresses are published on the website without express permission of that individual. Therefore, most items refer readers to the church office for additional information instead of to the specific individual in charge of the program or ministry.

Worship Committee

This committee works together with the Pastor and the Choir Director to have a meaningful worship service that runs smoothly. The Committee consists of coordinators who organize sponsors for altar flowers and the bulletin, and organize volunteers who are greeters, ushers, acolytes, and nursery attendants for each worship service. The committee is also responsible for obtaining a sound technician for each service and communion servers. The 11:00 Sunday Service is recorded and posted live to Facebook and YouTube. Archives of previous services are also available on these platforms.

Appendix 1

United Methodist Church Organization Chart

The United Methodist Church is organized in a three-part structure, similar to the United States government. Having three branches gives many people a say in the church, all of whom are expected to approach their tasks with prayer and a desire to discern God’s will for the church. Having three branches and time limits for service also gives a set of checks and balances so that it is not easy for one person or group to control the direction of the church for long periods.

Every four years the General Conference meets for two weeks to consider the direction and business of the church. The decisions made there are the official word of the church for at least the next four years, which is also called the “quadrennium.” These decisions become part of our official set of rules, *The Book of Discipline*.

Executive	Legislative		Judicial
Council of Bishops	General Conference		Judicial Council- Interprets the Constitution and rules on the constitutionality and conformity to <i>The Book of Discipline</i> of the decisions made
Council of Bishops	General Boards and Agencies	General Commissions and Committees	
Bishop and District Superintendent(s)	Jurisdictions (5) and Central Conferences (8)		
Pastor	Annual Conferences (64)		

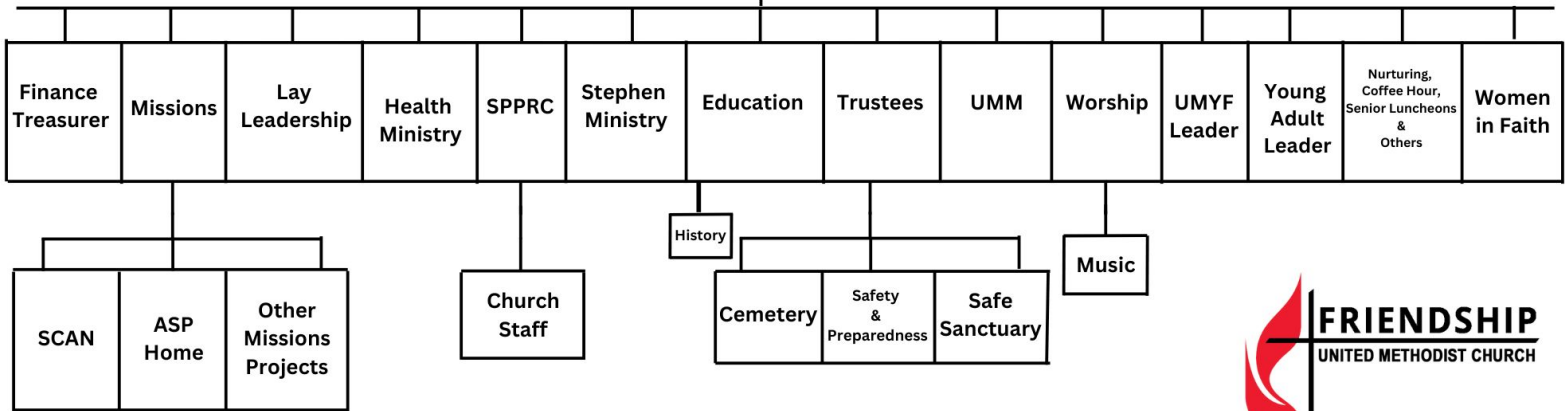
Appendix 2

Friendship United Methodist Church Organization Chart

Church Council (Voting Positions)

Pastor (Lay Leadership Chair) Council Chair Vice Council Chair Recording Secretary Lay Member - Annual Conference Alt Lay Member - Annual Conference Finance Chair Health Ministry Chair Lay Leader Missions Chair SPPRC Chair Communications	Treasurer Stephen Ministry Chair Education Chair Membership Chair Trustee Chair UMM Representative Women in Faith Representative Worship Chair UMYF Leader Young Adult Leader At Large Members (Elected) Senior Ministry Coordinator
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Leadership Organization Chart



Appendix 3

Church Committees and Members

Board of Trustees

- Charge/Church Conference (CC) Nine members nominated by Lay Leadership Committee (LLC) and elected by Church Council
- Chair and vice chair selected from within Board
- Treasurer selected from within Board
- The Trustee's Chair is on the Church Council
- Secretary selected from within Board

Cemetery Committee

- Volunteer members, including Chair nominated by LLC and elected by CC
- Liaison to Board of Trustees selected from within Committee
- Secretary selected from within Committee

Finance Committee

- Pastor
- Volunteer members, including Chair nominated by LLC and elected by CC
- Lay Leader
- Lay Members to Annual Conference
- Church Treasurer
- Assistant Church Treasurer(s)
- Board of Trustees Treasurer
- Financial Secretary
- Counting Team Coordinator
- Liaison to Stewardship Committee selected from within Committee
- Finance Committee Secretary
- Board of Trustees Chair

Staff Pastor Parish Relations Committee

- Nine members, including Committee Chair, nominated by LLC and elected by CC
- Lay Leader
- Lay Members to Annual Conference
- Liaison to Music Committee selected from among Committee Members
- Secretary selected from within Committee

Stewardship

- Assistant Pastor
- Volunteer members, including Chair, nominated by LLC and elected by CC
- Liaison to Finance Committee selected from among Committee Members
- Secretary selected from within Committee

Worship Committee

- Volunteer members, including Chair nominated by LLC and elected by CC
- Choir Director and Organist
- Altar Guild Coordinator
- Greeter Coordinator(s)
- Usher Coordinator(s)
- Nursery Coordinator(s)
- Sound Technician(s)
- Acolyte Coordinator
- Lay Liturgist Coordinator
- Secretary selected from within Committee

Appendix 4

Kitchen Use and Event Rules

The kitchen is available to anyone who is a member of the Friendship United Methodist Church. You do need to complete an event form, available from the church secretary. This form should be turned into the secretary as soon as possible so there is no conflict on dates.

For NON-MEMBERS there is a fee depending on the type of event. This must be cleared by the Board of Trustees and the church secretary. The Trustees have a usage form.

- The Health Department considers a church that prepares food or drinks for sale or service to be a food operation under the definition of a Food Service Facility.
- Wash all towels, dishtowels, and tablecloths after an event and return them immediately.
- When keeping items in the refrigerator for a future event please date them, otherwise please remove any leftovers you have before leaving.
- Keep a thermometer in each refrigerator to maintain the correct temperature.
- Containers of food must be stored 18 inches or higher from the floor.
- A choking poster must be displayed, preferably near the first aid kit.
- A fire escape plan should be made available.
- Kitchen staff must wear plastic gloves.
- When doing continuous service over several hours, keep the bulk of an item, such as potato salad, in the refrigerator and keep a small portion out to serve.
- When doing continuous service maintain heat under hot items, such as green beans, etc.
- Wash dishes, pots and pans, utensils, etc., after each event.

- Dry and put away dishes, pots, utensils, etc. after each event. Do not leave them on tables or counters.
- Place full trash bags outside in a container with a lid or place them in the dumpster in the back of the church. Do not leave any trash in the trash cans inside after an event.
- After an event, wash the counters, sinks, refrigerator, oven fronts, and stove tops with an antibacterial spray or diluted bleach water.
- Mop the kitchen and Fellowship Hall after major events. If spills occur, mops are found in the cabinet beside the rack containing the paper products. Sweep the kitchen after a coffee hour, dinners, luncheons, etc.
- Rinse containers going into the recycling bin.
- Unplug coffee urns/pots AND empty the hot water. If pots were used to make coffee, they need to be cleaned.
- Wash hands after emptying trash before going back to serving food.
- Do not keep containers used for food under the sinks by pipes.
- Keep antibacterial soap and paper towels by the sink for the kitchen staff. Wash hands every time a new food is served or prepared.
- Turn off the ceiling fans and all lights after an event is over.
- For church-sponsored lunches, dinner, coffee hours, etc. where no money is charged a permit from the Health Department is not necessary. For church-sponsored dinners-lunches, etc., where money is charged, a permit from the Health Department is required. Please see Sarah Stallings for assistance in obtaining a permit.
- Setting up for an event is the duty of the sponsoring group.
- Clean up is the responsibility of the sponsoring group.
- Paper products are available in the hallway adjacent to the kitchen for church-sponsored events only!
- If the event is a private one, (weddings, showers, and birthday parties) the paper products are to be provided by the people sponsoring the event. Leftover products should not be left behind.
- The wall oven is electric.

- The gas stoves along the back wall in the kitchen have to be lit with a match.
- The beige stove has an automatic pilot light, turn it on and the burners will light. To light the beige stove oven open the bottom drawer for air, open oven door and turn dial to temperature desired, and it should light in a few seconds
- Should you smell gas upon entering the building, please contact someone immediately (pastor/church member). This may mean that the gas tanks are empty or there is a leak.

Appendix 5

Friendship United Methodist Church Staff Members

- Rudy White, Pastor
- Bonnie Dean, Secretary
- Darrell Rison, Sanctuary Choir Director
- Darrell Rison, Organist
- Micah Cooley, Accompanist

Appendix 6

Glossary of Terms

This glossary contains terms used throughout this booklet that may not be familiar to everyone.

Altar – The table at the front of the church on which the candles, communion elements, and other special items for the worship service are placed; sometimes the term altar is used to refer more generally to the chancel area of the church.

Chalice – The cup that holds the wine (actually grape juice) used for communion.

Chancel – The area at the front of the sanctuary set apart for the altar, pulpit, seats for officiating minister, etc.; it often is separated from the rest of the sanctuary by a railing, which is called the chancel rail or altar rail.

Charge – The church or churches to which a pastor is appointed. Currently our pastor’s charge is only our church, but in the past, our pastor was appointed to both our church and nearby Carter’s Church, so both were included in the charge.

Charge/Church Conference – This is the group within the charge that serves as the official link between the local church and the United Methodist Church. It is made up of the members of the Church Council and any ordained United Methodist ministers who are members of the church. These are the individuals who can vote when the Charge/Church Conference meets. The Charge/Church Conference meets annually with the district superintendent (DS) and can meet at other times during the year (with permission from the DS) if a matter arises requiring a vote by the Charge/Church Conference.

Christ Candle – The tall, white candle on the right side of the chancel; also, the center white candle of the advent wreath is called the Christ candle.

Church Conference – This is an authorized (by the District Superintendent) meeting of the Charge/Church Conference that extends the right to vote to all members of the local church.

Elements – The bread (or wafers) and wine (actually grape juice) used for communion.

Eucharist - From the Greek word “eucharisto” meaning “to give thanks. It is another word for the Lord’s Supper (communion).

Laity – From the Greek word “laos” meaning “people.” This refers to the non-clergy members of a church.

Pew – The bench-like seats in the *sanctuary*.

Sacrament – A “visible sign of invisible grace.” A sacrament is a symbol of God’s grace and a means by which that grace is imparted to us. In the Protestant Church, there are two sacraments communion and baptism.

Revision History		
September 2024	Released September 25, 2024, on line	Booklet was rewritten to reflect current activities and positions for the FUMC.
October 2024	To go on line in November	Updated with revisions provided after September Review

Updates will be made every 6 months if necessary. Please provide updates to Kim Puschert at kapuschert@gmail.com.