

**Hope Fellowship  
Leadership and Ministry Plan Proposal  
May 31, 2007**

*Dear Sisters and Brothers of Hope Fellowship,*

*The following proposal is the result of our discussions at a couple of Members Meetings and several Council meetings. It is based on feedback from questions presented to cell groups and other informal conversations among church members.*

*We present this in a humble spirit. We are certain that we have not gotten it right and that as the church proceeds it will need to make adjustments, especially but not only in the first year.*

*There is quite a bit of detail, but we have tried to organize it in a way that will make it easy to read and find the parts that you are most interested in. Our hope is that dealing with some details now will make it easier later on.*

*Please return comments to one of us by June 30, 2007. We anticipate bringing a final plan to a Members Meeting in late July or early August. Please do not wait until then to make your comments.*

*The Plan Committee: Ruth Boardman-Alexander, Susana Clark, Joe Gatlin, David Heddy*

**Goal: To Establish a Leadership and Ministry Plan that is**

- ❖ **Adequate and clear** – so that responsibilities are clear and decisions can get made, and people will know who makes them.
- ❖ **Flexible** –so that we will not be frustrated by formality and we can move forward on various issues.
- ❖ **Appropriate for HF's size** – so that we are not overburdened with meetings,, that individuals can be rotated in and out of positions, and that all, both members and non-members, will be involved.
- ❖ **Based on discernment of spiritual gifts, leadership, and maturity.**

## Summary of the Proposed Structure

---

**Members Meetings.** Scheduled Members Meetings will be held six times a year and put on the calendar a year in advance. The largest and most far-reaching decisions of the church will be reserved for the membership: things such as changes in the governance structure or selection of pastors.

**Fellowship Council.** A council of four members plus one representative of the pastoral team will have six scheduled meetings a year. The Council will deal with planning issues, approve budget, help provide oversight with the pastoral team for the church, and help develop the agenda with the pastoral team for members meetings. Council members will serve two year terms and then must rotate off the Council.

**Committees.** Five committees will have a minimum of three members each, at least two of which must be HF members. The committees will have authority to act in their respective areas and will have authority to spend within the budget granted by the Council. Committee members will also serve two year terms and then must rotate off. No one should serve on more than one committee.

**Discernment Group.** The Discernment Group will be an *ad hoc* group, meaning a temporary group, that meets annually in the fall (it will probably take two meetings) to help fill vacancies on the Council and the Committee. The Discernment Group will be composed of one representative from each cell group and one pastor.

**Pastoral Team.** We will not make any change in the pastoral team at this time, but once this plan is up and working, we will review how pastors are selected and their responsibilities. The pastoral team will continue to be responsible for articulation of the vision of the church, new members classes and process, and oversight and support of the cell groups.

	<b>Scheduled Meetings Per Year (others could be called)</b>	<b># of Members</b>	<b>Terms of Members</b>	<b>Responsibilities</b>
<b>Members Meetings</b>	6		NA	Largest Issues
<b>Fellowship Council</b>	6	4 HF members plus one pastor	2 years	Large Issues, Planning, Budget
<b>5 Committees</b>	6	Minimum 3 with at least 2 HF members	2 years	Within Committee Focus
<b>Discernment Group</b>	Fall only (probably twice)	1 HF member from each cell group plus one pastor	NA	Fill Vacancies On Council & Committees
<b>Pastoral Team</b>	NA	NA	NA	Spiritual oversight, cell group support

## **Some Basic Concepts**

---

**Scheduled Meetings.** We are proposing that we start out the year with dates already scheduled for the Members Meetings, Council Meetings, and the Discernment Group. This will minimize the time we spend negotiating schedules. Groups once formed can decide on an alternative meeting times.

**Terms.** We are proposing that Council and Committee members have two year terms. After two years of service, a member needs to rotate off of the Council or specific committee for at least one year before being eligible to serve the Council or that committee again. Terms will generally begin on January 1. We should be flexible and still allow someone to serve even if it is known that she or he will not be able to serve out a full term.

**Rotation.** We think it would be best to stagger the terms of the Council and committee members. This means that as we start out, some people would serve only one year. We hope that staggered terms will provide some continuity on the Council and the committees from year to year.

**Discernment.** The whole church should prayerfully seek to hear who should serve on the Council and various committees. We can practice discernment individually in prayer and corporately in cell groups and visits with each other. The Discernment Group will make the actual selection of the people who will serve.

**Committee & Council Chairs.** The Discernment Group will also select a chairperson for the Council and each committee. The chairperson will call meetings, oversee the responsibilities of the committee members, make sure that minutes are taken and delivered to the Committee Coordinator, and communicate with HF about committee activities. Individuals in the church are welcomed to take ideas and suggestions to the Council and committee chairs.

**Committee Coordinator.** Coordination between committees was one of the most difficult issues we discussed. We do not think that Council meetings should be dominated by committee business. We are reluctant to call for another regularly scheduled meeting of committee chairs. Our proposal is that annually the Council will name one of its members as the Committee Coordinator . This person who will help facilitate communication and collaboration between the committees.

**Universal Ministry.** Our belief is that this type of system will enhance rather than diminish our church's commitment to having all involved in service. Ministry within the church will by no means be limited to those serving on the committees or councils. The committees will need to continue to call on the service of brothers and sisters not on their committee. For example, there will be worship leaders who will not be on the worship committee.

**Decisions by Consensus.** All committees, the Council, the Discernment Group, Members Meeting, and pastoral team should work by consensus.

## **Discernment Process and Group**

---

**Purpose.** To provide a means whereby the whole church can prayerfully consider who should serve in specific positions.

**Discernment Group.** The discernment group will meet each fall to help identify and recruit people to fill upcoming vacancies on the Council and committees and to select the chairperson for each of these groups.

**First Year Process.** The first year process will begin immediately after the approval of this plan by the church membership, and will hopefully be expedited so that we can get the Council and the committees functional. After the first year, the committee will work by the process below.

**Process.** The Discernment Group will work by consensus.

**September 1. Open Positions List.** Pastoral team sends to whole HF community a list of positions that will come open and the names of those in the community who are eligible to fill them. Eligibility means identifying which positions require HF members and who may be ineligible for a specific position because she or he should be rotating off that group.

**September 1-30. Nominations.** Everyone will be invited to make nominations for the open positions and encouraged also to indicate in what position she or he may be interested in serving. Cell groups are also encouraged to make nominations. Forms will be due back by end of September to the pastoral team.

**October to November. Discernment Group.**

**1<sup>st</sup> Monday evening of October.** Discernment Group (Each cell group is encouraged to send 1 HF member to meet as a group with one pastoral team representative) to review nominations and put together a potential list of candidates. The group may want to identify more than one candidate for the open slots. The group also divides these candidates among itself for October interviews.

**Balance of October.** Members of the Discernment Group individually or in pairs will meet with the candidates to discuss with them their possible service.

**1<sup>st</sup> Monday evening of November.** Discernment Group reconvenes and chooses slate to fill open positions for the beginning of January. If necessary the Discernment Group will schedule an additional meeting time to complete its work.

## **Mandates & Descriptions**

---

### **HF Members (Meetings)**

Frequency of Meetings: 6 scheduled meetings annually. Other meetings as needed

February	1 <sup>st</sup> Sunday, 4-6 pm
April	1 <sup>st</sup> Wednesday, 7-8:30pm
June	1 <sup>st</sup> Sunday, 4-6 pm
August	1 <sup>st</sup> Wednesday, 7-8:30pm
October	1 <sup>st</sup> Sunday, 4-6 pm
December	1 <sup>st</sup> Wednesday, 7-8:30pm

Agenda: Set by pastoral team and Council

#### Responsibilities

- ❖ Follow Jesus Christ and live as the body of Christ
- ❖ Changes in governance structure
- ❖ Selection of pastors
- ❖ Discernment of largest church issues

### **Fellowship Council**

Composition: Four HF members selected by Discernment Group, staggered terms with two year plus one pastor

Frequency of Meetings: 6 scheduled meetings annually. Other meetings as needed.

January	1 <sup>st</sup> Tuesday, 7-9 pm
March	1 <sup>st</sup> Saturday, 9am-12 noon
May	1 <sup>st</sup> Tuesday, 7-9 pm
July	1 <sup>st</sup> Saturday, 9am-12 noon
September	1 <sup>st</sup> Tuesday, 7-9 pm
November	1 <sup>st</sup> Saturday, 9am – 12 noon

Council Chair: Selected yearly by Discernment Group. Call and moderate and set agenda for Council meetings. Provide spiritual leadership for Council.

Committee Coordinator: Selected at first annual meeting of the Council to facilitate coordination beyond committees.

Communication with HF: Through letters, bulletin announcements, minutes, individual conversations, and cell groups

#### Responsibilities

- ❖ Help refine the responsibilities of the Council
- ❖ Discernment of large church issues
- ❖ Provide oversight with pastoral team of HF life
- ❖ Planning
- ❖ Implement governance decisions
- ❖ Help set agenda with pastoral team for Members Meetings
- ❖ Approve budget
- ❖ Emergency financial decisions with pastoral team

## **Pastoral Team**

Composition: As determined by HF members

Frequency of Meetings: As determined by pastoral team

Communication with HF: Through pastoral letters, bulletin announcements, individual conversations, and cell groups

Responsibilities:

- ❖ Articulation of the vision of the church
- ❖ Oversight and support of cell groups
- ❖ New members classes and process
- ❖ Spiritual leadership of church
- ❖ Provide oversight with Council of HF life
- ❖ Help set agenda with Council for Members Meetings
- ❖ Administer mutual aid fund
- ❖ Emergency financial decisions with Council
- ❖ Oversee church disciplinary process
- ❖ Adult teaching
- ❖ Retreat programs
- ❖ Youth mentoring and spiritual formation classes
- ❖ Call for membership recommitment when appropriate
- ❖ Pastoring and communication with members on sabbatical or retreat

## **Finance & Facilities Committee**

Composition: At least two HF members. May have other additional members or active HF participants. Staggered, two-year terms

Frequency of Meetings: 6 scheduled meetings annually. Other meetings as needed. Schedule to be determined by committee members.

Committee Chair: Selected yearly by Discernment Group. Call and moderate and set agenda for committee meetings. Provide spiritual leadership for committee. Communicate with Council's Committee Coordinator

Communication with HF: Through bulletin announcements, individual conversations, and cell groups, and letters if necessary

Responsibilities (many of the responsibilities below may be accomplished with non-committee volunteers)

- ❖ Help refine the responsibilities of this committee
- ❖ Manage finances, oversee bookkeeping and checkwriters, reimburse expenditures
- ❖ Develop budget and define budget authority for other committees
- ❖ Manage legal affairs
- ❖ Open and route mail
- ❖ Supervise maintenance of meeting house and yard (light bulbs, keys, security, roof foundation, work days, curtains, décor, acoustics, etc.)
- ❖ Plan for and supervise repairs
- ❖ Coordinate use of meeting house facilities

## **Fellowship & Communication Committee**

Composition: At least two HF members. May have other additional members or active HF participants. Staggered, two-year terms

Frequency of Meetings: 6 scheduled meetings annually. Other meetings as needed. Schedule to be determined by committee members.

Committee Chair: Selected yearly by Discernment Group. Call and moderate and set agenda for committee meetings. Provide spiritual leadership for committee.

Communicate with Council's Committee Coordinator

Communication with HF: Through bulletin announcements, individual conversations, and cell groups, and letters if necessary

Responsibilities (many of the responsibilities below may be accomplished with non-committee volunteers)

- ❖ Help refine the responsibilities of this committee
- ❖ Manage budget for this committee
- ❖ Coordinate hospitality to visitors
- ❖ Check answering machine
- ❖ Translate documents
- ❖ Take minutes at members meetings
- ❖ Update, produce, and distribute bulletin, HF Handbook, prayer calendar, phone list, birthday/anniversary list
- ❖ Maintain wall calendar and mailboxes
- ❖ Coordinate retreat details
- ❖ Coordinate prayer times
- ❖ Plan celebrations (graduations, weddings, baby showers)
- ❖ Coordinate internal hospitality (meals for births, illnesses, etc.)
- ❖ Schedule meeting house cleaning, Wednesday meals, Sunday breakfast
- ❖ Purchase supplies (coffee, jelly, napkins, cleaning supplies, etc.) and equipment (overhead projector, coffee pot, etc.)
- ❖ Create and maintain childcare provider list and guidelines
- ❖ Coordinate overall HF schedule

## **Mission Committee**

Composition: At least two HF members. May have other additional members or active HF participants. Staggered, two-year terms

Frequency of Meetings: 6 scheduled meetings annually. Other meetings as needed. Schedule to be determined by committee members.

Committee Chair: Selected yearly by Discernment Group. Call and moderate and set agenda for committee meetings. Provide spiritual leadership for committee. Communicate with Council's Committee Coordinator

Communication with HF: Through bulletin announcements, individual conversations, and cell groups, and letters if necessary

Responsibilities (many of the responsibilities below may be accomplished with non-committee volunteers)

- ❖ Help refine the responsibilities of this committee
- ❖ Manage budget for this committee
- ❖ Administer benevolence funds
- ❖ Maintain communication and coordination with SMC and Mid-Texas Mennonites
- ❖ Pray for and communicate with and about missionaries
- ❖ Oversee Spanish bible study
- ❖ Entertain and process ideas from others in HF about new mission opportunities

## **Worship Committee**

Composition: At least two HF members. May have other additional members or active HF participants. Staggered, two-year terms

Frequency of Meetings: 6 scheduled meetings annually. Other meetings as needed. Schedule to be determined by committee members.

Committee Chair: Selected yearly by Discernment Group. Call and moderate and set agenda for committee meetings. Provide spiritual leadership for committee. Communicate with Council's Committee Coordinator

Communication with HF: Through bulletin announcements, individual conversations, and cell groups, and letters if necessary

Responsibilities (many of the responsibilities below may be accomplished with non-committee volunteers)

- ❖ Help refine the responsibilities of this committee
- ❖ Manage budget for this committee
- ❖ Identify worship themes
- ❖ Recruit, coordinate, and equip worship teams
- ❖ Coordinate and create worship space art (altar, banners, sculptures, etc.)
- ❖ Purchase worship resources



## Education Committee

Composition: At least two HF members. May have other additional members or active HF participants. Staggered, two-year terms

Frequency of Meetings: 6 scheduled meetings annually. Other meetings as needed. Schedule to be determined by committee members.

Committee Chair: Selected yearly by Discernment Group. Call and moderate and set agenda for committee meetings. Provide spiritual leadership for committee. Communicate with Council's Committee Coordinator

Communication with HF: Through bulletin announcements, individual conversations, and cell groups, and letters if necessary

Responsibilities (many of the responsibilities below may be accomplished with non-committee volunteers)

- ❖ Help refine the responsibilities of this committee
- ❖ Manage budget for this committee
- ❖ Select Sunday school curriculum and resources
- ❖ Oversee youth group and Kids' Club
- ❖ Recruit and coordinate Sunday School teachers, and Sunday morning childcare (worship and SS)
- ❖ Oversee purchase of books and maintenance of library
- ❖ Manage Cultural Fund