

Parker UMC's Leadership Covenant 2008

Covenant for all Group and Class Leaders and Teachers

1 Thessalonians 5:11-13 11 Therefore encourage one another and build up each other, as indeed you are doing. 12 But we appeal to you, brothers and sisters, to respect those who labor among you, and have charge of you in the Lord and admonish you; 13 esteem them very highly in love because of their work. Be at peace among yourselves.

Teaching, leading, chairing and assisting in leading any class (week-days or Sundays), Small Group of any age and audience, Church Committee, or Ministry Team is a privilege. In order to carry out this sacred trust of being a leader, chairperson or teacher, so that students, participants, and leaders become better disciples of Jesus Christ, I will abide by the following Covenant.

1. Devotion & Prayer: I will start all groups, meetings, and classes with prayer and/or a devotion. (Many times the devotion may simply be going around the room and asking people how God has touched their life in the past week.)
2. I will reflect my ongoing commitment to discipleship in all my words and actions. I will teach God's love and compassion through the following actions:
 - a. I will seek to resolve any conflicts directly with others. If resolution is not accomplished, the two of us will go together to the appropriate committee leader, Staff Liaison or Staff Supervisor. I will be my own advocate and seek to resolve any conflicts without drawing in others.
 - b. If I work with children or youth, I authorize the church to do a background check on me as called for in the **Safe Sanctuary** document of the Rocky Mountain Annual Conference.
 - c. I will demonstrate respect for differing opinions and the people holding those opinions at all times, and I will encourage and empower those that I lead to do the same.
 - d. I will commit to a team approach regarding building and space usage and will abide by the "best practices" that are a part of this covenant. I recognize that as group or class sizes expand and contract, different rooms might be needed by my group, or by others. I will be flexible in the best overall interests of the church.

1 Corinthians 12:24-27 But God has so arranged the body giving the greater honor to the inferior member, 25 that there may be no dissension within the body but the members may have the same care for one another. 26 If one member suffers, all suffer together with it; if one member is honored, all rejoice together with it. 27 Now you are the body of Christ and individually members of it.

3. I recognize all scheduling of volunteers goes through the Staff Liaison of the appropriate area and I commit to working with that Staff Liaison for the good of the whole program area.

Best Practices for Successful Building Use, Group Management and Communication

You can find a copy of these Best Practices on the Church Website: www.parkerumc.org

Facility Usage and Reservations (including Child Care)

1. **ROOM RESERVATIONS:** Room Request forms need to be submitted to the church office (Marcia) in a timely manner for room reservations and special needs outside of Sunday Morning classes. The office will then post the event on the church website calendar. Late notice of a request for space may cause the desired room or space to be unavailable and plans may have to change. Reservation forms are available on the church website under the section “building usage” or you can pick one up in the Church office.
2. **CHILD CARE REQUESTS:** As soon child care needs are known for a Class, Meeting, or Small Group gathering, (this does not apply to Sunday School Classes), the request for Child Care must be indicated on the room request form. Without a week’s notice, child care can not be guaranteed.
3. **SCHEDULING EVENTS:** Events requiring a change of rooms or extended times will generally be scheduled outside Sunday morning worship and education hours (8am to noon) so that they do not disrupt other classes and the church can maintain the flow and continuity for worship and for children, youth and adult classes. These events are scheduled through Mel Bond in the Church Office.
4. **LOCKING UP AND TURNING OFF LIGHTS:** When meetings are concluded, please be sure to turn off lights in the rooms. If you are the last in the church, please turn off any hall lights. If you are starting or leaving around 8pm or after, please lock the outside doors. Anyone can exit after the doors are locked. This is also a safety feature for you and your event attendees.
5. **SATURDAYS:** The church is generally not open on Saturdays, so you will need to check out a temporary access key if your event or meeting occurs on Saturday. Check with Marcia in the Church Office.

CCB-Website

1. **CREATING A “GROUP”:** By working with the Staff Liaisons, a “group” can be created or updated on the parkerumc.org website. This group will contain the group’s members and can be a communication vehicle to all group members.
2. **COMMUNICATING TO GROUP MEMBERS:** Using the “Quick Email” function, a group wide email can be sent from the website. Attendance can also be recorded, messages sent, documents posted, and on-line (not real time) discussion held. Meeting minutes can be posted here for all in the group.

General Meeting and Class Guidelines

1. **PRE-FIRST MEETING CONTACTS:** Before a group’s first meeting, it is a good idea to contact each person in the group or class about the meeting times and check on any child care needs.
2. **CHANGING CHILDCARE NEEDS:** If child care needs change after the initial request (adding or deleting), you will need to contact the child care coordinator, Loretta Smits, on (303) 680-7418 and the church office. This needs to be done well in advance of the change so that the nursery can make any adjustments.

3. **OFF-SITE MEETING LOCATIONS:** For meetings not in the church, a “room reservation” with “Offsite” as the room, is needed if the meeting is to be listed on the calendar.
4. **CHURCH COUNCIL:** All Committee and Ministry Team chairs are part of the Church Council. (However, not all Small Groups fit this category...ask your Staff Liaison if there is a question.) Committee Chairpersons and Ministry Team leaders will attend the monthly Church Council or send a representative. Each Committee and Ministry Team is asked to send their monthly report to mel@parkerumc.org no later than noon on Monday for them to be included in the Church Council booklet. Church Council meetings are presently held at 7:00 pm on the 1st Monday of the month.
5. **BAD WEATHER POLICY:** It is Parker UMC’s policy to cancel all meetings and classes when the Douglas County Schools cancel classes because of weather. This should be communicated to each member of the group as part of the group’s covenants and guidelines, and the church office should be notified that the meeting is cancelled, so that a notice can be posted at the doors for those who could not be reached.
6. **CANCELING A MEETING:** If a meeting is canceled, the church office should be notified at 303-841-3979, along with the Staff Liaison and the child care coordinator, Loretta Smits, on (303) 680-7418, if child care was originally arranged. Also the group leader should contact all the group’s members. (You may want to set up a phone tree or use the parkerumc.org group email list to communicate in many ways with your group. The most up to date emails and phone numbers of your group are on the website under your group.)
7. **ROOM CLEANUP AND START AND END TIMES:** Please be considerate of those who will be using the room before and after your meeting/event by sticking to starting and ending times listed on the room reservation and/or on any schedule given to the group. This helps group members and avoids conflict if the room is scheduled for another group after this one ends. If furniture is moved (put out additional chairs or tables, etc.), they should be put back and the room restored to its standard set-up. A photo of the standard setup is posted on the wall.
8. **COPYING AND REPRODUCING DOCUMENTS:** If assistance with document creation or copying is needed of the church office, please allow sufficient advanced notice to be sure materials are on hand (i.e. special paper) and time for copying. If for some reason there is an emergency, please go through the Staff Liaison to see if the request can be accommodated.
9. **ORDERING MATERIALS AND BOOKS:** If a class or group requires books and materials to be ordered, this request should go through the Staff Liaison and sufficient time should be allowed for orderings and delivery. Respect will be made for use of any copywritten material. Many publications allow for reprints without violating copy write laws. If not, please allow time for ordering material.
10. **KITCHEN USAGE:** Respect for others and for the church can easily be shown by making sure the kitchen is cleaned up before the group leaves, including putting dirty dishes in the dish washer.