

Local President Job Description

The Local President of United Methodist Men should organize local church men according to the Book of Discipline of the United Methodist Church. The Discipline states that "Each church or charge shall have an organized unit of United Methodist Men chartered and annually renewed through the General Commission on United Methodist Men (GCUMM)." It is a primary responsibility of the local president to see that the men of his church are organized and chartered. Selection of the Local Church President should be accomplished according to the process of selection determined in each local church. A local church president is:

1. Honest, humble, and desires to encourage and help others grow.
2. Willing to set aside personal agenda for the Kingdom agenda.
3. Growing in his relationship with God through regular prayer, Bible study and worship attendance.
4. Mature enough to have an orderly life, yet flexible enough to consider new and innovative approaches to men's ministry.
5. Willing to find answers to the following questions:
 - a. What are the goals of all the men of our local church?
 - b. How will we reach our goals?
 - c. What are the needs of the men in my church?
 - d. What about the bigger picture?
6. Committed to strengthening United Methodist Men at every level.
7. Practicing the principles of servant leadership.
8. Working closely with the leadership of the district and conference UMM.
9. Coordinating effectively with the district president and/or GCUMM for retreats, events and programs.
10. Actively promoting EMS memberships to support men's ministry through Evangelism, Mission and Spiritual growth.
11. Experienced with the structure and organization of UMMen and the UMC.

Specific responsibilities of the local church president of United Methodist Men:

A. DISCIPLINARY RESPONSIBILITIES

- ❖ Work with local UMM developing programs relevant to men.
- ❖ Encourage the men of the local unit in daily discipleship including prayer and scripture.
- ❖ Promote the objectives and responsibilities of the conference, district, and GCUMM.
- ❖ Encourage and support spiritual growth, mission, outreach, prayer, evangelism and faith development.
- ❖ Encourage knowledge and support for the total mission of the United Methodist Church.
- ❖ Study and become familiar with the United Methodist Church, its organization, doctrine, practices and beliefs.
- ❖ Cooperate with all levels of United Methodist Men in achieving goals.

B. ANNUAL CHARTER AND EMS GOALS

It is the responsibility of the Local Church President of United Methodist Men, working with the district president of United Methodist Men as well as the GCUMM, to achieve local church goals in the following categories:

- ❖ Annual renewal of charter
- ❖ Recruitment of new EMS members
- ❖ Renewals of previous EMS members

Local Church Presidents in coordination with District Presidents should determine goals for their local church. An annual report on goals and strategies utilized to reach goals and the results of these efforts should be submitted to the District President. Successful strategies will be compiled and shared with other local church presidents.

C. ENCOURAGE AND EQUIP LOCAL CHURCH UNITED METHODIST MEN

The Local President of United Methodist Men should encourage and help resource the local church United Methodist Men. Working closely with district leadership, the local church president should encourage programs that strengthen the spiritual and relational life of the men in his unit and should help equip the men of his church as needed.

D. RECRUIT MEN TO ATTEND NATIONAL, REGIONAL AND CONFERENCE TRAINING OPPORTUNITIES

The Local Church President has the responsibility to make sure that men in his church attend UMM training events either on a national, conference, or district level. The GCUMM staff may be called upon to help local presidents in planning and retreat events. Many of these training events are webinars, available through GCUMM.

E. COMMUNICATE LOCAL CHURCH PLANS FOR UMM

The Local Church President should be in regular communication with the men of his church as well as the men of the district concerning the plans, goals, programs and resources available for the men of the church. This can be achieved by regularly contributing to a local church UMM newsletter, a regular article on UMM in the church newspaper, an email or web-based newsletter and a district laity/clergy newsletter. Each Local Church President should present an Annual Report at their charge conference. It is also the Local Church President's responsibility to see that the United Methodist Men of his church are represented at the district meetings of United Methodist Men. Whenever possible, the Local Church President should give an oral and/or written report at appropriate district and local church meetings. Resources for communication pieces may be obtained through the General Commission on United Methodist Men.

F. MEET REGULARLY WITH LOCAL CHURCH SCOUTING, PRAYER, HUNGER, AND STEWARDSHIP ADVOCATES AND COORDINATORS

The Local Church President must be intentional in scheduling regular meetings and contacts with the UMM leadership within his church. At least twice a year is recommended, once a quarter is preferred.

G. RECRUIT AND PROMOTE ATTENDANCE AT ALL EVENTS HELD IN THE CONFERENCE, DISTRICT AND AT THE NATIONAL GATHERING OF UNITED METHODIST MEN

It is a major responsibility of the Local Church Presidents of United Methodist Men, working in coordination with the district presidents of United Methodist Men, to promote and recruit men (lay and clergy) to attend all conference and district events as well as the National Gathering of United Methodist Men. Each Local Church President will work with district presidents to help achieve attendance goals. The local church goals will help the district to reach the overall conference goal. The GCUMM staff will be available to help conference, district and local church presidents with the establishment and implementation of their goals.

H. ENSURE THAT ALL UNITED METHODIST MENS LOCAL CHURCH ACTIVITIES RELATE TO THE COMMON PURPOSE OF UNITED METHODIST MEN

The local church UMM unit should use this purpose as the basis for its events, training, mission and priority-making decisions.

I. ATTENDANCE AT THE DISTRICT AND CONFERENCE UNITED METHODIST MEN'S LEADERSHIP MEETINGS

Local Church Presidents are expected to be in regular attendance at meetings called by the District president of United Methodist Men. Local Church Presidents are expected to implement programs that are approved by the National Association of Conference Presidents, the UMM annual conference leadership team and the GCUMM. The GCUMM staff is available to assist local church president.

Local Vice President Job Description

The Vice President of United Methodist Men should be a man of genuine humility, honesty, and a person growing in his relationship with God through regular prayer, bible study and worship attendance. He should be committed to upholding the purpose, concerns and objectives of United Methodist Men, and of the Constitution and By-laws of the local unit.

The Vice President should possess the knowledge, attributes and abilities of a leader of men. If the President is unable to serve in his elected capacity for any reason, it shall become the responsibility of the Vice President to assume the duties of that office.

In the absence of the President or if the President voluntarily relinquishes the chair at a called meeting, the Vice President shall preside over regular and special meetings of the organization and the Executive Committee. During the period of absence of the President, it is the responsibility of the Vice President to work toward the fulfillment of the purpose, goals and objective of the organization.

The Vice President must be prepared to accept other duties and responsibilities assigned to him by the Constitution and By-laws as well as those assigned by the President, the Executive Committee and the organization. Duties frequently assigned to the Vice President are Chairperson of Programs and special events, and to work with some or all Standing Committees.

A good working relationship with the President and members of the Executive Committee by the Vice President is necessary in order to develop a quality organization. The task of the Vice President should be one of working toward helping to develop programs of mission and ministry in the local church and to the community it has chosen to serve.

Local Secretary Job Description

The Secretary of a United Methodist Men's Unit shall be a person of humility, honesty, and growing in his relationship with God through regular prayer, bible study and worship. He should have knowledge of United Methodist Men, The United Methodist Church, and parliamentary procedure. He should be able to record the proceedings and deliberations in a precise, coherent and comprehensive manner.

The organization (UMM) shall provide the Secretary with appropriate forms/books of a permanent nature on which the minutes are to be kept. When possible, minutes should be typed.

The Secretary shall record all motions made and seconded, how those motions were decided; and all important discussion points (not verbatim). He shall make available to the organization the minutes of regular and/or special meetings.

The Secretary should be a member of the Executive Committee and serves as its Secretary. The minutes of the Executive Committee should be available to the next regular meeting of the organization as well as to the next meeting of the Executive Committee.

It shall be the responsibility of the Secretary to send notices to all members of the organization concerning regular and special meetings when directed to do so by the Constitution and By-laws, the President, the Executive Committee and/or the organization.

The Secretary shall be prepared at all times to turn over the records of the organization when requested to do so. The records kept by the Secretary are the property of the organization and are held in trust.

Local Treasurer Job Description

The Treasurer of a United Methodist Men's Unit shall be a person of honesty, humility and growing in his relationship with God through regular prayer, bible study and worship attendance. He must have the skills and be willing to devote the necessary time to the job as Treasurer. The Treasurer must be cooperative and supportive of the officers, the Executive Committee, as well as the local United Methodist Men's Unit.

It is the responsibility of the Treasurer to receive and disburse all funds in accordance with the Constitution and By-laws of the local unit. The Treasurer shall also disburse funds when directed to do so by the Executive Committee and/or the organization as long as it is in keeping with the Constitution and By-laws. Regular financial reports shall be made to the organization keeping it informed concerning the financial condition of the unit.

As is stated in the *Book of Discipline* ¶256.6(h):

The organized unit of United Methodist Men shall secure funds for the fulfillment of its purpose. All funds from whatever source secured by the United Methodist Men's unit belong to the organization and shall be disbursed only in accordance with its constitution and/or by-laws and by its order.

(1) United Methodist Men's unit may have their own bank accounts.

(2) The UM Men's unit shall have an annual financial audit.

The Treasurer shall work with the program, projects and finance committees, including other committees and/or individuals in developing a budget to cover the following expenditures proposed in the budget:

Charter Recertification

Local Mission Projects and Ministries

Scouting Ministries

Prayer Advocate Ministry

Meals for Millions

Education & Training

District, Conference, Jurisdictional & National Support

Stationery, Printing & Postage

Administrative Costs

The National Gathering of UMM (held every 4 years)

Local Prayer Advocate Job Description

Prayer Advocate Covenant

“Local Church Prayer Advocate” (LCPA) is a special designation among United Methodist Men (UMM). Selected by the conference president of UMM, the LCPA serves as an advocate of prayer throughout the local church.

The conference president uses the following criteria to select the LCPA:

Active in a local United Methodist Church and UMM Fellowship

The LCPA participates fully in the work of the local church, helping to create an atmosphere that motivates Christian ministry.

Willing to be equipped for ministry

The LCPA attends training sessions planned by the District Prayer Advocate (DPA) and assists with district prayer events. Throughout the year, the LCPA faithfully engages in the mission and ministry of The Upper Room.

Committed to a designated time of service

The LCPA commits to serve at least three years.

The Work of the Local Church Prayer Advocate

- ❖ Converse regularly with your local pastor about the prayer life of your congregation.
- ❖ Work closely with local church committees, commissions, task forces, and special interest groups to infuse their work with prayer.
- ❖ Recruit men to sign and fulfill the UMM covenant.
- ❖ Promote The Living Prayer Center prayer line, prayer wall, and covenant prayer groups.
- ❖ Publicize The Living Prayer Center telephone number (1-800-251-2468), URL (<http://prayer-center.upperroom.org>), and social media pages (Facebook: UpperRoomLPC; Twitter: @UpperRoomLPC; and Instagram: UpperRoomLPC).
- ❖ Encourage men to attend district- or conference-wide UMM events.
- ❖ Model prayer.
- ❖ Organize prayer vigils and other prayer-related events.
- ❖ Raise funds to support the ministry of The Living Prayer Center.
- ❖ Urge your congregation to participate in events The Upper Room offers.

Helpful Telephone Numbers

- ❖ For information on starting a remote prayer line or covenant prayer group, call The Upper Room Living Prayer Center at (877) 899-2780, ext. 7215.
- ❖ To order Upper Room catalogs, books, or resources, call Upper Room Customer Service at (800) 972-0433.
- ❖ For information on events sponsored by The Upper Room, call The Upper Room at (877) 899-2780, ext. 1732.

Tips on Increasing the Visibility of The Living Prayer Center in your Local Church

- ❖ Advertise the resources and programs of The Upper Room.
- ❖ Participate in events The Upper Room offers.
- ❖ Schedule a remote Upper Room prayer center.
- ❖ Assist in starting an Upper Room covenant prayer group in your church.