

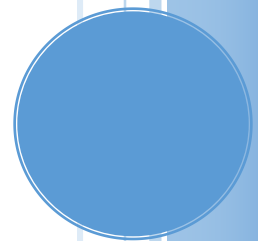
# BOTHELL UMC PROGRAM & MINISTRY AREA DESCRIPTIONS

*2015 Version*

A resource for all who are interested in finding out about the ministry and program areas on-going at Bothell UMC

Bothell UMC Leadership Development Team

November 2015



## ***A. Program and Ministry Area Description Summaries:***

### **Adult Faith Formation**

The purpose of this ministry area is to develop disciples at Bothell UMC for the transformation of the world. Adult Faith Formation offers opportunities for adults to engage their faiths in deep and meaningful ways. These include Sunday school classes, CORE groups, weekly Bible Studies, and other opportunities that might arise throughout the year.

### **Archive Ministry – Archive Diggers**

We need to get many records archived and stored properly, preserved electronically, and beyond that we want to dig out those stories of those saints that were in the church before us, who built the foundation and grew the church to what it is today. Once we get those stories, I would love to see us record them in some manner for our pastors and congregation to remember those who have gone before us.

### **Bothell Community Kitchen**

Our mission statement answers this question: “At the Bothell Community Kitchen we answer Jesus’ call to serve our neighbors with an open heart and a welcoming hand. We invite all to share in a meal and fellowship, recognizing we are all connected as members of the community of Christ and are here to serve one another.”

### **Children’s Ministries**

Children’s Ministries is responsible for providing care, activities, education, formation, and support for families and children. In addition to hosting events to help foster community support and engagement through the Bothell area, we show Christ’s love from birth to sixth grade. The children that fall in this age range are not the only the ones impacted by this Ministry. Children’s ministries should be called “Children and Early Family Ministries” as we support the family unit as a whole as opposed to just offering services and programming for children. This ministry covers a large spectrum of cognitive, physical, emotional, and social support for the child and family.

### **Finance Team**

To assist in gaining, monitoring, and managing the financial resources provided by the congregation.

### **Inviting and Welcoming Team**

We schedule 100+ greeters and coffee hosts for the three Sunday services as well as put out & pick up directional signs to Bothell UMC each Sunday. The team also maintains the flower containers at church entrances, prepares visitor packets, summer breakfast coordination, extra mailings to visitors outlining Advent and Lent opportunities and serve cider at Christmas Eve services.

### **Leadership Development Team**

The purpose of the leadership development team is to develop, equip, nurture, support, and sustain existing, new, and prospective leaders at Bothell UMC. Additionally, the leadership development team will collaborate with neighboring Methodist churches in sharing knowledge and experience about leadership.

### **Library Committee**

Our purpose is to create a welcoming space for learning and leisure that encourages people of all ages to help their faith grow through faith based books, magazines, DVDs, videos and CDs. We also provide meeting space and resources which might spark ideas of how to become Christ in the community.

### **Missions Team**

The Mission team's goal is to encourage and support partnerships both locally and globally so that we, as disciples of Jesus Christ, can work towards the transformation of the world.

### **Music Department**

Our primary purpose is threefold: 1) enhance and enrich each worship service through the singing of songs and hymns, 2) provide music as a conduit of the message/theme through the addition of vocal and instrumental groups/ensembles, and 3) provide music that can act as a medium to help set a mood for any particular time or moment in a service. A secondary purpose is to allow those who are currently involved and those who might still yet participate, a safe place to learn and develop their musical gifts.

### **Reconciling Ministries Team**

Our goal is to work towards full inclusion within the Church and to extend radical hospitality to all, while living out the Bothell UMC welcome statement.

### **Staff Parish Relations Committee**

The committee on Staff Parish Relations (SPR) is described and defined in the United Methodist Book of Discipline. The duties specifically listed (paragraph 258.2.g) include:

- To encourage, strengthen, nurture, support, and respect the pastor(s) and staff and their family(s).
- To promote unity in the church.
- To confer with and counsel the pastor(s) and staff on the matters pertaining to the effectiveness of ministry, relationships with the congregation...
- To confer with, consult, and counsel the pastor(s) and staff... on matters pertaining to priorities... of the mission and ministry of the congregation.
- To provide evaluation at least annually for the use of the pastor(s) and staff...
- To communicate... to the congregation... the nature and function of ministry... regarding open itinerancy, the preparation for ordained ministry...
- To develop and approve written job descriptions...
- To consult with the pastor and staff concerning continuing education and spiritual renewal...
- To enlist, interview, evaluate, review... lay preachers and persons for candidacy for ordained ministry...

### **Trustees**

The Trustees' primary purpose is to provide and maintain physical facilities needed to support the ministries of the church.

### **United Methodist Women**

We are a community of diverse, passionate women made up of VOLUNTEERS, FUNDRAISERS, PIONEERS and LEADERS. We offer opportunities for women and girls ages 10 and up.

### **Worship Team**

Worship and Arts purpose is to develop and enhance the worship experience of all those coming to Bothell UMC. This helps carry out the purpose as it allows those attending to be touched by Christ through the worship experience and then leaving this space to take Christ out into the community.

### **Youth – Young Adult Ministries**

We work to serve, connect, and grow youth and young adults as disciples of Jesus Christ.

For the youth, we are working out a new vision statement, and our current draft reads “Bothell UMC Youth Ministries exists to create loved youth who follow Jesus and go into the world to live their calling.” Ministry of this kind is wide and deep, both being invitational to those who don’t currently follow God to making disciples of Jesus Christ of those who believe.

The young adult ministries of Bothell UMC are continuing to find their identity. Many groups have been identified, such as college students including those of UW Bothell and Cascadia, post college singles, young married couples, and young married couples with children. We are casting a wide net and moving forward in ministry beginning with the strongest needs. Currently, the strongest needs appear to be connecting young couples who already attend services on a deeper level in community, such as creating new CORE groups.

---

## B. Detailed Descriptions:

### Ministry / Program Area: Adult Faith Formation

#### Description:

The purpose of this ministry area is to develop disciples at Bothell UMC for the transformation of the world. Adult Faith Formation offers opportunities for adults to engage their faiths in deep and meaningful ways. These include Sunday school classes, CORE groups, weekly Bible Studies, and other opportunities that might arise throughout the year.

#### How We Fulfill the Mission and Vision of Bothell UMC:

Adult Faith Formation hopes to develop servant-leaders in their respective ministry areas. It appears that there are three Adult Sunday School classes currently running and nine CORE groups that are regularly meeting. The hope is to continue to grow both of these regular ministry areas by developing more Sunday school classes and increasing the number of CORE groups. Special attention will be on the leaders of these groups, specifically with trainings, intentional study, and fellowship. There will also be the potential for other educational formation opportunities, by issue or by season, as they arise.

#### Expectations of Members:

The goal is for the whole adult congregation to be involved in some sort of Adult Faith Formation – Sunday School, CORE Group, leadership training, etc. All are welcome and encouraged

\*\*\*\*\*

### Ministry / Program Area: Archive Ministry – Archive Diggers

#### Description:

Archiving and storing our historical documents properly so that they are preserved electronically. We are also looking to dig-out the stories of our past saints at Bothell UMC.

#### How We Fulfill the Mission and Vision of Bothell UMC:

We will uncover stories of those saints that were in the church before us, who built the foundation and grew the church to what it is today. Once we get those stories, we would love to record them in some manner for our pastors and congregation to remember those who have gone before us.

Work that remains:

- Identify what we have
- Cull for the most expressive, pertinent and significant to the future
- Determine what to do with artifacts that are not used
- Contact longtime members
- Form and schedule work parties for “diving in”
- Agree upon a methodology and criteria for sorting and culling
- Identify archival supplies and their costs for the preservation of original artifacts
- Begin the digitizing process

**Operation / Structure of Group:**

Historical archiving is an on-going endeavor; thus, the group agrees the AD persists over time. Until determined differently, the team meets every Wednesday, 11 – 1 pm. During cooler weather, the group meetings are held in the Lounge. Rooms 210/211 are accessed as well.

**Expectations of Members:**

Members of the Archive Ministry may expect on-going events and activities, including meetings, work groups, research, writing, digitizing, interviewing, phone calling, etc. The group meets weekly or as often as possible; and during this first year, the Archive Diggers will engage in very frequent work parties to organize, sort, cull, protect and digitize the historical artifacts. This work will persist over time. Members display and express gifts, talents, skills and passions in our church’s historical foundation and character traits, and gifts, talents and skills in organizational thinking and processing, writing, story-telling, researching, and in the technologies of historical archiving, including preservation methods and materials of original artifacts and electronic digitizing

\*\*\*\*\*

**Ministry / Program Area: Bothell Community Kitchen**

**Description:**

Our mission statement answers this question: “At the Bothell Community Kitchen we answer Jesus’ call to serve our neighbors with an open heart and a welcoming hand. We invite all to share in a meal and fellowship, recognizing we are all connected as members of the community of Christ and are here to serve one another.”

**How We Fulfill the Mission and Vision of Bothell UMC:**

Our goal is to provide a nutritious meal and a time of fellowship, to anyone who attends the BCK on a Sunday evening. Currently we are serving an average of 65-70 people per meal.

In addition to providing food, we provide a clean, welcoming atmosphere. Most Sunday’s we have piano and/or guitar music played by two of our guests after they eat their meal. Our guests seem to enjoy it.

**Long Term Goals and Vision:**

The BCK Team has agreed to take the next year to concentrate on finding out if this ministry is sustainable, needed and supported by the BUMC community. We are scheduled to have team meetings every other month, rather than quarterly and will set a topic to focus on, assign specific tasks and bring back our findings/comments for discussion and evaluation.

**Operation / Structure of Group:**

Ideally, we would like to have enough volunteers to fill 15 positions. 1 coordinator, 1lead cook, 4 prep cooks, 4 servers, 1 greeter and 4 clean-up people. People are also invited to be table hosts, which is a time to join us for dinner and sit at a table to make conversation with others.

We have other opportunities available too: Gleaning from NW Harvest once per month, gleaning from the Edmonds PCC/QFC each Friday when our regular gleaners are out of town, driving left over food after the meal to the Everett Union Gospel Mission, or to Camp Unity (locations change).

A variety of opportunities come up throughout the year for people to bake and donate a homemade dessert, cook a turkey, carve the meat and deliver it to the kitchen to be used for a meal, etc.

**Expectations of Members:**

Anyone who would like to volunteer at the BCK is welcome and invited to join us, from BUMC or the community. Members of the BCK Team are people who are frequent volunteers and ongoing supporters of the BCK.

\*\*\*\*\*

**Ministry / Program Area: Children’s Ministries**

**Description:**

Children’s Ministries is responsible for providing care, activities, education, formation, and support for families and children. In addition to hosting events to help foster community support and engagement through the Bothell area, we show Christ’s love from birth to sixth grade. The children that fall in this age range are not the only the ones impacted by this Ministry. Children’s ministries should be called “Children and Early Family Ministries” as we support the family unit as a whole as opposed to just offering services and programming for children. This ministry covers a large spectrum of cognitive, physical, emotional, and social support for the child and family.

**How We Fulfill the Mission and Vision of Bothell UMC:**

Children’s Ministries carries out Christ in the Community by offering well rounded programming that is developmentally appropriate for the wide range of individuals that we serve. We are also very intentional about incorporation for families that have those with special needs. We strive to display and enact Christ’s love and compassion in each area where we serve.

We currently offer 6 Sunday school classes each Sunday morning as well as various evening programs. We are creating a community of children and families that feel open and excited about attending services on a Sunday morning, or participating in weekly, bi-weekly, or monthly programming. Examples include: Bothell Movie Madness, Creative Service, Family Field Trips, Parent’s Night Out’s, Women’s Yoga, and BUMY Bro Time. Bothell Movie Madness has grown substantially this year; by offering a main dish for the dinner we have nearly doubled our numbers.

Duckling club is an infant/preschool group that focuses on education and basic social skills, and served as a time for mothers and caretakers to share in the cooperative process of child development.

We are also very enthusiastic about the Wonderfully Made program. Through this program Bothell UMC has been able to minister to families that have children with Special Needs on a very deep and intimate level.

**Operation / Structure of Group:**

Volunteer Numbers – 46 people are needed each month to carry out the functions of weekly and bi-weekly programming. Children’s Ministries requires approximately 227 individuals to run monthly and large annual events.

**Expectations of Members:**

There are many opportunities for individuals to volunteer in Children’s Ministries. There are all sorts of skills and passions that we have room to cultivate. The length of volunteerism can range from a few hours a year, to a weekly commitment. There are Children’s Council meetings that convene once a month, there is an open membership to this committee and people stay on board as long as they wish. We have a wide range of volunteers that range from making popcorn once a month to modifying curriculum. There is a home for everybody in Children’s Ministries.

\*\*\*\*\*

**Ministry / Program Area: Finance Team**

**Description:**

Planning the Annual Giving Campaign, managing current resources, working with the various committees and teams to fund their vision of being Christ in the Community

**How We Fulfill the Mission and Vision of Bothell UMC:**

Assist in gaining, monitoring, and managing the financial resources provided by the congregation. The committee established a Credit Card Policy, and began the process of creating a Policy and Procedure Manual for the Finance Committee. This manual will provide clarity as the membership on the committee changes over time.

**Long Term Goals and Vision:**

Create a Policy and Procedure Manual for the Finance Committee. Evaluate and implement comprehensive financial software system in coordination with the Trustees committee.

**Operation / Structure of Group:**

The Committee meets the 2nd Tuesday of every month and includes the following members per the Discipline – pastors, lay member, chair of the church council or designee, representative from SPR, representative from the Trustees, a Stewardship representative, if there is a separate committee, lay leader, financial secretary, treasurer, and other members as deemed appropriate. Our committee includes the bookkeeper, an assistant treasurer, the auditor, and 5 other members, including the Chair. The Chair or the Treasurer updates the Church Council on a periodic basis

**Expectations of Members:**

The “members” are elected to serve a 3 year term and the terms are staggered so a level of institution history is maintained. The terms of the other members depend upon their committees and where they are in the terms on their committee. The actual time varies with the financial cycle of the year. The meetings generally cover 1-2 hours, with some review of the financial reports before the meeting. One member is appointed to attend the Church Council meetings. The Chair is a 3 year term and duties include: working with the auditor, and assisting with follow-up phone call during the Giving Campaign.

\*\*\*\*\*



**Ministry / Program Area: Inviting and Welcoming Team**

**Description:**

We schedule 100+ greeters and coffee hosts for the three Sunday services as well as put out & pick up directional signs to Bothell UMC each Sunday. The team also maintains the flower containers at church entrances, prepares visitor packets, a summer breakfast, extra mailings to visitors outlining Advent and Lent opportunities and serve cider at Christmas Eve services.

**How We Fulfill the Mission and Vision of Bothell UMC:**

We hope to make our church where all who enter feel welcome and connect with members of our Bothell UMC family.

**Long Term Goals and Vision:**

We would like to put out more directional signs as well as make more contacts with visitors, possibly working with the incorporation team.

**Operation / Structure of Group:**

A core team of six people schedule all of the greeters, coffee hosts and sign crew. Members of our team work on summer breakfast coordination, mailings, flowerpots, etc. as needed. The core team meets 4 – 6 times a year.

**Expectations of Members:**

Members need to be punctual, dependable, friendly and enjoy greeting & serving all who come to our church.

\*\*\*\*\*

**Ministry / Program Area: Leadership Development Team**

**Description:**

The purpose of the leadership development team is to develop, equip, nurture, support, and sustain existing, new, and prospective leaders at Bothell UMC. Additionally, the leadership development team will collaborate with neighboring Methodist churches in sharing knowledge and experience about leadership.

**How We Fulfill the Mission and Vision of Bothell UMC:**

- Continuously evaluate the needs of our leaders and propose solutions for unmet needs
- Nurturing of church leaders by providing appreciation events
- Equipping and supporting our leaders through ongoing training opportunities, development and maintenance of area-specific templates, and guide/counsel any leader in need
- Development and conducting of a leadership workshop at Bothell UMC that complements district led leadership training. The goal of the workshop is to share best practices and common challenges as well as develop a network of laity leaders with other Methodist churches in the area who will be invited to attend the leadership workshop
- Determine other required roles that will fulfill the purpose of the leadership development team

**Long Term Goals and Vision:**

We are looking to be more intentional in identifying where people can serve in leadership roles in our church as well as support the current in leaders in identifying and recruiting volunteers to their committees and program areas. As part of that we are looking to help people identify how their gifts and talents can plug into our church as well as into the community ministry areas.

As we develop experience and expertise in leadership development we also hope to be able to share this with other churches in the area. We look to offer continued training opportunities for our leaders in order to help them grow in their effectiveness.

**Operation / Structure of Group:**

The team consists of the senior pastor, staff and volunteers. We expect a minimum of six team members and would welcome up to a dozen. The team meets approximately monthly throughout the year. Meetings will run about 1 to 1 1/2 hours.

**Expectations of Members:**

Each member is expected to participate in meetings and take on tasks as appropriate that allow us to fulfill our ministry. Team members will also be asked to consider and generate ideas on how we can better develop, equip, nurture, support, and sustain existing, new, and prospective leaders at BUMC.

All are welcome on the leadership development team; however, those with skills, gift, talents and/or passion for the leadership development team’s purpose will find this ministry fulfilling. While there are no defined term limits or term commitments, it is hoped that members will stay on the team for two to three years

\*\*\*\*\*

**Ministry / Program Area: Library Committee**

**Description:**

- To create welcoming space for learning and leisure that encourages people of all ages to help their faith grow through faith based books, magazines, DVDs, videos and CDs.
- Provide meeting space and resources which might spark ideas of how to become Christ in the community

**How We Fulfill the Mission and Vision of Bothell UMC:**

We estimate that the library has checked out 700 items this year. This is based on the number of items checked out on September 2 times 12. Added several LGBT books to our collection

**Long Term Goals and Vision:**

We will develop a better data collection system for the future. Continue to increase the number of people served. Continue to update the collection to ensure use.

**Operation / Structure of Group:**

Quarterly meetings and work meetings in the library. Members work as needed in the library:

- Hospitality: Spend time in the Library on Sunday mornings, whenever it is convenient, to greet and help people of all ages to use the Library. Help create a warm and friendly atmosphere.
- Library Care:
  - i. Check appearance of Library once or twice a week
  - ii. Put cards back in Library materials when they are returned and return the item/s to the shelves.
  - iii. Put new and interesting materials on display.
  - iv. Catalog new items when they come in and place them on the shelves.
  - v. Send out reminder postcards every month or so.
  - vi. Write a short "library News" article for each *Witness*
- Communication: Solicit input on what the groups: Adult Formation, CORE Groups, Youth and Children on their Library needs. Make the other committees in the church aware of what is available
- Computer and Team Coordination: Set up appropriate Library Computer Records. Schedule Library Team meetings when appropriate and lead the committee meetings including discussions on purchasing of Library Materials.
- Book & Shelf Organization

**Expectations of Members:**

Anyone who is interested in helping with the library or previewing materials

\*\*\*\*\*

**Ministry / Program Area: Missions Team**

**Description:**

The Mission team’s goal is to encourage and support partnerships both locally and globally so that we, as disciples of Jesus Christ, can work towards the transformation of the world.

**How We Fulfill the Mission and Vision of Bothell UMC:**

It is expected that we will have several strong partnerships that we promote and encourage to all the members of Bothell UMC. We are currently partners with the Northshore School District, Eastside Baby Corner, Atlantic Street Center, Bothell Community Kitchen, Hopelink, Jamaa Letu, & 2 Global Missionaries. In addition, we supported Care Day and the CanDo5K, a book drive for a refugee center. This adds up to 100’s of people who are being served through 100’s of volunteer hours.

In 2015 we worked towards a structural and institutional understanding of what partnership means. We posted volunteer opportunities monthly, and regularly post on the Narthex bulletin board. In addition, Baby Corner transitioned into management by Eastside Baby Corner which was a huge endeavor, mostly by staff. We supported a grass roots effort of several young people who are beginning the Senegal Sisters partnership. We also did immediate requests and were very successful in raising money for Imagine No Malaria and Seattle against Slavery.

**Long Term Goals and Vision:**

To sustain our partnerships financially and with volunteers, so that we support our community needs in a meaningful and ongoing way.

**Operation / Structure of Group:**

We currently count 2 staff members, 1 chair and 4 members on the team. We would like to have at least 1 or 2 more people on the team. We meet periodically and communicate via email.

**Expectations of Members:**

Persons serving on this team must have a passion for being actively involved in the world. They must also care about how the church lives and works in the world. The persons on this team must be able to actively encourage people towards discovering their passions in mission, as well as listen for, and discover, the needs and resources of our community. Team members should have an understanding of the theological basis for mission and service and be able to clearly communicate it to others. They should be comfortable talking with people in order to encourage and motivate people toward action. The Chair person will have a 3 year commitment, and team members should expect a minimum 2 year commitment with the opportunity to renew that commitment on an annual basis.

\*\*\*\*\*

**Ministry / Program Area: Music Department**

**Description:**

Our primary purpose is threefold:

1. To enhance and enrich each worship service through the singing of songs and hymns.
2. To provide music as a conduit of the message/theme through the addition of vocal and instrumental groups/ensembles.
3. To provide music that can act as a medium to help set a mood for any particular time or moment in a service.

A secondary purpose is to allow those who are currently involved and those who might still yet participate, a safe place to learn and develop their musical gifts. While the church has not always been a place that encouraged music as part of worship, let alone music of different styles, it is imperative to encourage those with the skill and desire to develop their gifts in healthy ways that can be used for supporting worship and the mission of the church. As music programs shrink and fade away from many schools, children, youth, and even adults need more opportunities to experience and grow in this gift from God.

**How We Fulfill the Mission and Vision of Bothell UMC:**

Our teams are fulfilling our mission by reaching people through another medium, and connecting the theme/message in different ways at all three services, and throughout the year. The hope and expectation is that worshipers and participants will feel enriched and uplifted to fulfill their own calling and take the next step on their personal faith journey/relationship.

The music department at Bothell United Methodist Church is large, including over 100 people within all the diverse musical offerings, but can still reach and include more. We have musical groups for every age and skill level and are providing an opportunity for church members to experience the Holy in a different way, while also enabling those who felt called to help lead worship through music. This is extremely important for both the individual and the faith community at Bothell UMC. Given that music is present at every service, we reach thousands of people throughout the year through regular Sunday services, Christmas Eve services and concerts, Wednesday night Lenten services, Good Friday Tenebrae and other Holy Week services, the Ecumenical Choir Festival and more collaboration with other faith communities.

### **Operation / Structure of Group:**

**Chant Choir** – Rehearses every Sunday at 7:30 am and sings for the 8 am River service. It is open to experienced singers who have sight-reading ability and are comfortable singing alone on their voice part at times. We chant Psalms, sing anthems in the Renaissance style (and others as well) and participate in most extra services and concerts. Time commitment: approximately 1 ½ hours per week.

**Chancel Choir** - Rehearses every Thursday evening, 7:30-9:00 pm. The choir sings weekly during the 9 am Roots worship and for special services and events. More than just singing, the choir also shares our spiritual journeys with one another in a weekly time of joys and concerns. Ability to read music is a plus but not required. Time commitment: approximately 3 hours per week (Sep-May)

**Bell Choir** - Rehearses every Thursday evening, 6:30-7:20 pm. The bell choir typically rings on a monthly basis during Sunday worship (Sep-May) and sometimes for special services. If you're not as quick to offer your voice, consider ringing bells; it's easier than it looks! Ability to read music is a plus but not required. Ringers typically ring for special concerts and some additional services. Time commitment: approximately 1 hour per week, plus an additional hour and a half, once a month.

**Worship Ensemble** - Rehearses every Sunday (11:30 am – 12:30 pm) after leading singing at the 10:30 am Wings service. Ensemble is open to all ages who wish to share their voice or other musical skills in leading singing of more contemporary/modern music. Those who play or have experience with guitar (acoustic, electric, bass) or percussion are especially encouraged to give it a try. Time commitment: approximately 2 hours per week.

**Bothell Brass** - Rehearses Wednesdays at 7:00 pm and plays once a month in service. Time commitment: approximately 1 ½ hours per week, plus an additional hour and a half, once a month.

**Sojourners Men's Gospel Group** - Sings Gospel music and rehearses two or three times before singing in service, typically two or three times per year. Time commitment varies.

**Simple Graces Flute Ensemble** – Rehearses and plays in service based on members schedules.

**Ubi Caritas** – A group of vocalists and instrumentalists that make themselves available to provide music as a healing agent for those who are suffering, in pain, or on the threshold of this life. Time commitment is based on members' availability and schedule.

**Rainbow Ringers (grades 4-6)** – Utilizing a variety of instruments (primarily Orff) and voices, rehearses the 1st and 3rd Sundays at 5:30 pm and plays in service based on kids’ schedules.

**Sunshine Singers (grades 1-3)** - Rehearses the 1st and 3rd Sundays from 5:30 – 6:15 pm, allowing an opportunity for children to use and explore their voice.

**Butterflies (PreK- Kindergarten)** - Rehearses the 1st and 3rd Sundays from 5:30 – 6:15 pm, allowing an opportunity for children to use and explore their voice.

**Youth Instrumental Group** - This group is very unique in that it utilizes the instruments and voices based on the skill and ability of the youth involved. Jeanne Weiss does a terrific job of putting together music that fits what the kids can handle. They rehearse and play in service based on the kids’ schedules.

**Expectations of Members:**

There is no set time commitment or length of membership, though when people are recruited they typically sign-up to participate for the coming program year. Please note that all groups (except for Chant Choir, Worship Ensemble, and Ubi Caritas) only rehearse/sing in service September - May/early June.

\*\*\*\*\*

**Ministry / Program Area: Reconciling Ministries Team**

**Description:**

Our goal is to work towards full inclusion within the Church and to extend radical hospitality to all, while living out the Bothell UMC welcome statement.

**How We Fulfill the Mission and Vision of Bothell UMC:**

General worship elements:

- Welcome banners
- Welcome statement always in Sunday’s bulletin

Library books: The Different Dragon, by Jennifer Bryan; Free to be You and Me by Marlo Thomas; Spaghetti in a Hot Dog Bun by Maria Dismody; And Tango Makes Three by Peter Parnell and Justin Richardson.

New gender-neutral bathroom signage up.

Reconciling Sunday (June 28): \$345 + \$109 raised for RMN, for a total of \$454

June 28 Ministry Moment, with “Welcome” video

**Long Term Goals and Vision:**

Short –term: Become RMN affiliated congregation with a vibrant, visible inclusive presence in Bothell. Install elevator; have a gender neutral bathroom that is easily accessible and open whenever the building is open, as with other bathrooms. Have some sort of recognition of “Native Peoples” (per Bishop Hagiya’s charge at Annual Conference). Begin building a relationship with PFLAG. Make sure new staff hires are asked about the Welcome Statement and how they would

implement it in their ministry. Offer “scholarships” for diversity training (RMN and other) for staff, lay leaders, and other interested BUMC members. Offer education opportunities at BUMC. Begin conversations with Missions and Social Justice CORE group about common goals. Some sort of visible presence in the community.

Long-term: Have easily accessible gender-neutral bathroom that is open as much as any other bathroom. Have a staff that regularly addresses “Welcome Statement” concerns in their ministry. Have a congregation that has the Welcome Statement as much in its DNA as “Christ in the Community” now is. Have trained team members able to mentor others at BUMC in fulfilling our Welcome. That visitors/new comers will be able to be comfortable at BUMC as well as welcomed. That we have a community-wide “welcome to all,” continuing to extend our reach. To work hand-in-hand with Mission Team and Social Justice CORE group

**Operation / Structure of Group:**

At this point, we meet primarily at church. We typically meet for 1 ½ hours every month or two.

**Expectations of Members:**

To be actively engage in conversations to keep the Welcome Statement in folks’ frame of reference. Anyone having the vision and passion for welcoming the excluded; with eyes to see and ears to hear beyond [our] privilege are welcome on RMT.

\*\*\*\*\*

**Ministry / Program Area: Staff Parish Relations Committee**

**Description:**

The committee on Staff Parish Relations (SPR) is described and defined in the United Methodist Book of Discipline. The duties specifically listed (paragraph 258.2.g) include:

- To encourage, strengthen, nurture, support, and respect the pastor(s) and staff and their family(s).
- To promote unity in the church.
- To confer with and counsel the pastor(s) and staff on the matters pertaining to the effectiveness of ministry, relationships with the congregation...
- To confer with, consult, and counsel the pastor(s) and staff... on matters pertaining to priorities... of the mission and ministry of the congregation.
- To provide evaluation at least annually for the use of the pastor(s) and staff...
- To communicate... to the congregation... the nature and function of ministry... regarding open itinerancy, the preparation for ordained ministry...
- To develop and approve written job descriptions...
- To consult with the pastor and staff concerning continuing education and spiritual renewal...
- To enlist, interview, evaluate, review... lay preachers and persons for candidacy for ordained ministry...

**How We Fulfill the Mission and Vision of Bothell UMC:**

SPR effectively functions as the “human resources” committee, helping to ensure that the program

areas and administrative work of the church are supported and resourced appropriately. This work is not always transparent to the general congregation but is critically important work nevertheless.

**Operation / Structure of Group:**

The number and structure of the committee is defined in the United Methodist Book of Discipline: not fewer than five but not more than nine members, divided into three classes who serve three year terms. The Senior Pastor and the Associate Pastor also attend SPR meetings.

**Expectations of Members:**

SPRC meets once per month with additional meetings scheduled as needed for any special business (meetings with the District Superintendent, for example, or introduction meetings with new pastors). Members are appointed by the Nominating Committee and elected by the All-Church Conference. Membership, and attendance at meetings, is limited to those elected because of the sensitive and confidential nature of the committee’s work.

\*\*\*\*\*

**Ministry / Program Area: Trustees**

**Description:**

The Trustees’ primary purpose is to provide and maintain physical facilities needed to support the ministries of the church.

**How We Fulfill the Mission and Vision of Bothell UMC:**

The ministries to be supported are determined by the Pastor, the church staff and the church council under the authority of the church conference.

The appearance of the church buildings and grounds has been significantly improved during 2015 and the effort will continue in 2016. We plan to be able to install the elevator at the south end of the education wing in 2016. That effort will include the replacement of the siding on that side of the building. Painting will continue to preserve and improve the appearance of both interior and exterior walls. A replacement plan will be developed to manage the timing and the cost of maintenance of major components such as the heating and air conditioning equipment, the ventilation and fire control systems, the floor coverings, the security components, and the communications systems. Specific requests for facilities to support new or modified ministries will be addressed as they occur. A facilities improvement fund will be used to accommodate those costs and meet the costs of emergencies and damages

**Operation / Structure of Group:**

The Board of Trustees as established by the Book of Discipline consists of three classes, each of which serves for a three year period. All trustees are elected by the church conference and members may be elected to self-succession. The Bothell UMC board consists of nine persons with three in each class. At least 6 of the trustees must be members of the church and the intent is to have at least three women and at least three men on the board. Meetings are held every month to address conditions of the property and status of on-going projects in addition to team support and new ministry considerations



**Expectations of Members:**

The Board of Trustees is intended to manage the work necessary to accomplish its mission and not to do the work themselves unless self-help is the most effective method of accomplishment. Work requiring specialists, such as fire system inspection and repair or furnace maintenance, is accomplished by contract. The Trustees are the officers of the legal Corporation and therefore responsible for the approval and maintenance of legal contract arrangements. They are also responsible for proper insurance coverage, safety and accessibility surveys, and support for scholarships and the Endowment Committee. Purchase or sale of real or personal property are also Trustee responsibilities. Individual members of the Trustees will have opportunities to select an area of responsibility for which they have specific abilities or passions. Physical areas are plumbing, mechanical, electrical, grounds care, painting, woodworking, etc. Administrative areas are insurance, licenses and fees, corporation mandates, surveys, and contracts, etc.

\*\*\*\*\*

**Ministry / Program Area: United Methodist Women**

**Description:**

We are a community of diverse, passionate women made up of VOLUNTEERS, FUNDRAISERS, PIONEERS and LEADERS. We offer opportunities for women and girls ages 10 and up.

**How We Fulfill the Mission and Vision of Bothell UMC:**

We are proud supporters of over 300 hundred mission projects benefiting WOMEN, CHILDREN and YOUTH all around the world. Locally, we support organizations like Mary Magdalene for homeless and in transition women, the Atlantic Street Center, Threads and Treads, Hopelink, Eastside Baby Corner, and many more. We provide this support in the form of our prayers, our physical presence, item donations, and financially through fundraising.

**Long Term Goals and Vision:**

Our purpose is to know God and to experience freedom as whole persons through Jesus Christ; to develop creative, supportive fellowship; and to expand concepts of mission through participation in the global and local ministries of the church. Our primary goals are to know God, promote education, strive for social justice, and to seek 'global' justice for all.

**Operation / Structure of Group:**

We offer small group gatherings on the 1<sup>st</sup> Sunday evening of the month (for moms), the 2<sup>nd</sup> Thursday at 10 am (for all women), the 4<sup>th</sup> Wednesday at 7 pm (for all women), and at various days and times for girls and teens in the 4<sup>th</sup> grade and up.

Some of our other opportunities include letter writing campaigns, the UMW reading program, retreats, Fall Dinner, Spring Tea, Treats and Treasures Bazaar, Cookie Walk, Atlantic Street Center (ACS) Doll Ministry, Hat/Mitten Tree and Holiday Assistance Programs.

**Expectations of Members:**

Notice that we DO NOT say "attends meetings regularly" or "works in the kitchen at dinners." (Even though we do at times and it's fabulous!) What we DO say is that if you choose to be a

member of United Methodist Women and support our purpose, you are a member. Just say, "I want to belong!" You can support us through prayer, giving, study, action, or service.

For more information contact our Bothell UMW President at [bumcumw@bothellumc.org](mailto:bumcumw@bothellumc.org)

\*\*\*\*\*

**Ministry / Program Area: Worship Team**

**Description:**

Worship and Arts develops and enhances the worship experience of all those coming to Bothell UMC. This helps carry out the purpose of Bothell UMC as it allows those attending to be touched by Christ through the worship experience and then leaving this space to take Christ out into the community.

**How We Fulfill the Mission and Vision of Bothell UMC:**

This team through the enhancement of the worship services serve an average of 350-400 people a week. We have done this in the past year by:

- Adding the Community Candle and welcoming anyone who wishes to worship at Bothell UMC.
- Enhancing the weekly sermon series by adding banners and other elements in the narthex to assist those attending to become closer to Christ.
- Manage the different worship services teams: Readers, Communion Servers, and Ushers.
- Managing the inventory of worship supplies including: Communion bread & juice, candles, oil for lighters

The set up for this year’s Holy Week allowed all who attended to be touched by the spirit and feel that they were a part of the church family when they were at Bothell UMC

**Long Term Goals and Vision:**

- Add more services during the holy weeks of Christmas and Easter.
- Add another service to weekly services already provided at Bothell UMC.
- Continue to learn and provide enhancements to worship so Bothell can live out their mission of Becoming Christ in Community.

**Operation / Structure of Group:**

We meet monthly at Bothell UMC on the second Tuesday of the month. We are a team of 9 and also have 3 others members that work in a support role when needed. We have 11 meetings throughout the year plus time to implement any ideas.

**Expectations of Members:**

A passion for worship and creativity and also the ability to think out of the box.

Some activities that members would do, but are not limited to: Brainstorming at meetings, producing signs, banners, setting up enhancements, assisting with the worship service.

\*\*\*\*\*

**Ministry / Program Area: Youth – Young Adult Ministries**

**Description:**

We work to serve, connect, and grow youth and young adults as disciples of Jesus Christ. For the youth, we are working out a new vision statement, and our current draft reads “Bothell UMC Youth Ministries exists to create loved youth who follow Jesus and go into the world to live their calling.” Ministry of this kind is wide and deep, both being invitational to those who don’t currently follow God to making disciples of Jesus Christ of those who believe.

The young adult ministries of Bothell UMC are continuing to find their identity. Many groups have been identified, such as college students including those of UW Bothell and Cascadia, post college singles, young married couples, and young married couples with children. We are casting a wide net and moving forward in ministry beginning with the strongest needs. Currently, the strongest needs appear to be connecting young couples who already attend services on a deeper level in community, such as creating new CORE groups.

**How We Fulfill the Mission and Vision of Bothell UMC:**

The youth ministry is a fun community that creates disciples of Jesus Christ. We believe that the youth who currently attend will remain committed and grow, and we expect friends and others will join as we create a culture of welcome, inclusion, and invitation. We will continue to serve at least 20 students per Sunday night in the fall, and believe this number will stay strong/increase. We plan on probably two unique nights per month, whether this be going on a retreat, serving a local mission, or joining the Church in movie nights. We will continue to serve 20 or so students through two Sunday school classes as well. The fun gatherings of the summer, named Wonderful Wednesdays, worked well, as did the mission trip. The first Sunday night Youth Group also worked well, as we had 28 youth/adults in attendance.

**Long Term Goals and Vision:**

We expect to recruit and train a regular group of youth ministry leaders, who will serve the youth faithfully and feel like they receive as much as they give. The hope is that these adults will be involved at a high level in the lives of these youth, even attending some of their weddings someday.

**Operation / Structure of Group:**

Members serve regularly on Sunday morning classes and Sunday nights, as well as Confirmation Class in the spring. Member also join on offsite events, retreats, and missions. The main goal of some of our volunteers is to lead small group discussions, like youth CORE groups, at the end of our Sunday Night Youth Group each week.

**Expectations of Members:**

Members should expect easy onramps and off-ramps to serving. We hope for commitment by semester, yet love to use the same leaders for years in a row to build relationships and culture. Members can serve as drivers, teachers, and most importantly as small group leaders. I hope for at least twice per month commitment, using Sign-Up Genius to commit to the nights as they are able.

\*\*\*\*\*