

EUMC JOB DESCRIPTIONS

Leadership Team



Excelsior

UNITED
METHODIST
CHURCH

FEBRUARY 1, 2026

EXCELSIOR UNITED METHODIST CHURCH

Excelsior, MN

JOB DESCRIPTIONS

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Mission Statement of Excelsior United Methodist Church:

**Sharing God's love by building community,
serving others and standing for justice.**

Team Purpose: To work with the people of Excelsior UMC as members of the Leadership Team to provide leadership in the planning, organizing, resourcing and directing of key ministry activities.

ROLES: The Leadership Team shall consist members representing the following functional areas: Pastor, Chair/Lay Leader, Communications, Ministry Liaisons, Trustees, SPRC and Finance.

CORE DUTIES AND RESPONSIBILITIES:

Each team member will be responsible for specific core duties as listed in the specific job descriptions and to be a representative and liaison to the leadership team.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Strategic Planning
- Decision-making member of the Leadership Team. This includes voting on annual budget, pastoral compensation and anything else requiring voting approval (e.g. meeting minutes, inactive members). The pastor is ineligible to vote.
- Representative and point of contact for the congregation

REQUIREMENTS:

- Member of EUMC
 - Regular worship attendance
 - Financial support of EUMC
- Strong leadership, communication and collaboration skills
- Experience with one or more EUMC committee – familiar with structure, people served/impacted
- Ability to put the needs of the congregation first
- Willing & able to attend leadership team meetings as well as Sunday worship

TIME COMMITMENT & SCHEDULE: 5-8 hours per month – varies depending on priorities/time of year.

DURATION: Terms are variable with an average term of three years beginning March and ending February/March; staggered and dependent on role/turnover.

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LEADERSHIP TEAM MEETINGS:

1. Meet once per month and/or additionally as needed. Meetings will be scheduled to be roughly 50/50 in person and via Zoom. Schedule set in February for the following year.
2. Communicate via phone or in person with assigned liaison groups dependent on membership role.
3. Summarize areas of responsibility for effective communication
4. Participate in voting, decision-making, prioritization discussions

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Position Title: **Chair/Lay Leader**

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Team to provide leadership in the planning, organizing, resourcing and directing of key ministry activities.

ROLE: Serve as the chair of the Leadership Team.

CORE DUTIES AND RESPONSIBILITIES:

1. As chair, you will collaborate and communicate with leadership team to:
 - Maintain open lines of communication with ministry teams
 - Address strategic decisions for EUMC
 - Identify & celebrate activities that support the Mission & Vision
 - Identify challenge areas and work to address
2. Chair meetings as necessary focusing on the following agenda:
 - Pastoral update
 - Ministry activities for EUMC Mission & Vision
 - Strategic Planning activities & decisions
 - Discussion & Voting decisions – Trustees, SPRC, Finance
3. Areas of responsibility include:
 - Schedule meeting and set agenda
 - Chair Meeting
 - Review Minutes & ensure distribution/posting once approved by leadership team by vote

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Strategic Planning
- Decision-making member of the Leadership Team
- Comply with Roberts Rules of Order

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Position Title: **Communications**

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Team to provide leadership in the planning, organizing, resourcing and directing of key ministry activities.

ROLE: Lead communicator between the Leadership Team and the membership of EUMC.

CORE DUTIES AND RESPONSIBILITIES:

1. Provide written material to EUMC staff regarding decisions that are made at Leadership meetings to inform both them and the congregation. This includes but is not limited to:
 - Minutes of the meeting
 - Articles to be published in the Bulletin and Shorelines
 - Update and provide information for the EUMC website

2. Provide information that is needed for communication purposes to other members on the Leadership Core Team
 - Committee minutes – record and distribute for review to leadership.
 - Calendar information – work with office administrator to ensure key events are published on the church calendar
 - Updates to leadership members throughout the month that are necessary.

3. Areas of responsibility include:
 - Being aware of the issues that need to be communicated to the congregation of EUMC
 - Ensure distribution/posting to website of meeting minutes once approved by leadership team by vote

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Position Title: **Leadership Ministry Team Liaisons***

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Team to provide leadership in the planning, organizing, resourcing and directing of key ministry activities.

ROLE: Serve as one of two liaisons to the various EUMC Ministry Teams

CORE DUTIES AND RESPONSIBILITIES:

1. Serve as the Liaison for the following ministry teams
 - Outreach
 - UMW (United Methodist Women)
 - Marketing Team
 - Social Justice
 - Welcoming
 - Adult Small Groups
 - Congregational Care
 - Prayer Team

2. As liaison, you will communicate at least bimonthly on the following topics:
 - Past event impact, notable learnings and important for future
 - Future event plans that require co-ordination with volunteers and church resources.

3. Areas of responsibility include:
 - Impact of Outreach activities (in community and on EUMC members)
 - Resources Required (people, building, equipment, budget)
 - Leadership and Volunteer challenges/potential solutions

*As of Q1 2026, the Ministries Team Liaison job descriptions are being updated to reflect a shift to *Ministries: Community Engagement* and *Ministries: Spiritual Development*, better aligning these roles with current needs and priorities.

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Position Title: **Trustees**

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Team to supervise and maintain all property belonging to the congregation so the ministries of the congregation can be effective.

ROLE: Serve as one of two trustee members of the leadership team. Provide strategic leadership for building usage and maintenance in alignment with the church mission

CORE DUTIES AND RESPONSIBILITIES:

1. Guide the responsibilities and priorities of the EUMC staff Property Manager
 - Absent a staff Property Manager, identify other staff to assume duties, engage contractors, subcommittees, and volunteers to carry out functions, as able.
2. Coordinate subcommittees and volunteers, as needed, to provide essential services in the maintenance, improvement and safety of the building and property.
 - Initiate and have conversations with subcommittee leaders and volunteers on a frequent basis
 - Share Leadership Team discussions and decisions with subcommittees
 - Identify issues and concerns raised by subcommittees for discussion with the Leadership Team
3. Provide information that is needed for decision making purposes to other members on the Leadership Team
 - Meet with congregation and ministry teams to understand building needs in alignment with church mission
 - Report regularly on the state of the church's property and equipment
 - Identify to the Leadership Team major expenses anticipated outside the scope of routine care and maintenance expenses so that the Leadership Team can prepare for those expenses (e.g., roof replacements, major HVAC maintenance, parking lot replacements)
4. Areas of responsibility include:
 - Implement and coordinate special and routine maintenance of church building with church staff, subcommittees, and/or volunteers
 - Ensure compliance with all state and city property laws and zoning regulations
 - Submit annual budget for property maintenance and improvements
 - Manage annual budget and memorial money for property
 - Ensure all insurance policies for property and equipment sufficiently meet the congregation's needs, are current, and reviewed annually
 - Define permissible outside uses of the building
 - Keep an inventory of expensive assets for insurance purposes

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Position Title: **Trustees** (page 2/2)

SPECIFIC DESIRED SKILLS, KNOWLEDGE and/or ABILITIES:

- Knowledge of property and asset management
- Strong communication skills
- Strong Project Management skills
- Strong delegation skills

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Position Title: **Staff Parish Relations**

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Core Team to provide leadership in the planning organizing, resourcing, and directing of key ministry activities.

Role: Serve as one of two (2) representatives to EUMC staff members.

CORE DUTIES AND RESPONSIBILITIES:

1. Be accountable for the following paid staff positions
 - Clergy – one or more pastors
 - Children's Education Director
 - Youth Education Director
 - Office Administrator
 - Treasurer
 - Custodian
 - Music Director
 - Any other paid permanent positions
2. Communication to Leadership Team
 - Changes/Needs/Challenges related to staff
3. Areas of responsibility include:
 - Make recommendations related to staff solutions
 - Be pro-active with future ministry needs as relates to paid staff needs
 - Prepare, for approval by Leadership Team, a staff budget, including clergy.
 - Review monthly financial report to validate status of budget

Additional Duties and Responsibilities:

- Work with Lead Pastor on any staff related needs/issues
- Coordinate volunteers to assist, as necessary, with the following
 - Review of Employee Handbook
 - Review of staff job descriptions
 - Interview process for any staff positions to be filled

SPECIFIC DESIRED SKILLS, KNOWLEDGE and/or ABILITIES:

Human Resource knowledge helpful

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Position Title: **Finance**

Position Purpose: To work with the people of Excelsior UMC as a member of the Leadership Core Team to provide leadership in the planning organizing, resourcing, and directing of key ministry activities.

Role: Serve as one of two finance members of the leadership team. Provide Management and oversight of church finances

CORE DUTIES AND RESPONSIBILITIES:

1. Provide fiscal thought leadership and oversight on church finances
 - Oversee financial treasurer and financial secretary activities
 - Leading the budget planning, approval and tracking process
 - Provide financial reports to Leadership Team committees
 - Review and oversee of monthly financials
 - Review Mortgage
2. Understand and administer key processes
 - Define and oversee churchwide financial processes
 - Monitoring of endowment funds
 - Supporting and reviewing year end books closeout
 - Analyze and make recommendations for significant financial decisions (staffing, building, mortgage, etc.)
3. Support stewardship activities as needed by providing current operating and financial information.

SPECIFIC DESIRED SKILLS, KNOWLEDGE and/or ABILITIES:

- Knowledge of financial processes
- Accounting experience is a plus
- Quickbooks experience is a plus