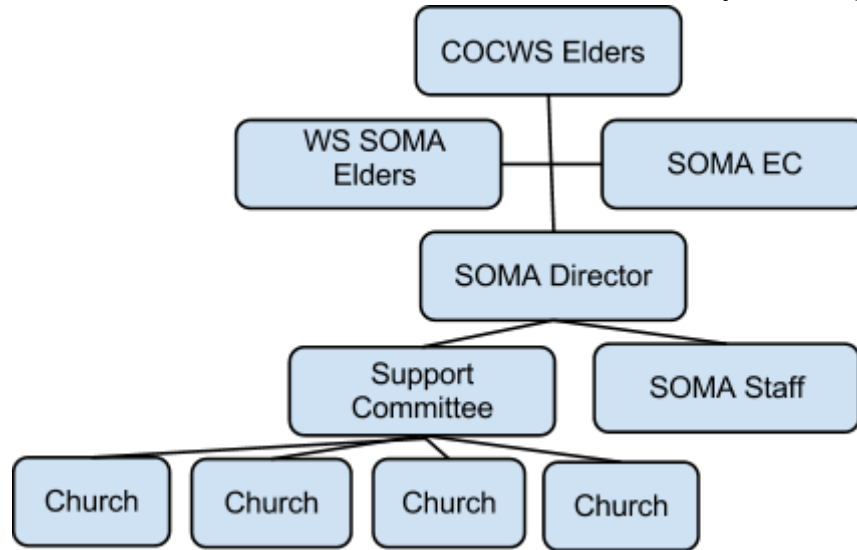


## Soma Memphis - The Christian Student Center at the University of Memphis



### ***Roles and Responsibilities:***

This document will clearly define the working relationships between the (1) Church of Christ at White Station, the (2) Soma Executive Committee, the (3) Director of Soma, and (4) the Soma Support Committee.

This document will also be communicated to supporting congregations by either the EC or SC representative and possibly available on the SOMA website.

### ***Submitted: 3/5/2012***

This document should be modified as needed, and should be reviewed by the Soma Executive Committee every year and presented to the White Station Elders Administrative Committee thereafter.

#### I. Church of Christ at White Station

##### a. Spiritual Oversight

- i. White Station will empower the Soma Executive Committee to fulfill the mission of Soma as is consistent with the Essence of White Station Document and the model of Shepherding Leadership.
- ii. White Station will provide two shepherds to be connected to the ministry, one as primary contact serving on the Soma Executive Committee and the other as a secondary contact to serve on the larger Soma Support Committee.
- iii. White Station will, through the Elders Shepherding Committee, meet with the Soma Executive Committee and Director on at least an annual basis to encourage the continued pursuit of the mission and pray with the leadership.
- iv. White Station will include the Executive Committee and Director in all critical discussions on matters relevant to Soma, such as future planning at the Church that may involve the property, ministry, and ongoing operations of Soma.
- v. White Station will continue to communicate the good work of Soma, as Soma makes the information available to White Station leaders.

##### b. Financial Oversight

- i. White Station is the deed holder for the 3611 Midland property.

- ii. White Station will uphold the agreement with the Soma Executive Committee regarding any sale of the 3611 Midland property (see Attachment)
- iii. White Station will provide bookkeeping for Soma.
- iv. White Station will provide monthly financial statement to the Director, Executive Committee, and overseeing Shepherds by the Wednesday after the 15th of the month for the previous month.
- v. White Station will support Soma through inclusion in the church's annual budget and by example, set a standard of monetary support that other churches can follow.
- vi. White Station will, primarily through the Elder Administrative Committee, meet with the Soma Executive Committee and Director, upon their request, on at least an annual basis to provide feedback of the status and progress of the ministry, and seek how White Station can help support Soma.

## II. Soma Executive Committee

a. Qualifications for Membership: **(See CSC committees document)**

b. Responsibilities to White Station:

- i. The Soma Executive Committee will ensure a minimum of 5 with no more than 9 Members on the Board from a variety of congregations including White Station. The Executive Committee will appoint an annual point of contact to work closely with the Director on all matters pertaining to Soma and an annual secretary to keep minutes of all meetings and an annual treasurer to read and report on the financial statements.

Current Executive Committee Members:

1. Mike White, Park Ave. (current point of contact)
2. Sam Lipe, Bartlett Woods
3. Brandon Cooper, Eads Home Church (current treasurer)
4. Darrin Ruddy, Germantown (current secretary)
5. Cheryl Ruddy, Germantown
6. Barbara Taylor, White Station
7. Sonny Hubbard, Elder of White Station

- ii. The Soma Executive Committee will oversee the Director by providing insight and accountability to the Director. The Executive Committee will have responsibility for the selection, hiring, and continued employment of the Director of Soma. The Executive Committee will also provide a formal written review to the Director no less than annually.
  1. Reviews of the Director are conducted in May of each calendar year, and reviews of other staff member are conducted by the Director and Executive Committee in that same time frame.
  2. The Soma Executive Committee will assist the Director in hiring, reviewing, and terminating other staff members of Soma.
  3. The Executive Committee will consult the White Station Elders when selecting or dismissing a Director, and the Soma contact Elders will represent the interests of White Station in this process.
- iii. The Soma Executive Committee will work with the Director to provide a current 5 year developmental plan to be updated and extended every three years. This plan will be communicated to the leadership of White Station and then to all supporting congregations. The areas to be developed are:

1. Financial Involvement and Congregational Involvement - Exercise wise stewardship of and grow the organization's gifts, resources, and assets.
  2. Staff/Volunteer Development and Engagement - Support the growth and well-being of staff by increasing volunteers and community awareness.
  3. Outreach to Students - Encourage life changing results by sharing Christ with college-aged adults.
  4. Growth and Transitional Concerns - Equip college-aged adults to participate in fellowship and to use spiritual gifts in the Kingdom
  5. Relational Concerns - Provide a nurturing, inviting environment for college-aged adults to develop relationships.
- iv. The Soma Executive Committee will make all minutes of their meetings available to designated White Station leaders on a quarterly basis.
- c. Financial Responsibilities to White Station:
- i. The Soma Executive Committee will approve in writing all requested expenditures over \$500 to the book keeper at White Station prior to funds being made available.
  - ii. The Soma Executive Committee will ensure that at least 6 months of ministry operating expenses are available at all times. This amount is approximately \$70,000. If Soma's operating account balance drops below this amount the following would occur:
    1. Immediate notifications should be sent by the Director to the Soma Executive Committee, and the two Shepherds over the Soma Ministry.
    2. Additional notifications should be sent to the Chair of the White Station Elder Administrative Committee.
    3. The Soma Executive Committee would immediately upon receipt of this news notify the Support Committee of the need for funds to replenish our account.
    4. Through supporting congregations and individual donors, the Executive Committee would seek to return the balance to \$70,000 within one month with the help of the Director and other staff.
  - iii. If Soma's cash is 3 months or less of ministry expenses (which is approximately \$35,000) then the following would occur:
    1. Immediate notifications should be sent to the Director (the Director should already know this), the Soma Executive Committee, and the two Shepherds over the Soma Ministry by White Station's Bookkeeper.
    2. Additional notifications should be sent to the Chair of the White Station Elder Administrative Committee.
    3. Reimbursements would be held and staff credit card purchasing would be frozen so that only immediate bills and payroll could be met.
    4. Immediately advise our sponsoring churches, via their Support Committee representative, or by letter from Executive Committee, that funds are very low and ask them to request an additional donation to assist in the shortfall.
    5. Send a letter out to all past donors both updating them on the ministry's success and advising them of the financial situation and request funds.
    6. If Soma was unable to overcome this shortfall within a period of 2 months, provided that some funding has been raised but not enough to sustain Soma in the long term, then the Executive Committee along with the White Station Elder Administrative Committee would discuss a plan of action regarding the

current staff and assets of Soma.

### III. Support Committee

- a. Qualifications for Membership (**See CSC committees document**)
- b. Responsibilities to Soma:
  - i. Each member will be active in a minimum of one subcommittee of the Support Committee to work on the five year plan, both developing and evaluating.
  - ii. Each member will make every effort to attend the quarterly meetings during the year for the purpose of communicating to his or her congregation the needs and news of Soma.
  - iii. Each member will encourage his or her congregation to provide at least one Monday night meal per semester.
  - iv. Each member will work with the elders/shepherds of his or her local congregation to acquire monetary support.
  - v. Each member will recruit a replacement from his or her home congregation when leaving the Support Committee.

### IV. Director of Soma

- a. Responsibilities to Executive Committee
  - i. The Director of Soma will be open and accountable to the Executive Committee of Soma regarding both ministry duties and administrative duties as assigned by the Executive Committee. Monthly ministry updates will be sent to the Executive Committee, informing them on attendance records, ministry activities, staff activities, fund raising activities, and financial statements.
  - ii. The Director of Soma will be responsible for the creation and carrying out of the 5 year plan as agreed upon by the Executive Committee and the leadership of White Station, and this will be evaluated at least annually.
  - iii. The Director of Soma will attend and participate in Executive Committee meetings unless excused by the annual point of contact because of some matter that directly relates to the Director in which it would be improper for the Director to be present during the discussion or unless the Director is currently involved in a ministry crisis and has asked to be excused with proper justification.
- b. Responsibilities to supporting congregations:
  - i. Equip and train churches in the cause of Soma for college students.
  - ii. The Director of Soma will provide updates to full congregation regarding the Soma Ministry.
  - iii. Meet twice a month with supporting congregations during their scheduled service times.
- c. Responsibilities to the Support Committee
  - i. The Director of Soma will serve as the chair person for meetings of the Soma Support Committee.
  - ii. The Director will seek ways to be involved in area churches and with area youth groups by working with Support Committee representatives to schedule times to update supporting congregations on the successes of Soma.
  - iii. The Director will provide promotional materials to Support Committee representatives so that Soma can have an ongoing presence at congregational events and meetings.
- d. Responsibilities to White Station leadership

- i. The Director of Soma will provide budgetary requests along with White Station Support Committee representative (currently Barbara Taylor) to the White Station Eldership annually.
- ii. The Director of Soma will attend full elders' meetings as needed, and meet with the Elder Shepherding Committee or Elder Administrative Committee when needed.