

## Leander UMC Simplified Structure (PROPOSED)

### THE AUTHORITY OF THE LUMC BOARD (“THE BOARD”):

The Board shall act in service and accountability to the Church Conference. The Board is given authority to carry out the will of God as discerned through the church to their best of their abilities.

- The vision, mission, and values of the church are approved by the whole church (Church Conference) and given into the care of the Board for the task of administrative direction.
- All work the Board does will fall under the overarching vision determined by the church.
- The Board does not elect its own members. Nominations to the Board will be managed by a separate and independent Nominations Committee that does not report to the Board.
- The Board, as it exercises its duties, will be in conformity with The Discipline of the United Methodist Church including, but not limited to, matters of pastoral appointments, financial accountability, and responsible investment.

### EXODUS 18:13-26

*While Moses is hosting his father in law, Jethro, he begins to address all of the issues the people of Israel are bringing to him. A line of people stretches far as Moses sits all day waiting to hear and rule upon each case. Jethro sees this and rebukes Moses. “You and these people who come to you will only wear yourselves out. The work is too heavy for you; you cannot handle it alone” (vs. 18). So, Jethro explains to Moses the wisdom and faithfulness of setting apart a group of faithful, Godly persons who can do the important work of guiding Israel.*

The Board is to help the whole church with the “heavy lifting” of administrative direction. Just as with these appointed persons, the job is sacred and important, but it is one that should not be done by the clergy alone or the entire body.

### ACTS 6:1-7

*As the early church grew there were suddenly all kinds of needs within the church that became burdensome to the Apostles. These were needs that must be met, but the Apostles had other matters to attend; matters of God’s mission and ministry. So, Deacons were appointed - prayerful, faithful, responsible people who the church laid hands on, to carry on this important work in order to free the Apostles for others works of ministry.*

In the same spirit, we are appointing a small group to do the important work of administrative guidance so that other leaders can do the work of prayer, ministry, and mission more freely.

Both passages give special attention to the importance of character and spiritual maturity among those who are set apart for leadership on behalf of the people.

## **THE BOARD FUNCTION AND MISSION:**

The Board members will be a Community of Disciples on Mission:

- Like any gathering of Christians, the Board's primary function is to faithfully be God's people together as a small group. This means their own discipleship and their relationships together as a Christian community serve as the foundation for their mission. Commitment to attendance at meetings and gatherings is essential.
  - The Board's mission is to pursue God's direction for Leander UMC as expressed through the vision and values that the whole church has discerned.
  - This mission shall be accomplished through the unified commitment to radically trust God and engage in healthy Christian relationships together as a Board and as members of the larger Body of Christ.
  - If, at any point, the Board loses sight of being a community of disciples within and beyond the Board, they shall set aside their missional function and give full attention to their soul and connection to God and one another.
- ❖ "What good is it for someone to gain the whole world, yet forfeit their soul?" Mark 8:36
  - ❖ "Unless the Lord builds the house, the builders labor in vain. Unless the Lord watches over the city, the guards stand watch in vain." Psalm 127:1

## **OVERRIDING PRINCIPLES**

- The intent of the structure of Leander UMC is to enable staff and volunteers to perform the needed ministry activities rather than focusing on the required administrative tasks. The Board will lead with a servant heart and is responsible for overseeing the administrative tasks, including strategic planning and operational management by supporting, nurturing, and holding accountable the staff (paid and unpaid) responsible for carrying out these duties.
- Board activities shall be performed with transparency to the congregation. All Board meetings are open to Leander UMC membership and guests, except for personnel items. In the event that Board consideration is needed for an item before a scheduled Board meeting, an email or text vote may be taken. For an email or text vote to be valid, a majority of the Board members must respond. This electronic vote will be included in the minutes of the next meeting. The Board will annually evaluate the Board's processes for necessity, efficiency, effectiveness and transparency. Minutes of the meetings, redacted to remove confidential matters will be available on request. Requests to the Board should come through a staff member (paid or unpaid) of that particular ministry area. If there is no clear staff member under which the request falls, a request can be emailed to the Board Chair and it will be added to the next available agenda.
- The Board will develop and implement procedures to inform the membership of decisions, developments, and activities of the Board. They will also develop procedures for answering inquiries of church members about Board activities.

- A quorum for the Board is defined as those Board members present at a regularly scheduled meeting. A Board member may not call for a special Board meeting with a quorum of one. In the event of the incapacity of the Board, a lone Board member may constitute a quorum only after informing the pastor(s) and receiving written permission of the District Superintendent. Written permission via email is permissible. A majority of the Board must be present for any decision that would require church conference action.
- Major items not included in the plan authorized by the Board must receive specific Board review and approval before actions are taken on those items. For example, facility, staffing or budget expansions must be brought before the Board for consideration, while detailed staffing, operations and maintenance items that are within the overall budget can proceed without specific Board action.
- The Board will follow the requirements of the Discipline (Para 266) for recommendation and deployment of Certified Lay Servants and Certified Lay Speakers.
- Leander UMC will maintain church and Board records according to district- approved records plan. The Administrative Director is delegated authority to manage and destroy records accordingly.
- Any exception to these guiding principles or the guidelines, handbooks or policies referenced in this document must be explicitly approved by the Board. This document supersedes all previous versions of Leander UMC policies, handbooks and guidelines.

## **STRUCTURE OF BOARD**

- Board members will be nominated by the Nominations Committee and approved at the annual church conference.
- The Board shall consist of 3 classes of 3 people each plus Lay Leader and one Lay Delegate to annual conference. For the initial year, there will be one, two and three-year classes. Each subsequent year will add a 3-year class.
- No one will be on the Board solely for the position that they hold in church structure except Lay Leader and Lay Delegate to annual conference.
- Board members must be faithful to their membership covenant: To support Leander United Methodist Church with their prayers, presence, gifts, service and witness.
- The Board chair will communicate on behalf of the Board and sign necessary church documents including ones that specifically reference SPRC, Trustees, and Finance.
- Nominations Committee shall prayerfully consider the gifts and graces of those nominated to the Board so that the Board is well rounded and can serve all areas of ministry.
- Immediate family members cannot serve on the Board together.
- Family of staff cannot serve on the Board.
- Members must be off the Board for at least one year before being nominated again.

## **BOARD RESPONSIBILITIES**

The Board will envision, plan, implement and annually evaluate the Leander UMC ministry and mission. Each year, the Board will prepare and approve a plan for the year, including goals to be accomplished during the

current year and three to five-year planning horizon. This plan will include budget, staffing, outreach, facility and ministry needs. Staff, paid and unpaid, have authority to carry out the approved plan without additional approvals except as defined within this document. In order to accomplish this, the Board will:

- Inventory all ministries happening within the church
  - ❖ Identify how each relates to our vision and our aspirational values
  - ❖ Identify the staff and budgetary connections with each
  - ❖ Identify contact (lay servant or staff) and if any measuring/evaluation is currently happening
  - ❖ Make plan for implementing measuring/evaluation
- Develop tools for ministries and missions to evaluate their work including
  - ❖ Common form for monthly report
  - ❖ Guide for The Board use in evaluations
- Gather to pray before meetings or at another date
  - ❖ The Board will pray together as a full Board for at least 30 min. per month. The Board may decide to do this as part of their monthly business meeting, as a stand-alone gathering, or split it up as other gatherings throughout the month.
- Bi-Annual Retreat
  - ❖ The Board will gather for a least one full day twice a year - once to plan ministry and mission through goal gathering and setting and another to evaluate ministry. These gatherings may take place at any time but it is suggested that the planning retreat take place in the fall (to address the following calendar year) and the evaluation retreat happen in the spring (to address the previous year).
  - ❖ These retreats shall include worship and Holy Communion.
  - ❖ The retreats shall include ample time for connection and fellowship to nurture healthy community within the Board. Overnight retreats are highly recommended.
  - ❖ The retreats shall designate at least half of their time to spiritual and leadership formation in the way of Christ.
- There shall be an orientation for each new member of the Board.

## **FINANCIAL MANAGEMENT PRINCIPLES**

- The primary goal of Leander UMC financial management is fiscal responsibility and transparency, which will be accomplished through regular financial reports, strong internal controls, and an annual audit.
- Once the annual fundraising and stewardship drives are conducted and the subsequent budget is approved, those responsible for the various ministry areas have authority to spend their budget to align with the ministry objectives for their area. An approved budget area may not be exceeded without advance approval by the Board except in the case of emergency (e.g. fire, flooding, catastrophic equipment failure). Any emergency items outside of the budget must be ratified by the Board at the next scheduled meeting.
- The Board will administer the Permanent Endowment Fund pursuant to the terms and conditions of that

Fund.

- Any conflict of interest by Board members and staff (paid or unpaid) administering the bidding or purchasing process must be disclosed in advance of any purchase.

## **STAFF MANAGEMENT PRINCIPLES**

- The primary goals of Leander UMC staffing management are to provide equal opportunity and authorize staff to perform their assigned duties in an accountable manner.
- The Pastor of Congregational Development has the authority to hire, evaluate and release employees in the approved staffing plan using the church's employee policies. This authority conveys to the direct supervisor, working in conjunction with the Pastor of Congregational Development. When releasing an employee, the direct supervisor will be accompanied by the Pastor of Congregational Development or any available Board member if the direct supervisor is the Pastor of Congregational Development or if that pastor is unavailable.
- The staffing management plan will be updated annually, including staffing, compensation, and benefits, and incorporated into the approved plan for the year. All recommended pastoral compensation and benefits will be submitted to the charge conference for approval.

## **FACILITIES MANAGEMENT PRINCIPLES**

- The primary goals of Leander UMC Facilities Management are to maintain and develop church property so that the ministries of the congregation can be effective.
- The Board serves as the Trustees, responsible for maintaining church articles of incorporation, receiving all gifts to the congregation, and ensuring church trust funds are invested properly. Leander UMC accepts all unrestricted gifts, and temporarily restricted gifts that are within the mission and ministry of the church, at the discretion of the Board. Once the purpose of a temporarily restricted gift has been fulfilled, excess funds will be used to support ministry or missional needs in the same area of ministry. No permanently restricted gifts or gifts with conditions will be accepted. The Board will align gift acceptance and investments with The Book of Discipline, in particular consulting Para 717 on Socially Responsible Investments.
- Staff are responsible for overseeing the maintenance of church property, scheduling and oversight of church building and ground use, maintaining adequate insurance coverage, developing risk management policies, and recommending equipment and facilities replacement and upgrades to support safety and operational efficiency. When necessary and/or helpful these duties will be accomplished with the guidance of the Facilities Manager.

## **SPONSORSHIPS**

- The Board is responsible for approving all sponsorships whereby Leander UMC is lending its name to the organization (e.g. the Leander UMC AA chapter or Leander UMC chapter of the Boy Scouts).