



# TRINITY UNITED METHODIST CHURCH

## LEADERSHIP POLICY

### INTRODUCTION

1. To more effectively fulfill our mission of making disciples for Jesus Christ and to better manage the temporal affairs of the church, Trinity United Methodist Church (TUMC) shall be organized into a single governing Board of Stewards, in accordance with ¶244 and ¶247.2 of the 2016 United Methodist Church (UMC) Book of Discipline.
2. Commencing after the Charge Conference of May 14, 2019, the functions of the former administrative committees, i.e. Church Council, Finance, Staff Parish Relations, and Trustees, will be combined into a single board, which shall be called the Guide Team. The Guide Team, in accordance with the UMC Book of Discipline, will carry out all functions of these former committees.
3. The Guide Team will act as: the Finance Committee when financial matters are considered; a select portion of the Guide Team will act as the Staff-Parish Relations Committee when staff issues are considered (in accordance with the requirements of the United Methodist Book of Discipline); and a select portion of the Guide Team will act as the Board of Trustees (in accordance with the requirements of a Board of Trustees in the United Methodist Book of Discipline), when real assets or property issues are considered. This structure of governance is enabled by the 2016 UMC Book of Discipline Par. 247.2.
4. When acting as the Staff Parish Relations Committee the Book of Discipline requires between 5 and 9 members plus the Lay Leader and Lay Delegate. For purposes of TUMC this number would be made up of the 3 specialists of each; the Finance, SPRC and Trustees plus the Lay Leader and Lay Delegate.
5. When acting as the Board of Trustees the Book of Discipline requires that this Board be made up of no more than 9 members. For the purposes of TUMC this number would be made up of the three specialists of each; the Finance, SPRC and Trustees.
6. The Committee on Nominations and Leadership Development (Nomination Committee) will be elected by the Church / Charge Conference annually as outlined in ¶ 258.1 of the UMC Book of Discipline. Names for this Committee will be submitted by the Nominations and Lay Leadership Development Committee and names may also be submitted from the floor of the Church / Charge Conference.

7. The Guide Team may create other ministry teams they deem necessary. Examples of ministry teams include the Our Reach Ministry Team, the Connect Ministry Team, the Grow Ministry Team, and the Serve Ministry Team.

## **GUIDE TEAM PURPOSE**

1. Jesus Christ shall always be the Head of the Church, and the Church shall always be the Body of Christ.
2. The Senior Pastor shall be the primary spiritual leader of Trinity United Methodist Church and also serve as the church's administrative officer to fulfill their responsibilities and duties as the appointed Elder, explained in Par. 340 of The Discipline of the United Methodist Church.
3. The primary purpose of the Guide Team is to provide direction and equipping leadership as servants of Jesus Christ on our church's behalf; so that our church can more deeply live out its mission: to make Disciples of Christ for the transformation of the world through the process of reaching, connecting, growing, and serving. The kind of equipping leadership we are referring to comes from the image of the first disciples "mending" or "equipping" their fishing nets for future effectiveness (see Matthew 4:21) The same root word is later used to describe the church's leadership role as "equipping" the church for effective ministry and becoming more like Christ (see Ephesians 4:12). This kind of directional leadership will come through collaboration with the Guide Team and the congregation for the purpose of determining that our organizational and ministry decisions are aligned with our mission, direction, and the changing contextual needs to offer effective ministry (see Acts 2:12-26, Acts 4:23-31, Acts 6:1-7).
4. Ministry teams will organize and lead the internal and external ministry activities of TUMC. It shall be the purpose of the Guide Team to support and empower the Ministry leadership teams in carrying out the ministry activities of the church. In doing so, however, it is the express obligation and duty of the Guide Team to make all final decisions relating to annual budgets, financial controls, audits, legal liabilities and administrative policies, and use of church facilities. The ministry teams shall report to the Guide Team in all temporal matters, and the Guide Team shall support and empower the ministry teams.

## **GUIDE TEAM ORGANIZATIONAL STRUCTURE**

1. The Guide Team will have 11 members. Three members who specialize in Trustee issues, three members who specialize in Finance, three members who specialize in SPRC issues, the Lay Leader, the Lay Delegate. Then the board will have four Ex-Officio members (with voice but not vote) Sr. Pastor, Executive Pastor, Recording Secretary and Treasurer.

Regardless of specialty all act together as the Guide Team for the church.

The Trustees Chair will be elected at the first meeting of the Guide Team at the beginning of each year. It is highly recommended that the Board Chair serve as

the Trustee Chair since the Guide Team, serving as the Trustees, is also the legal Board of Directors as listed with the State in the Articles of Incorporation.

2. Guide Team Members will serve in Three year rotating classes to assure continuity. It is requested by the Guide Team that members in good standing be considered by the Nominations and Lay Leadership Development Committee for a second three year class after which they MUST sit off for at least one year before returning to serve on the Guide Team or any of the task teams.
3. Nominees should have experience in the area of administration for which they are nominated and all should have a heart for service. No two related persons or persons from the same household or a family member of a staff person shall serve on the Leadership Board. (This is typically understood as two persons living together or immediate family such as parent / child / in-law or spouse.)
4. In the event that a Guide Team member is unable to fulfill his/her term and resigns, the Committee on Nominations and Leadership Development shall seek to fill that position with an eligible church member to serve the remainder of the year. This nomination would be voted upon by the Guide Team.
5. Attendance at the Guide Team Meetings is required. If a Guide Team member is unable to attend, advance notice shall be submitted to the Recording Secretary, and will be entered into the minutes of the Guide Team meeting. The Guide Team Chair and the Sr. Pastor will meet with Guide Team members who miss more than thirty percent (30%) of regular called meetings in a 12-month period to discern the member's desire and ability to serve. If appropriate, the Chairperson can recommend actions to remove a Guide Team member by a two-thirds vote of the Guide Team members, excluding the member proposed for removal, at a regular called meeting. After the removal of a member, the Committee on Nominations and Leadership Development will immediately initiate the process to fill the vacant seat.
6. Guide Team members may attend by Video or Audio Conference (Zoom, FaceTime, etc) but must make arrangements with the Recording Secretary in advance

## **GUIDE TEAM MEETINGS**

1. The Guide Team will determine the frequency of meetings, but must meet at least quarterly. It shall meet additionally at the request of the Bishop, the District Superintendent, the Guide Team Chair, and the Pastors. The Pastor shall be present at all meetings unless he/she voluntarily excuses him/herself. The Guide Team may meet with the District Superintendent without the Pastor present as long as the Pastor is informed in advance of the meeting and is brought into consultation immediately thereafter, under the direction of the District Superintendent.
2. For all issues being voted upon a quorum is a majority of the members who make up the Guide Team.

3. Called Meetings require a seven-day advance notice and Guide Team members shall be provided an agenda clearly stating the item(s) to be addressed and voted on. No votes may be taken on matters, other than those stated in the agenda.
4. If the required seven-day meeting notice is not feasible, emergency meetings are permissible. Meetings for the purpose of urgent church business that cannot be reasonably delayed for a normally called meeting may be conducted when so determined by the Chairperson and the Pastor. Emergency meetings are treated as regularly called meetings for purposes of the required quorum. The Chairperson will endeavor to give the Guide Team as much notice as is possible, under the circumstances.

## **VOTING**

1. A quorum, which will be the majority of the Guide Team, is required to vote on any matters before the Guide Team.
2. The Senior Pastor, Recording Secretary, and any attending staff do not have a vote on the Guide Team.
3. The Guide Team shall be empowered, at the discretion of the Chairperson, to waive the requirement for an in-person and or audio or video call participation meeting and hold votes by email on urgent matters outside of a scheduled meeting. All electronic votes must be submitted in an email to the entire Guide Team (to be counted) so that votes can be properly recorded. Once a vote reaches a majority, the Chairperson will reply with an email marking the official tally and determination of the vote results. These votes will be made public as part of a special addendum to the Guide Team meeting minutes.

## **GUIDE TEAM POWERS AND RESPONSIBILITIES**

1. The Guide Team shall encompass the duties and responsibilities of the former administrative committees (Church Council, Finance, Staff Parish Relations, and Trustees). This includes but is not limited to, setting the annual church budget, staff salaries, recommending appointed clergy salaries to the Church Conference for approval, annual evaluation of the Pastor, setting staff and other church policies, ensuring an annual audit and review of the church's finances, attending to the maintenance and repairs of church property, entering into contracts on behalf of the church, and other duties performed by the former administrative committees of Church Council, Staff Parish Relations, Finance and Trustees.
2. The Guide Team may adopt additional policies and procedures as needed, as long as these policies and procedures do not conflict with this document or the UMC Book of Discipline. Guiding Principles are to be presented to the Annual Church or Charge Conference for a vote. Recommendations to adjust add to or delete Guiding Principles may be made by the Guide Team to the Annual Church or Charge Conference to be voted upon.
3. The Guide Team may create other committees, sub-committees and task forces from time to time as needed.

4. The Guide Team shall create a plan to communicate regularly its activities and decisions with the congregation at large. Robert's Rules of Order type minutes shall be taken and filed. These minutes shall be made available to the congregation within a week of the meeting in which they are approved.
5. The Guide Team's primary accountability is to God on behalf of people who need the saving grace of Christ and to the membership of TUMC who have elected them to serve. The Guide Team's primary responsibility, through the leadership of the Pastors and staff, is to ensure that TUMC stays true to its mission and realizes its vision while functioning within its rules and guiding principles.
6. The Guide Team is responsible for the Endowments of the church whereas such Endowment information will be a part of the standing agenda for all Guide Team meetings.

### **CONTRACTURAL AUTHORITY**

1. Any two members of the Guide Team shall have authority to legally bind the church, by resolution of the Guide Team, on contracts and obligations pertinent to the real property of the church provided such action has first been approved by the Guide Team and all requirements of the Discipline have been satisfied.

### **COMMITMENT TO TRANSPARENCY**

1. All Guide Team meetings shall be open to the congregation in accordance to Par. 722 of The United Methodist Book of Discipline.
2. All Guide Team meetings should be advertised in the Link and announced from the pulpit two weeks in advance or as soon as the meeting is called.
3. Exceptions to the open meetings are also listed in Par. 722 and will be referred to by the Guide Team as Executive Sessions. When a business item falls into this category any visitors to the meeting will be asked to leave.

### **PASTORAL CONNECTION**

1. The Guide Team's official connection to the operation of the church shall be through the Senior Pastor.
2. The Senior Pastor has authority over the accountability for the staff. This does not negate the hiring of an Office Manager or Executive Pastor who will handle day to day staff activities.
3. The Senior Pastor is bound first by direction and decisions made by the Guide Team before any other group, team, committee or staff member.

## NOMINATIONS TO THE GUIDE TEAM

1. The Committee on Nominations and Leadership Development shall follow the guidelines of the United Methodist Book of Discipline to fill the positions of the Guide Team. These are listed above under Guide Team Organizational Structure.
2. Members on the Committee on Nominations and Lay Leadership will serve in three year rotating classes and shall not succeed themselves. One must remain off this committee for at least one year before again serving a three year term.
3. Members of the Committee on Nominations and Lay Leadership shall nominate members for the committee for the new year class. Other nominations may be taken from the floor of the Church / Charge Conference as with all other Leadership nominations.
4. As servant leaders of the church, members of the Guide Team and all Leadership positions are to be:
  1. Lovers of Jesus
  2. Lovers of our local church
  3. Passionate about our church offering effective ministry to our community
  4. Prayerfully identified by our Committee on Nominations and Leadership Development as a person called by God with the gifts and graces of a Leader.
  5. Internally called by God to this type of leadership.
  6. Trustworthy
  7. Members of Trinity United Methodist Church.
5. Actively participating in our church's core discipleship process of Reaching, Connecting, Growing, and Serving. Therefore, the Committee on Nominations and Leadership Development shall nominate members, such that at all times, there are at least:
  1. Three members who are skilled in matters of Finance,
  2. Three members who are skilled in matters relating to Trustees, and
  3. Three members who are skilled in matters relating to Staff-Parish Relations.
6. As indicated above, all members of the Guide Team are expected to act as Finance, Trustees and Staff Parish Relations, but the Committee on Nominations and Lay Leadership will seek out persons who have gifts in the areas of Finance, SPRC and Trustees. These persons along with those elected to serve in the Task Teams will do the leg work needed to give the Guide Team the information needed to efficiently make decisions and lead the church toward fulfilling the mission and vision of Trinity UMC.