



COMMUNITY

United Methodist Church



GUIDING PRINCIPLES

What are Guiding Principles?

Guiding Principles give permission for ministry to happen within healthy boundaries. Designed to grant authority and responsibility through a process of accountability, Guiding Principles allow for ministry to occur without constant permission seeking. The Guiding Principles document is a living document that is regularly visited, revamped and added to.



Our Mission:

To make disciples of Jesus Christ for the transformation of the world



Our Vision:

To be the church who says YES to loving and feeding our community in body and spirit

General

- All references to the Administrative Council, Trustees, Staff/Parish Relations Committee and Finance Committee, in all congregational policies as of April 25, 2021, and in all references *The Book of Discipline of The United Methodist Church*, shall be understood to refer to the Leadership Board beginning April 25, 2021 (as allowed by ¶1247.2 of *The 2016 Book of Discipline of The United Methodist Church*).
- The pastor is the primary spiritual leader and Executive Director of Community United Methodist Church.
- Except as specifically delegated, all legal authority vests in the Leadership Board and no person may legally bind the church to any obligation without prior approval from the Leadership Board.
- Those gathered for a Leadership Board meeting constitute a quorum. If fewer than four Board members will be in attendance, the meeting will be rescheduled.
- All members of the Leadership Board have voice and vote.
- The Leadership Board is empowered at the discretion of the Board Chair and pastor to hold votes electronically and outside of regularly scheduled meetings, consistent with quorum requirements.

Financial Matters

- Once the annual budget is approved, staff and ministry team leaders responsible for various ministry areas have the authority to spend budgeted funds to align with the approved



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objectives for their ministry areas, unless otherwise directed by the Board. No further approval is needed to access the budget in their area of responsibility.

- The Financial Administrator must be consulted concerning any single purchase or expenditure over \$750 for the purposes of cash flow, with the exception of utilities. The Financial Administrator does not approve or deny purchases but rather confirms large purchases will not create cash flow issues.
- Non-budgeted expenses require pastoral approval. Board approval must be given for non-budgeted expenses exceeding \$750.
- Any member of the Facility Task Group has the authority to purchase supplies for building maintenance and improvement up to \$100 without approval. The Chair of Trustees can authorize purchases for budgeted building maintenance and improvement up to \$1,000.
- Any capital expenditure over \$1,500 will require three bids. Preference will be given to hire local companies offering competitive bids. If the expenditure is already approved in the budget and meets the previous criterion, there is no further approval needed.

Personnel

- The authority to hire and terminate employees of the church shall be vested in the Leadership Board. The pastor shall have the authority to interview and recommend candidates to fill open staff positions. The Board shall have the sole authority to determine the number of staff positions, approve ministry descriptions and set the salary paid to each staff member.
- The pastor has the authority to serve as the spokesperson for the Board when hiring and releasing staff members in compliance with the policies written in the Employee Handbook.
- The pastor shall operate as Head of Staff. As such, they have the authority to supervise, discipline and manage the paid staff.
- The pastor and employees in supervisory roles will review all paid staff annually using an approved evaluation process.
- Paid staff will meet with the unpaid staff and team leaders within their ministry area at least once per year for a check-in using a process approved by the pastor.



Policies

- The Leadership Board recognizes and approves facility usage policies dated _____.
- The Leadership Board recognizes and approves facility security and key policies dated _____.
- The Leadership Board recognizes and approves the financial controls policies dated _____.
- The Leadership Board recognizes, approves and requires strict adherence to the Safe Gatherings policies dated _____ and designed to protect children, vulnerable adults and the volunteers who work with them.
- The Leadership Board recognizes and approves the Employee Handbook dated _____.
- The Leadership Board recognizes and approves the Rule of Christ Grievance Policy dated _____.

Leadership Board

- The Leadership Board will consist of no fewer than 7 members.
- Members will serve one or two consecutive three-year terms on the Board before rotating off for a minimum of one year.
- Leadership Board members are nominated by a separate and independent Nominating/Leadership Development Task Group, chaired by the pastor and elected by church conference (as described in ¶258 of *The Book of Discipline of The United Methodist Church*). Mid-year nominations are made as needed to ensure a full Leadership Board. Diversity of age, gender identity, race, ethnicity and life stage will be prioritized.
- At the first meeting of each new year, the Board will elect a Chair of Trustees to satisfy the corporate resolution requirement (as required by ¶2530.2 of *The 2016 Book of Discipline of The United Methodist Church*). The election of Board members to other Board-specific roles will happen concurrently.
- Leadership Board members may serve for up to two years in the same Board-specific role.
- Because the Leadership Board serves as the congregation's



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Staff/Parish Relations Committee, no immediate family member of the pastor or other paid staff person may serve as a member of the Board. Because the Leadership Board serves as the congregation's Trustees, only Board members over the age of 18 will have voting privileges in matters of property, incorporation, legal matters, contracts, insurance, investments or other matters described in *The Book of Discipline of The United Methodist Church* (§2525-2551).

- No two members from the same household shall serve on the Leadership Board concurrently.
- All meetings of the Leadership Board shall be open to the public, with the exception of any meeting or portion of a meeting in which a personnel matter or a matter of legal negotiations is considered. In those cases, the Board will go into closed session. Minutes of closed session agenda items concerning personnel matters will be kept separately as part of the private and locked personnel files.



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