



COMMUNITY

United Methodist Church

Ministry Description: The Leadership Board

The Role of the Board

- The Board is responsible to the mission and vision of the church, which will be re-evaluated annually
- The Board governs primarily by:
 - Maintaining adherence to the church's mission and vision
 - Partnering with the pastor and staff to ensure ministries and teams all fulfill the mission and vision of the church
 - Planning for the future
 - Setting annual goals and metrics
 - Periodic strategic planning
 - Writing and enacting policy
 - Establishing the annual budget
 - Ensuring people and property and safe and free of harm
 - Confirm legal compliance in all matters
 - Holding pastor, staff and leaders of the church accountable for their performance
- The Board follows the Board Agenda Map in an effort to streamline and maintain reliable fiduciary responsibility over all church governance matters
- The Board creates task groups as needed for governance-related matters (e.g. a task group may be assembled to work with the Financial Administrator to build a draft budget for Board approval)

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



Accountability

- Together with the pastor, the Board upholds the following at all times:
 - Guiding Principles
 - Leadership Covenant
 - Safe Gatherings policies designed to protect children, vulnerable adults and the volunteers who work with them
 - Rule of Christ Grievance Policy



- In cooperation with the pastor and staff, the Board produces, maintains and/or adopts the following on an annual basis:
 - Employee Handbook
 - Church policies
 - Goals and metrics for ministry
- The Board leads or authorizes performance evaluations and/or check-ins of the following individuals/groups on an annual basis:
 - Pastor
 - Staff (paid and unpaid) and other ministry leadership
- The Board conducts an annual evaluation of ministry and of Board effectiveness, as it relates to the church's goals and progress toward living the mission and achieving the vision
- The Board monitors conflicts-of-interest

Board-Specific Roles

- **Board Chair** – The Board Chair (a 2-3 year position) establishes the Board's agenda and packet dissemination, facilitates or arranges for facilitation of Board meetings, assigns responsibilities to Board Members and follows up with them to ensure completion as needed.
- **Staff/Parish Relations Lead** – The Staff/Parish Relations Lead serves as the congregation's point person for the District Superintendent and works with the pastor to ensure partnership between the Board and the staff. To satisfy the corporate resolution requirement, the Staff/Parish Relations Lead is also named the Vice Chair of the Board.
- **Chair of Trustees** – The Chair of Trustees serves as the point person for facility-related matters and to satisfy the corporate resolution requirement.
- **Recording Secretary** – The Recording Secretary ensures the safety and accuracy of Board records, including the meeting minutes and policies. The Recording Secretary may or may not be a member of the Board.
- **Finance Coordinator** – The Finance Coordinator supports fulfillment of the Board's financial oversight responsibilities by working with the staff to ensure that appropriate financial reports are made available to Board members on a timely basis. The Finance Coordinator works closely with the church's Financial Administrator (a paid staff position) to convey accurate and up-to-date financial information to the Board.



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

Expectations

- Prepare for Board meetings by reading the meeting preparation packet



received in advance of each meeting.

- Attend Board meetings. If it is necessary to miss a meeting, they will inform the Board Chair as early as possible. They are responsible for staying abreast of Board discussions, action and decisions made in their absence. If they are unable to attend consistently, they should consider whether their ongoing participation on the Board is in the best interest of the Board.
- Participate in Board meetings by listening carefully to others, giving special attention to ideas and perspectives different from their own, asking questions when they do not understand, speaking forthrightly in meetings and voting according to their understanding of the church's mission and vision.
- Share the work of the Board by responding to emails and other communications in a timely manner. Board members will also be expected to accept assignments and other tasks and to complete them as agreed. Board members are equally responsible for speaking up to ensure compliance with *The United Methodist Book of Discipline*, ethical values and related ministry documents.
- Actively participate in the life of Community United Methodist Church through regular worship attendance, financial giving, spiritual growth and service opportunities.

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

