

## **Administrative Board FAQ**

### **A Single Board Model for Church Administration**

#### **1. What is a single board model? Why is Cameron FUMC considering this change?**

The single board model essentially takes the functions of four administrative committees and combines them into one body. This model has been adopted in many churches in the United Methodist Church, including in our own Texas Annual Conference. Our Bishop, Scott Jones, has endorsed the single board model and has said that it has been used effectively in large and small churches.

It allows for more nimble and efficient decision making. Under our current structure, pressing decisions sometimes get bogged down in review by multiple committees. The single board model will allow leaders to look at the big picture and more easily make a decision.

#### **2. Is moving to a single board model of leadership allowed by the United Methodist Book of Discipline?**

Yes, the General Conference has granted permission for churches to adopt an alternate organizational plan to better fulfill the church's mission instead of a "one-size-fits all" structure. Our mission statement is to "Make disciples of Jesus Christ for the transformation of the world." We believe this leadership structure will better enable us to become more efficient in our decision making as we fulfill our purpose and make disciples for Jesus Christ.

#### **3. Who needs to approve going to a single board model?**

According to the Book of Discipline, the District Superintendent must approve an alternate organizational plan. The plan must also be approved by the church membership in a called session of the church conference. A church conference is composed of every professing member of Cameron FUMC. We will also need to approve it at the Charge Conference which is November 11 at 4pm at Christ UMC in College Station.

#### **4. What committees are affected by moving to this new governing structure?**

All the Administrative Boards (Trustees, Finance, Staff/Parish Relations (SPRC), and Nominations) will cease to exist once the single board model has gone into effect January 1, 2019. The Church Council remains in place. However, there will be a representative of Trustees, Finance, and SPRC on the Board to ensure that it fulfills the duties and oversight responsibilities of the former committees and also serve as contact and point person for staff, church members, and the District Superintendent.

#### **5. What is the new board called?**

The new board will be called the "Administrative Board." This idea goes back to how the Methodist Church was organized for most of its history until sometime after WWII when more and more committees were created to separate the different areas of responsibilities.

#### **6. How many people are on the Board?**

There will be 11 lay members.

**7. Are other staff people on the Board?**

No. The Board may invite others persons (church members and staff) to participate in a meeting to give their input, but only the 11 Board members have a vote.

**8. What are the rules of the new Board?**

There are two sets of rules. First, the organizing document details the basic organization of the Board and can only be changed by the approval of the District Superintendent and a church conference. Second, the Board will adopt a set of more detailed operating guidelines and policies for how the Board, Senior Pastor, Staff, and the congregation will function and interact. If approved, the church conference on Sunday, November 4, 2018 will adopt the organizing document for the Administrative Board. The operating guidelines can be changed by a majority vote of the new board, but not those of the organizing document.

**9. How often will the Board meet?**

The governing document requires that the Board must meet at least quarterly. Most likely the Board will meet monthly with the probable exception of December. The Board may also meet more often than its regularly scheduled meetings if needed.

**10. Who will decide the members of the Board?**

The Church Council, which remains in place, will recommend the members of the Administrative Board so every member of the church has the opportunity to approve the persons serving on the Administrative Board. The initial Board will be determined by the Committee on Nominations and Leadership Development.

**11. Who serves on the Church Council?**

Every member of Cameron FUMC.

**12. How long will members of the Board serve?**

Members of the Board will serve a three-year term with exception of the initial formation of the Board. The Board will be organized into three classes of three members with one-third of the Board rotating off each year. Board members are not allowed to succeed themselves. The Lay Leader does not have a term limit.

**13. How will the church know what happens in the Board?**

The single board model actually makes it easier to communicate its work to the church because it is not spread out into four different committees which meet throughout the month. The members of the Board and their contact information will be posted on/in our various means of communication. We will still be meeting as the Church Council, which is every member of Cameron FUMC, on quarterly basis.

Any member/s of Cameron First United Methodist Church may request to be added to the agenda of the meeting. Any member present in such a capacity shall have a voice, but not a vote. If a member shows up without being on the agenda, they are welcome to listen to the meeting when it is in open session, but will not have a voice nor a vote. The Board may go into a closed meeting where confidentiality is required to discuss staff matters, legal issues, contract negotiations, and other items as provided for in the Book of Discipline.

**14. What about other committees in the church? Will they be included in the new Board?**

No, the Board only involves the administrative oversight of the church that is currently assigned to Finance, Trustees, Staff/Parish Relations, and Nominations and Leadership Development. The Board may create other committees and task forces as needed to help fulfill the mission of the church.

**15. How will the church budget and staff salaries be approved?**

The Board will develop the annual church budget. The operating guidelines require that the Board present its recommended budget to the Church Council for approval. Under our current structure, the Church Council gives that approval upon recommendation from the Finance Committee.

Salary recommendations for staff members will be included in the annual budget presented to the church. Salaries for appointed clergy are required by the Book of Discipline to be approved by the annual Church Conference.

**16. What happens to current policies and procedures previously established by Finance, Trustees, and Staff/Parish Relations?**

All current policies and procedures established by Trustees, Finance, SPRC, Nominations and Leadership Development and the Church Council will carry over to the new board in January 2019. Some of these include: finance procedures, counting policy, fund-raising policy, purchasing policy, building use, gift policy, employment policies, and others. The Board may review and update these policies and establish new policies as needed.

**17. Who fixes things when they break in the church?**

Without a board of Trustees there could be a concern about repairs, bids, inspections, etc. around our church. There are two ways in which we will be addressing this. Wherever is financially possible the church is having professional people take care of issues. This solves the problems that arise when things are piece-mealed together as well as trying to find who-fixed-what ten years ago. Where this is not possible various members who have a skill-set for handy-work or are gifted at negotiating for instance, and who have a willingness to serve will be approached to tackle a particular problem or need. They will not be asked to join a committee for three years. They will be asked to deal with a particular issue or task.

**18. When will the Church Council be held to make this decision?**

The Church Council will be held Sunday, November 4, 2018 after church.

**19. Who can vote at this Church Conference?**

All professing members of Cameron First United Methodist Church may vote.

**20. I'm not able to attend the church conference on November 4th; can I vote by proxy or absentee ballot?**

The Book of Discipline does not allow for proxy or absentee voting in a church conference or in any committee of the church. The Discipline clearly states that you must be present at the conference to cast a vote.

**21. Where can I get more information about this, ask questions or voice my support or concerns?**

You are also welcome to set up a time to talk to Pastor Geoff about this. You can do this by contacting the office (254-697-4933) or call him directly at (979-676-1232).

## Appendix

The 2016 *Book of Discipline* includes the following provision on creating an alternate organizational plan for the local church:

¶247.2: the charge conference, the district superintendent, and the pastor shall organize and administer the pastoral charge and churches according to the policies and plans herein set forth. When the membership size, program scope, mission resources, or other circumstances so require, the charge conference may, in consultation with and upon the approval of the district superintendent, modify the organizational plans, provided that the provisions of ¶ 243 are observed.

The primary tasks of the local church as outline in the 2016 *Book of Discipline*:

¶ 243. Primary Tasks—the local church shall be organized so that it can pursue its primary task and mission in the context of its own community—reaching out and receiving with joy all who will respond; encouraging people in their relationship with God and inviting them to commitment to God’s love in Jesus Christ; providing opportunities for them to seek strengthening and growth in spiritual formation; and supporting them to live lovingly and justly in the power of the Holy Spirit as faithful disciples.

In carrying out its primary task, it shall be organized so that adequate provision is made for these basic responsibilities: (1) planning and implementing a program of nurture, outreach, and witness for persons and families within and without the congregation; (2) providing for effective pastoral and lay leadership; (3) providing for financial support, physical facilities, and the legal obligations of the church; (4) utilizing the appropriate relationships and resources of the district and annual conference; (5) providing for the proper creation, maintenance, and disposition of documentary record material of the local church; and (6) seeking inclusiveness in all aspects of its life.