

# Proposed Administrative Board Operating Guidelines

(To Be Adopted by the Administrative Board)

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## Purpose

- Protect the vision, mission and values of Cameron First United Methodist Church.
- Hold senior pastor accountable for promoting and institutionalizing vision, mission and values.
- Approve major ministry decisions as typically required by discipline.
- Receive, and review as needed, existing policies from Finance, Trustees, Staff-Parish, and Nominations.

## Meeting structure

- Establish meeting schedule on church calendar.
- Establish process to have items put on agenda.
- Elect chairman, vice chairman, and secretary of the board.
- The board shall create a covenant of participation responsibilities to include but not limited to: prayerful consideration in all decision making, attendance requirements, commitment to serving full appointed term, maintain confidentiality, strive for consensus.

## Staff-Parish Relations Duties (SPRC)

- Annual job review of the Senior pastor.
- Recommend appointed clergy compensation to the church conference.
- Work with annual conference and district superintendent when there is change of pastors.
- Consult with senior pastor on staffing decisions.

## Finance Duties

- Develop annual budget for presentation to and approval by church conference.
- Review and approve monthly financial statements.
- Provide oversight of church endowments.
- Develop fundraiser policies.
- Ensure appropriate oversight and fiduciary responsibility to include annual audit or review, internal control and financial policies.
- Develop approval and delegation of authority policy for commitments and cash disbursements.
- Coordinate annual stewardship and/or capital campaigns.

## Trustee Duties

- Oversight of church facilities operation, maintenance, risk management and contracts.
- Develop delegation of authority for approval of maintenance by facilities manager.
- Approve significant capital projects.
- Develop long term capital/maintenance projects plan.

**Church Communication Plan**

- Schedule Church Council meetings to review church health - financial and ministry.
- Submission of annual budget to congregation through a church meeting.
- Publication of dates of Board meetings in bulletin.
- Responsibility of all Board members for active communication with congregation.
- Open process for input and inclusion of agenda items prior to meeting.