

**Organization of a Single Governing Board
Administrative Board
Cameron First United Methodist Church**

SECTION I: INTRODUCTION

To more effectively fulfill our mission to make disciples of Jesus Christ and better manage the temporal affairs of the church, Cameron First United Methodist Church shall be organized into a single governing board in accordance with ¶244 and ¶247.2 of the 2016 *Book of Discipline* (referred to with the ¶ notation).

This single governing board shall fulfill all the functions, duties and responsibilities of the former administrative committees including Board of Trustees, Finance Committee, Staff Parish Relations Committee, and Committee on Nominations and Leadership Development.

The name of this board shall be called the Administrative Board, (also referred to as the Board). The Board shall be amendable to the Church Conference in accordance with the *Book of Discipline*. These are the rules under which the Board, Senior Pastor, appointed clergy, staff and congregation will function effective _____, 2019.

SECTION II: PURPOSE

The primary responsibility of the Administrative Board is to protect and champion the Church's mission, vision, core values, and statement of faith, as well as, make significant ministry decisions and oversee the administrative needs of the church.

As leaders of the church, members of the Board should be men and women of deep Christian faith, spiritual maturity and have demonstrated a commitment to the life and ministry of Cameron First United Methodist Church.

Members of the Board should exemplify the biblical qualifications for church leadership in 1 Timothy 3.8-13: "Church officers should be serious. They must not be liars, heavy drinkers, or greedy for money. And they must have a clear conscience and hold firmly to what God has shown us about our faith. They must first prove themselves. Then, if no one has anything against them, they can serve as officers.... Those who serve well as officers will earn a good reputation and will be highly respected for their faith in Christ Jesus." (Contemporary English Version)

SECTION III: ORGANIZATION

The Administrative Board shall be composed of eleven members, lay persons (who are professing members of Cameron First United Methodist Church). Each Board member shall have one vote. The Senior Pastor will serve as an ex-officio, non-voting, member of the committee.

The Chairperson of the Board shall be one of the lay members and shall be elected by the Board.

Only one person from an immediate family shall serve on the Board (spouse, parent, child, sibling or in-law). No relative or in-law of an appointed clergy or staff member may serve on the Board.

Other appointed clergy, staff members or church members may be part of the Board as it determines, but only with voice and no vote.

One or two youth will serve on the committee as determined by the youth council and youth director as representatives of our youth but without a vote.

Except for at the initial creation of the Board, each lay member shall serve a term of three years and shall not immediately repeat a three-year term, until they have rotated off the Board for at least one year. The Board shall be organized into three classes and staggered in such a way that one third of the Board rotates off every year.

SECTION IV: MEETINGS

The Board shall meet at least quarterly. It shall meet additionally at the request of the Bishop, the District Superintendent, the Senior Pastor, or the Chairperson of the Board.

A quorum shall be considered more than 50% of the voting members. No business shall be conducted if a quorum is not present. There are no proxy votes. In the case of email voting, all voting members must be included in the email, and a majority of responses for or against will be all that is needed to consider a vote binding. In the event of a meeting called by the Bishop or District Superintendent, a quorum shall be considered those members present.

The Board shall adopt an annual covenant of expectations for participation on the Board.

Notice shall be given to all Board members of a meeting at least three days prior to the meeting. If it is necessary to call a special meeting, notice shall be given to all Board members by email, phone call, text message, or other personal notification.

The Board shall not meet without the knowledge of the Senior Pastor or District Superintendent. The Senior Pastor shall be present at all meetings unless he or she voluntarily excuses him or herself. The Board may meet with the District Superintendent without the

Senior Pastor present as long as the Senior Pastor is informed in advance of such meeting and shall be brought into consultation immediately thereafter in accordance of ¶258.2e.

Any member/s of Cameron First United Methodist Church may request to be added to the agenda of the meeting in the spirit of ¶722. Any member present in such a capacity shall have a voice, but not a vote. The Board may enter into executive or closed session to consider personnel matters, staff salary discussions, potential litigation, contract negotiations and other items allowed in ¶722.

SECTION V: POWERS AND RESPONSIBILITIES

The Board shall encompass the duties and responsibilities of the former administrative Boards listed above, including but not limited to setting the annual church budget, staff salaries, recommending appointed clergy salaries to the Church Conference for approval, annual evaluation of the Senior 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 included in the former administrative committees of Staff/Parish Committee, Finance Committee and Board of Trustees.

The Board may organize itself with additional policies and procedures as needed, as long as these policies and procedures do not conflict with this document or the *Book of Discipline*.

The Board may create other committees, sub-committees and task forces from time to time as needed.

The Board shall report regularly its activities and decisions with the Church Council.

The Board shall manage the appointed clergy and staff as outlined in ¶258.2, including being responsible for the hiring, termination and evaluation of the staff, unless otherwise designated.

SECTION VI: NOMINATIONS TO THE BOARD

The Church Council shall nominate all members of the Administrative Board, except for the initial formation which will be elected by the Committee on Nominations and Leadership Development.

In the event that a Board member resigns or is unable to fulfill his or her term, the Senior Pastor shall nominate, in consultation with the Church Council, and by a majority vote of the Board, an eligible church member to fill the vacancy. If the vacated term extends beyond the calendar year of the vacancy, the choice of this person shall be placed before the annual Church Conference along with the new Board members for approval.

SECTION VII: CHURCH CONFERENCE APPROVAL

Changes in this organizing document must be approved by the District Superintendent and a duly called Church Conference of Cameron First United Methodist Church as outlined in the *Book of Discipline*.

Approved on this _____, 2018 in a called session of the Church Conference of Cameron First United Methodist Church with _____ of the Texas Annual Conference, as the Presiding Pastor.

_____, Secretary of Church Conference

Rev. Geoff Lightsey, Senior Pastor

Jerry Bethell, Lay Leader

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.