

Faith United Methodist Church Spring TX

One Board Model

Rules of Governance

INTRODUCTION

To more effectively fulfill our mission to make disciples for Jesus Christ and better manage the temporal affairs of the church, Faith United Methodist Church in Spring TX (Faith UMC) shall be organized into a single governing board, herein referred to as the One Board ("the Board"), in accordance with ¶244 and ¶247.2 of the 2016 *Book of Discipline* (referred to with ¶ notation), effective January 1, 2020. The Board's primary responsibility will be to protect and champion the Church's mission, vision, core values, and statement of faith.

With the aid of the Senior Pastor and church staff the Board will ensure that ministry decisions are consistent with Faith UMC's mission and vision, and functions within its rules, guiding principles, and policies.

The functions of the former administrative committees (Church Council, Finance, Staff Parish Relations, and Trustees) will become the responsibilities of the Board. The Board, in accordance with the *Book of Discipline*, will carry out all administrative functions of these former committees.

The Committee on Nominations and Leadership Development will remain separate from the Board. Other ministry teams deemed necessary by the Board will remain such as the Worship Team, Communications Team, Outreach Team, etc. The Board may create other committees or sub-committees from time to time as needed.

Most decisions made by the Board will not affect Faith Kids, the preschool housed at the church facilities that reports through Faith UMC leadership. Faith Kids is governed by a separate Faith Kids Board that is responsible for internal matters such as finances, staffing, hiring and termination, compensation, and direction and growth for the school. As Faith UMC and Faith Kids share infrastructure and some administrative services, the Board will support Faith Kids consistent with the prior roles of the former administrative committees. Collaboration between the Boards in non-specific areas is expected for the mutual benefit of Faith UMC and Faith Kids. This is supported with a single non-voting One Board position for a Faith Kids representative.

It shall be a core principle of the Board to maintain transparency of its actions through open meetings and regular communications with the congregation of Faith UMC.

RESPONSIBILITIES

All Board members will collectively perform all decision-making pertaining to:

- the Finance Committee on financial matters.
- the Staff-Parish Relations Committee on staff matters; and
- the Trustees Committee for real assets or property matters.

Typically, the Board will make all final decisions relating to annual budgets, financial controls, audits, legal liabilities, administrative policies, and use of church facilities such as:

- setting the annual church budget and ensuring an annual audit and review of the church's finances,
- staff salary approval and appointed clergy salary recommendations to the Church Conference,
- annual evaluation of the Senior Pastor,
- Setting staff and other church policies consistent with the *Book of Discipline*
- attending to the maintenance and repairs of church property,
- entering into contracts on behalf of the church,
- etc.

The Board will set specific policies and procedures for the Senior Pastor as needed. The Senior Pastor shall be responsible for the management of appointed clergy and staff and shall be accountable to the Board for the hiring, termination, and evaluation of staff.

The Board shall regularly communicate its activities and decisions with the congregation at large.

MEMBERSHIP

Nominations to the One Board

The Committee on Nominations, as described in ¶258.1, shall nominate all candidates to be members of the Board, including the Chairperson, the church Lay Leader, and Lay Delegates. Nominations for the Board may also be made from the floor of the Charge/Church Conference.

Board members should be persons of deep Christian faith and exemplify the biblical qualifications for church leadership in 1 Timothy 3.8-13. They should have demonstrated spiritual maturity and a commitment to the life and ministries of Faith UMC through regular attendance, participation in ministry, and giving to the church.

The Lay Leader of the Church will be a non-voting participant of the Board and act as a liaison between laity ministry activities and champion the ministries of Faith UMC to the Board.

As the Board will be carrying out the responsibilities of the former administrative committees it is incumbent on the Committee on Nominations to ensure that the Board has members with the knowledge and skills necessary to address matters of Finance, Trustees, and Staff-Parish Relations. While all members of the Board are expected to act for Finance, Trustees and Staff-Parish Relations, the Board may look to those members with specific skills in each area to lead subcommittees or perform other tasks.

Organization

One Board will have 11 voting members, 3 non-voting members, and 4 ex-officio non-voting members. The 11 voting members include the Chair and Vice-Chair positions. The three non-voting members are the Lay Leader, Faith Kids Representative, and a Delegate to the Annual Conference. The 4 Ex-Officio non-voting members are the Senior Pastor, Associate Pastor, business administrator, and Director of Christian Education.

Chairperson & Vice Chairperson Positions

It is determined that for the initial Board, established in 2020, the selection process for the Chairperson and Vice Chairperson positions was different than what is established for subsequent years to minimize disruption associated with the change to a single Board. The initial Chairperson is serving a two year term through 2020 and 2021. The Vice Chairperson shall assume the Chairperson position in 2022 for a one year term.

Beginning in 2022 and for all subsequent years Chairpersons shall be elected by the Annual Church Conference upon nomination by the Committee on Nominations. Chairpersons shall be elected for three-year terms but shall be Vice-Chairperson for the first term year before succeeding to the role of Chairperson for years two and three.

Beginning in 2022, a Chairperson shall be elected every other year to maintain succession for the Chairperson position. For each year following elevation of the elected individual (then Vice Chairperson) to Chairperson position (ex; 2023), the Board will select a Vice-Chairperson from its members.

Except for the Chairperson and Lay Delegates, the initial Board members shall be nominated to serve in three classes:

- one class of three persons shall be elected for one year,
- one class of three persons shall be elected for two years, and
- one class of three persons shall be elected for three years.

Voting Members

- Only one immediate family member shall serve on the Board at a time. An immediate family is defined as spouse, parents, siblings, in-laws and children.
- No relative or in-law of an appointed clergy or staff member may serve as a voting member of the One Board.
- Each of the eleven voting members shall serve a three-year term except for the initial Board members that are already in class two or three from previous assignments.
- No Board member (or Replacement Board Member) shall serve consecutive terms on the Board. They shall be eligible to serve again as a member after 2 consecutive years have passed since they last served on the Board. Only members of the initial first class, elected for one year, may succeed themselves for a consecutive three-year term.
- The Lay Delegates may also serve up to three consecutive one-year terms if nominated and elected by the Annual Charge/Church Conference, but shall not be eligible to serve again in that respective position nor as a member of the Board until there has been a service gap of two consecutive years.

Replacement Board Member: If a Board member is unable to fulfill their three-year term the Board shall elect, by majority vote, an eligible church member to serve the remainder of the ex-member's term. The replacement member shall be eligible to serve a consecutive full term (if nominated and elected by the Charge/Church Conference) provided the remaining term was one year or less when they were elected.

Removal of a Board Member: The Chairperson can recommend actions to remove a member due to continuous absences and/or lack of participation. Removal is approved by a minimum two-thirds vote of the Board members at a regular called meeting. After removal, the Chairperson will immediately initiate the process to fill the vacant seat in accordance with the provisions pertaining to the replacement of a member.

PROCEDURES

Meetings:

The Board will determine meeting frequency but must meet at least quarterly. It shall meet additionally at the request of the Bishop, the District Superintendent, the Senior Pastor, or the Chairperson. The Board shall meet only with the knowledge of the Senior Pastor or District Superintendent.

The Senior Pastor shall be present at all meetings unless he/she voluntarily excuses him/herself. The Board may meet with the District Superintendent without the Senior Pastor present if the Senior Pastor is informed in advance of such meeting and shall be brought into consultation immediately thereafter in accordance with ¶258.2.

All Board meetings shall be open to any member of the congregation provided that appropriate respect for the business being considered and decorum are maintained during the meetings. As appropriate, the Board shall enter into executive or closed session to consider personnel matters, staff salary discussions, potential litigation, contract negotiations and other items in accordance with ¶722.

Meeting Protocols:

- Called Meetings require a seven-day advance notice with an agenda clearly stating the item(s) to be addressed and decisions to be made. No votes may be taken on matters other than those stated in the agenda.
- Attendance at Board meetings is required. If a Board member is unable to attend notice shall be submitted to the Chairperson or Senior Pastor and noted in the meeting minutes.
- A quorum shall be considered as a minimum six (6) Board voting members present. No business shall be conducted without a quorum. Members may be considered present either in person, or by means of electronic communication such as teleconference or videoconference, provided such participation allows for discussion.
- There are no voting proxies for Board members. Voting by email may be allowed at the discretion of the Chairperson. All Board members must be included in email votes.
- A majority vote from six (6) Board voting members, all of which agree either yea or nay, is required to consider a vote binding.
- Meeting notes will be taken for all meetings. These notes become official record after Board review and approval at the next subsequent meeting.

Emergency Meetings:

Emergency meetings with less than seven days prior notice concerning the Senior Pastor are permissible but must have the written approval of the District Superintendent.

Emergency meetings for the purpose of urgent church business that cannot be reasonably delayed may be conducted when so determined by the Chairperson and the Senior Pastor. Emergency meetings are treated as regular meetings for purposes of a quorum.

Other Protocols

- Within the first quarter each year the Board will hold a training session in which the rules and policies governing the Board, Senior Pastor, staff, and congregation are reviewed.
- One Board shall establish specific annual goals that address the needs of the church.
- Tasks or projects may be assigned to Board sub teams or teams established from the greater congregation. Progress on sub team activities will be routinely communicated to the One Board until completed.
- One Board shall establish a “communications plan” to keep staff and the congregation fully informed on meeting outcomes, decisions made, and active projects.

This Governance Document may be amended at any time with approval of the Board. At a minimum it shall be reviewed for amendment with each new Chairperson. Changes to this document must be approved by the District Superintendent and by a duly called Church Conference of Faith United Methodist Church as outlined in the UMC *Book of Discipline*.

Chairperson Signature

Date

Vice Chairperson Signature

Date

Senior Pastor

Date

District Superintendent

Date

Appendix

The 2016 Book of Discipline 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 according to the policies and plans herein set forth. When 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 outlined 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 the 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 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 the documentary record material of the local church; and (6) seeking inclusiveness in all aspects of its life