

# **Guiding Principles for Yadkinville United Methodist Church**

Updated April 20, 2022

**Mission:** To make disciples of Jesus Christ, for the Transformation of the World

**Vision:** Offering care and hope through living, learning, and loving God and each other.

1. All references to the Church Council, Board of Trustees, Staff/Pastor Parish Relations Committee, and Finance Committee, in all congregational policies as of Yadkinville UMC, and in all references in the Book of Discipline of The United Methodist Church, shall be understood to refer to the Leadership Team beginning January 1, 2022.
2. Once the General Budget is approved, those responsible (i.e., staff and team leaders) for the various ministry areas have the authority to spend their budget to align with the objectives for their ministry area approved by the pastor. No further approval is needed to access the budget in their area of responsibility, provided the limits in Guiding Principle three (3) are met.
3. The pastor is responsible for reviewing line items within ministry areas with the appropriate staff or team leaders for accountability from the staff and to the Leadership Team. If a ministry area leader has been assigned a General Budget line item, they have the authority to purchase supplies in order to carry out that ministry up to \$250 without approval, given it is in their General Budget line item. Purchases over \$250 can be approved by the pastor in consultation with the financial secretary. Any purchases over \$2000 need Leadership Team approval. If a ministry area leader determines they need further financial resources to effectively carry out their ministry, they shall discuss that need with the pastor.
4. Any member of the Building Maintenance Team has the authority to purchase supplies for building maintenance and improvement up to \$200 without approval. The Building Maintenance Team leader can authorize purchases for building maintenance and improvement up to \$1000. Purchases up to \$2000 can

be approved by the pastor in consultation with the financial secretary. Any purchases over \$2000 need Leadership Team approval unless the expenditure is already approved in a capital expenditure line item in the approved General Budget.

5. Any expenditure over \$2000 will require three bids. Preference will be given to hire local companies offering competitive bids within 5% of other bids. If the expenditure is already approved in the General Budget and meets the previous criteria, there is no further approval needed. The ministry team leader or staff member responsible for the purchase will provide documentation of the bids to the Leadership Team for purposes of a paper trail. In the event that obtaining three bids is impractical the ministry team leader or staff member responsible shall consult with the Pastor and Leadership Team Chair on the bidding process. If the Pastor and Leadership Team Chair approve, work/purchases may move forward with fewer than 3 bids.
6. The treasurer and financial secretary must be consulted concerning any single purchase or expenditure over \$250 for purposes of cash flow. The treasurer and financial secretary do not approve or deny purchases but rather confirm large purchases will not create cash flow issues.
7. The pastor will review all paid staff annually using the approval evaluation process in the employee manual dated March 16, 2022
8. The Leadership Team recognizes and approves the following Policy & Procedure- Facility Use, acknowledging that any reference to the Finance Committee, Trustees, S/PRC, or Administrative/Church Council now refers to the Leadership Team:
  1. Kitchen Guidelines dated October 10, 2013
  2. Facility Use Guidelines dated October 10, 2013
  3. Fee Schedule- Member dated February 9, 2016
  4. Fee Schedule- Non-Member dated February 9, 2016
9. The Leadership Team recognizes and approves the Building Security and Key

Policies dated April 20, 2022. (Confirm with Meeting Minutes- document printed prior to April 20, 2022)

10. The Leadership Team recognizes and approves the following Financial Controls Policies, acknowledging that any reference to the Finance Committee, Trustees, S/PRC, or Administrative/Church Council now refers to the Leadership Team:

1. Cash Receipts dated February 10, 2016
2. Credit Card dated September 19, 2021
3. Financial Reporting dated April 30, 2009
4. Love Gift or Designated Collection dated February 16, 2022
5. Non-Cash Gifts dated April 30, 2009
6. Account Payable dated September 19, 2012

11. The Leadership Team recognized and approves the UMC Personnel Policies dated March 16, 2022

12. The Leadership Team recognizes and approves the Safe Sanctuaries Policies dated May 14, 2019.

13. All meetings of the Leadership Team shall be open to the public, with the exception of any meeting or portion of a meeting in which a personnel matter or a matter of legal negotiations is considered. In those cases, the Leadership Team will transition into executive session. Minutes of executive session agenda items concerning personnel matters will be kept separately as part of the "S/PPRC" files.

14. Leadership Team members are nominated by a separate and independent Committee on Nominations and Leadership Development, chaired by the pastor, and elected by the Charge Conference as described in the BOD. The Nominations Committee will be responsible for developing new leaders and equipping them for future Leadership Team positions.

15. The Nominations Committee shall meet at least three (3) times every year for the

purpose of identifying and equipping leaders for the congregation and encouraging participation in the ministries of the church. From time to time they may recommend church members to the Leadership Team for service in the Worship, Nurture, Outreach, or Witness ministries of the congregation.

16. Due to Leadership Team's serving as the congregation's Staff-Parish Relations Committee, no immediate family member of the pastor or other paid staff person may serve as a member of the Leadership Team. Due to serving as the congregation's Board of Trustees, only Leadership Team members over the age 18 will have voting privileges in matters of property, incorporation, legal matters, contracts, insurance, investments, or other matters described in the BOD, paragraphs 2525-2551.

17. Compensation for the Lead Pastor and all appointed clergy will be determined by a Charge/Church Conference. Recommendations for the Lead Pastor's compensation will be made by the Leadership Team (as part of their SPRC duties) to the entire Church Council for consideration before the Charge/Church Conference. Recommendations for other appointed clergy compensation will be made by the Lead Pastor in consultation with the Leadership Team to the entire Church Council for consideration before the Charge/Church Conference. Decisions about increases in the Lead Pastor's compensation will be based primarily on the following three criteria: 1. Council's review of Lead Pastor's effectiveness in reaching established goals. 2. Needs of the church for a Lead Pastor with the skill sets necessary for reaching established goals. This will be determined in relationship to the compensation packages of churches of similar or larger size in the Annual Conference. 3. Possible cost of living increases. However, it is understood that the primary criteria for compensation will always be the Leadership Team's review of the Lead Pastor's performance.

18. The Financial Secretary shall oversee the counters and financial records of the church in accordance with BOD paragraph 258.4a

19. The church treasurer shall oversee the disbursement of funds represented in the local church General Budget and other funds and contributions as the leadership team may determine in accordance with BOD paragraph 254.4b. The leadership team may designate an assistant treasurer(s) to assist in this task.

20. The Leadership Team shall use Robert's Rules of Order as a guide for conducting meetings. Every year there shall be basic instruction on Robert's Rules and each leadership team member shall be provided receive a simplified reference sheet.
21. Minutes of the public portion of Leadership Team meetings shall be made available within a week of the meeting, both physically with the Church Administrator and in the members section of the website. Only current members of the Leadership Team and Pastor shall have access to the executive session minutes. Executive session minutes are to be kept confidential indefinitely.
22. Every month a summary of the actions taken by the Leadership Team shall be supplied to the congregation by the Leadership Team. Every quarter a review of the congregation's missional effectiveness and resource alignment shall be supplied to the congregation by the Leadership Team.
23. The minutes of both the public and executive sessions of the Leadership Team shall be maintained by the Church Administrator. In the course of their work any audit teams shall have full access to both the public and executive session minutes.
24. Every January the Leadership Team shall review these guiding principles to ensure they provide best practice in governance of the congregation. The Leadership Team is empowered to alter these Guiding Principles at any point during the year with a 60% majority vote of the Leadership Team. If a guiding principle is altered the change and the rationale for the change shall be shared with the congregation within 15 days. Every year the Leadership Team shall present the Guiding Principles to the charge conference.
25. Each year the leadership team shall designate a recording secretary to keep minutes. The recording secretary shall submit those minutes to the Church Administrator to be made available to the congregation and archived for future reference.
26. The authority to hire and terminate employees of the church shall be vested in the Leadership Board. The pastor shall have the authority to interview and recommend candidates to fill open staff positions. The Board shall have the sole authority to determine the number of staff positions, approve job descriptions for

each staff member and set the salary paid to each staff member. The Leadership Board delegates to the pastor the authority to supervise, discipline, and manage paid staff.

27. If the General Fund, after deducting the designated funds, should fall below \$5,000.00, the Treasurer will have the discretion to transfer funds, if available, from the Improvements Funds for a temporary loan. If funds exceeding \$2,500 should be needed, then the Treasurer will consult with the Pastor and Leadership Team Chair. Notifying the Leadership of all activities of such at the next session. For funds needed greater than \$2,500.00, the Treasurer and Leadership Team Chair will request from the Leadership Team via email (if the need is time sensitive).

28. How staff allot their time and effort as employees of YUMC is detailed in the Employee Manual and individual Job Descriptions. Individual Leadership Team members may not make demands on staff time outside formal requests through the Leadership Team. If a Job Description needs to be altered, any affected staff member should be consulted by the Leadership Team leader and Pastor prior to any Leadership Team action.

*Principles 1-2,13-28 approved by Charge Conference Action December 2, 2021*

*Principles 3-6, 12 approved by Leadership Team January 19, 2022*

*Principles 8 & 10 approved by Leadership Team February 16,2022*

*7,11, 28 approved by Leadership Team March 16, 2022*

*9 approved by Leadership Team April 20, 2022*