

# MARYSVILLE FIRST UNITED METHODIST CHURCH GUIDING PRINCIPLES

## **ARTICLE 1: MISSION PRINCIPLES (MP)**

*Defining what difference this church will make for whom and to what extent.*

### MP 1.0 Comprehensive Mission Statement

**Marysville First United Methodist Church (MFUMC) exists to love God and all people for the transformation of the world.**

### MP 1.1 Core Values

**We Glorify God** - God is worthy of our adoration. We exist for His glory.

**We Love People** - All individuals are children of God and people of worth.

**We Embrace Transformation** - Continuous growth is a key part of our relationship with God.

**We Walk Together** - We are created by God for one another. Our ministries and lives are meant to be shared.

### MP 1.2 Strategy

These strategies will lead us to ministry activities that fall under the umbrella of one of these names (**Engage** ministries, **Connect** ministries, **Equip** ministries, **Send** ministries).

**ENGAGE** - We don't wait for people to come to us. We engage with our neighbors, coworkers, friends, family, and strangers to let them know they are loved, valued, and worth our time.

**CONNECT** - We don't walk alone as we experience Jesus. We connect people to help them grow, do life, and do ministry together. When someone sets foot in our church they will be warmly welcomed and received. The church is a place for friendship and belonging, not judgment. It is a place where people encounter our Savior and Lord exactly where they are.

**EQUIP** - We want all people to expand their knowledge of who God is and how he wants to use them in everyday life. Through Bible study, training, mentoring, classes, and experiences we will prepare people to be joyful lifelong disciples that reproduce other disciples.

**SEND** - The world needs to hear the good news of Jesus and he has given us the joy and responsibility to go and make disciples. We are sent out to our own spheres of influence: homes, schools, offices, neighborhoods, and to the ends of the earth.

## **ARTICLE 2: ORGANIZATIONAL PRINCIPLES (OP)**

*Defining how the church will be organized in such manner as to promote efficient and effective decision-making with appropriate boundaries for checks and balances and appropriate levels of accountability.*

### OP 1.0 Comprehensive Operational Statement

The Leadership Team is tasked with making guiding decisions for the church following our vision and mission; and will help empower the administrative and ministry work that pastors, staff, and lay people are called to do - which is to make disciples of Jesus Christ for the transformation of the world.

### OP 1.1 The Head of the Church

Jesus Christ shall always be the Head of the Church and the Church shall always be the Body of Christ. All church leaders are to keep their eyes focused on Jesus Christ.

### OP 1.2 The Role of the Leadership Team

The Leadership Team shall be a 15-member governance body responsible for administrative and visioning decisions for Marysville First United Methodist Church (MFUMC). This team assumes the decision-making responsibilities traditionally performed by the Staff/Parish Relations Committee (SPRC), the Finance Committee, the Nominations Committee, the Trustees and the Administrative Council according to paragraph 258 of the Book of Discipline.

OP 1.2.1 The LT may appoint task teams, see AP 1.4.1, formed around on-going and/or as-needed administrative tasks (e.g. building maintenance, staff care, hiring interviews, funding campaigns, etc.) recognizing the servant heart of those who fulfill their passion of serving Our Lord through accomplishing the task at hand. These teams doing the day-to-day ministry and work of the church will also be best positioned to creatively solve problems and make decisions to pursue opportunities within their ministry and task areas.

OP 1.2.2 Except as shall be specifically delegated, all legal authority shall vest in the Leadership Team and no person may legally bind the church to any obligation without the prior approval of the Leadership Team. The Business Administrator has signatory authority on contracts. The Senior Pastor and the Chair of the Leadership-Team shall be subject to the Book of Discipline and thereby accountable to the District Superintendent.

OP 1.2.3 The Leadership Team shall act on behalf of the church in accordance with the Book of Discipline and in compliance with the Guiding Principles. In the event of a conflict between the Guiding Principles and the Book of Discipline, the Book of Discipline shall have priority.

### OP 1.3 Makeup of the Leadership Team

The Leadership Team shall be a 15-member governance body comprised of 12 members from the laity of the church. The Senior Pastor, the Business Administrator and the Ministries Team Leader will be non-voting members. The Business Administrator will serve as Secretary to the LT. The LT shall select, each year, a Chair and Vice-Chair with the intent that the Vice-Chair shall succeed the prior year's chair.

### OP 1.4 Eligibility and Selection of the Leadership Team and Nominations Review Team

New members of the Leadership Team and the Nominations Review Team will be elected each year at the church conference, which is open to all church members.

Individuals desiring to be a member of the Leadership-Team shall have the following traits and criteria:

- Compassion: Shows evidence of a love for Jesus Christ and for people.
- Competence: Has skills consistent with administrative tasks.
- Commitment: Demonstrates a commitment to the mission and vision of MFUMC by:
  - Professing Membership in good standing according to the Discipline
  - Regular attendance in worship services
  - Service in the church

- Financial giving to the church
- Completed MFUMC Safe Sanctuary training

Only one close family member can serve as a voting member on the LT at the same time (close is defined as spouse, child or sibling).

Any church member who desires to serve on the LT will be encouraged to submit a letter of interest, which will provide pre-determined information about the candidate. These letters will be reviewed by a 5-member Nominations Review Team who will conduct interviews and make recommendations to the Church Conference.

The Review team will consist of 3 members who are selected by the Church Conference and 2 members of the LT. Recommendations for service on the Review Team will be made by the LT. Each member of the Review Team will be asked to serve a 1-year term.

The recommendations of the Review Team will be presented to the Church Conference which will in turn elect the new members of the LT.

Each member elected will be asked to serve a three-year term. No member may serve more than two consecutive terms on the LT. After two terms, servant leaders will be ineligible to serve for at least one year before having the opportunity to serve again on the LT.

#### OP 1.5 Voting

All members of the Leadership Team, with the exception of the Senior Pastor, the Business Administrator and the Ministry Team Leader, shall have voting privileges. The Chair shall call for voting on an action. A 66% vote in the affirmative of those who are voting shall be required for passage. A quorum shall be defined as 9 eligible voting members. Except as provided for in OP 1.5.1, members need to be present to vote, either physically or through a conference video or audio call while the meeting is in session. The Business Administrator shall record the vote of the LT for the meeting minutes.

##### OP 1.5.1 Action in Writing Without Meeting

Under extenuating circumstances if an action cannot wait for the next regularly scheduled LT meeting, the Chair may request that action be taken without a meeting with the written vote of a quorum. Any such vote shall be emailed to all members of the LT with a requested date of final vote and responses can be submitted by email. The Business Administrator shall keep such responses the same as minutes of a meeting.

##### OP 1.5.2 Special Meetings

The Chair of the Leadership Team has the ability to call special meetings as necessary. The Chair shall make effort to provide as much advance notice of the meeting as reasonably possible, including phone calls notifying Leadership Team members of the special meeting in addition to email notification.

#### OP 1.6 Removal

Upon the recommendation of the Leadership Team, a member of the LT may be removed for cause. In this case, "cause" is defined to include, but not be limited to, habitual violation of the covenant, lack of willingness to abide by the covenant or any other act or inaction deemed to be detrimental to the accomplishment of the Mission Principles.

The Leadership Team member recommended for removal shall be notified at least 1 week prior to voting by the Leadership Team on the action for removal and maintains his or her right to vote on the action for removal. The Senior Pastor may not be removed from the Leadership Team. At the recommendation and discretion of the Senior Pastor, a special Church Conference may be called to vote on the removal of the Leadership Team member.

If a member wishes to voluntarily be removed from the LT, he or she shall express the desire to be permanently removed in-person or through conference or video call at a LT meeting or in writing to the Senior Pastor or Chairperson. Any written request to the senior pastor or Chairperson shall be shared with the LT at the next scheduled meeting.

#### OP 1.7 Vacancies

In the event a vacancy is created on the LT, the position shall remain vacant until the following year's nomination and selection process identifies and selects an individual to fill the unexpired term. The unexpired term shall count toward the two-term limitation of the new LT member. In the event that vacancies result in less than 9 eligible voting members, the Review Team shall request a special Church Conference within one month of the last vacancy to elect members to fulfill the unexpired terms and maintain a quorum.

#### OP 1.8 Attendance at Leadership Team Meetings

In an effort to maintain a spirit of transparency of the Leadership Team within Christ's Body, any member of the congregation may observe LT meetings. If a member of the congregation would like to address the LT at a meeting, it is preferred that observers notify the Senior Pastor or Chairperson in advance of their intention to address the LT. The Leadership Team has the right to limit the length of time of the address and may limit the number of persons addressing the LT.

The LT may enter into Executive Session by vote of the LT at which time no observers may be permitted to attend the Executive Session. Executive Session shall be reserved to review confidential issues including but is not limited to staff personnel actions.

### **ARTICLE 3: ACCOUNTABILITY PRINCIPLES (AP)**

*Defining for the chairperson and team the standards for upholding the integrity and fulfillment of the Leadership Team's processes and activities.*

#### AP 1.0 Comprehensive Accountability Statement

The Leadership Team serves before God and on behalf of the members of MFUMC, the United Methodist Church as a whole, and to the people in the surrounding region who need to be led to Christ and nurtured in Him. It is the responsibility of the LT to see that MFUMC, through the leadership of its Senior Pastor achieves the fulfillment of the Mission Principles.

The LT shall create and abide by a covenant outlining LT members responsibilities and commitments to each other. The LT will review, amend if deemed appropriate, and renew the covenant annually.

Leadership Team COVENANT:

The foundation of our team is to love God and all people for the transformation of the world. We will incorporate our vision into all we do as we seek God's will for our church. We will allow the Holy Spirit to guide our meetings and knit us together as a team. When we get stuck or don't know how to proceed, we commit to pray at that moment. We will also pray for one another and support one another outside of our meetings.

We will come with the posture of a servant's heart, honoring one another above ourselves and in doing so we will support one another, offer grace, and commit to trust one another.

We commit to being fully present at all meetings, and will put ourselves in a position to hear and connect with one another.

We commit to allowing each other to speak freely and honestly, sharing with vulnerability and humility while honoring confidentiality. Even when we disagree, we will continue to work together.

We acknowledge that everyone on this team has something unique to offer, and we will work hard to contribute and to value the contributions of others.

We will work towards our common causes with measurable goals, and will hold one another accountable to accomplish the work before us. In love, we will expect each member of the team to do what we are called to do.

### AP 1.2 Leadership Development

The Leadership Board will invest appropriate resources each year to enhance its understanding of leadership, mission, vision and values.

### AP 1.3 Church Feedback and Assessment

The Leadership Team will collect input and feedback from members, attendees, guests, non-returning guests and members, and persons unconnected to MFUMC in order to better understand their needs. The LT will incorporate this feedback to better help govern the church.

### AP 1.4 Leadership Board Essential Responsibilities

With input from the congregation, pastors, and staff, the Leadership Team serves to:

- Govern the administrative needs of the church,
- Take action to meet those needs or delegate the responsibility to do so,
- Identify ways the church may respond to issues that impact the spiritual and organizational health of MFUMC.
- The LT will absorb all administrative responsibilities formerly assigned to the Administrative Council, Trustees, Staff Parish/Relations Committee, Finance Committee and Nominations Committees,
- Conduct meetings on an anticipated monthly basis which will include opportunities for laity questions, input, and discussion,
- Identify individuals on the LT that will liaison with the major operational task functions of the church as required by the Book of Discipline,
- Oversee the vision of the church ensuring that all ministry teams are free of administrative burdens in order to focus on the mission of their ministry,
- Oversee all administrative policies,
- Approve the Annual Budget as prepared by staff,
- Monitor income and expenditures compared to the budget,
- Approve adjustments to the budget as necessary,

- Approve all land acquisitions, facility construction, renovation and significant legal obligations,
- Conduct evaluations of the Senior Pastor and associate pastors as necessary,
- Assure the Book of Discipline is upheld.

#### AP 1.4.1 Task Teams

It may be necessary and productive for the LT to appoint task teams formed around on-going and/or as-needed administrative tasks.

Task teams will function as directed by the LT. These teams will consist of at least one or more members of the LT, who will act as liaison and full member(s) of the team. The LT may also enlist church members and staff to fulfill specific assignments of the task teams. Most task teams will serve on an ad-hoc basis, with the exception of the Facilities Management Team, which is an ongoing sub-team of the LT.

Task teams will govern themselves as far as the frequency of meetings and how they will organize themselves to accomplish their assignments.

Task teams will provide updates, information and recommendations to the LT on a monthly basis until the task assigned is complete. A task-specific team will be disbanded once its recommendations have been made to the LT.

Activities in which a task team may be needed to support an administrative task include:

- Human Resources: Assist with hiring interviews as needed, review staff evaluations, personnel policy review, staff appreciation activities
- Finance: Budget, financial review, endowment fund policies, internal audit control policies
- Special: For example, review Church Historian record requirements in accordance with BOD. Establish annual goals as required for the Charge Conference.

The majority of task-related functions will reside with the staff and laity.

#### AP 1.4.2 Facilities Management Team

The purpose of this team is to monitor the condition of all facilities owned by the church and initiate maintenance, repair, and upgrades of those facilities as conditions warrant within the budgeted funds approved.

The FUMC Facility Management Team (FMT) will have the following structure:

- The FMT will be comprised of 9 voting members who meet monthly.
- FMT leadership positions will consist of a Chairperson, Vice-Chair and Secretary
- Service terms will be 3 years in length, not exceed 2 consecutive terms
- All new members of the FMT will be approved by the LT
- FMT meetings are open for anyone to attend as non-voting attendees

#### AP 1.5 Responsibility of the Chairperson

The chairperson enforces the integrity and fulfillment of the Leadership Team's process as outlined in the Organizational Principles. Tasks include but are not limited to:

- Set agenda for meeting in conjunction with the Senior Pastor
- Determine the need for/creation of short or long term task teams so as to reinforce the wholeness of the Leadership Team's job and monitoring the progress of task teams
- Ensuring the timely completion of annual tasks such as clergy evaluations, Nominations Review Team candidate selection, creation of the proposed annual budget,

#### AP 1.6 Responsibility of the Senior Pastor for Visionary Leadership

The Senior Pastor has the responsibility, authority, and accountability to serve as the primary leader of the church at every level: congregation, Leadership Team, and staff.

#### AP 1.7 Authority to Direct

The Senior Pastor is the Leadership Team's only link to the operational achievement and conduct of Ministries Staff and Business Administrator. The Senior Pastor alone has the authority to direct the actions of the Ministries Staff and Business Administrator. The Business Administration has authority to direct the administrative and custodial staff.

Any recommendations to the senior pastor must follow the process established in Operating Principle 1.5 in order prevent unilateral direction by individual Leadership Team members.