

Paris Calvary United Methodist Church



Simplified Accountable Structure

Information and Preliminary Documents related to the evaluation, consideration, and transition of the Administrative and Organizational Leadership of the church to a Simplified Accountable Structure

TABLE OF CONTENTS

Simplified Accountable Structure

Description – Item	Pages
Purpose / Summary	3 - 4
Preface	5
Process Steps Timeline	6
Guiding Principles (Preliminary)	7 - 10
Appendices to Guiding Principles (Preliminary)	11 - 14
1 – Conducting a Meeting	
2 – Primary Beliefs	
3 – Leadership Covenant	
Resolution to Change Congregational Organizational Plan	15 - 16
Frequently Asked Questions (FAQ)	17-20
Task Force Members	21

Simplified Accountable Structure – Purpose / Summary

The briefest explanation:

The Simplified Accountable Structure would allow Calvary administration and decision-making process to be nimbler and more responsive in a rapidly changing environment.

What we are doing:

We are exploring an alternate organizational structure for the administrative committees of Calvary to be more efficient and responsive as recommended by the North Texas Conference Center for Church Development as presented during the laity training in January. The alternate structure has been developed over many years and has been implemented in numerous Methodist churches. The structure under consideration has been approved by the leadership of the North Texas Conference. Adopting the structure is not mandatory. The Simplified Accountable Structure enables a church to be nimbler and more responsive to a rapidly changing mission field and simplifies the decision-making process. This simplified structure frees more of the congregation to engage proactively in ministry vs administrative duties.

An example of potential benefits of the new structure:

A recent example of how the congregation would benefit from adopting a new structure is a situation with the phone system at the church. Several months ago, the church telephone system began to experience problems. Static on the line made it very difficult to have a conversation. The voice-mail system cut off prior to people being able to leave a message, and eventually we could not receive or make calls.

Church staff contacted Suddenlink to see if there was a problem in the phone lines. Suddenlink representatives determined that the problem was in the equipment installed in the copy room. Suddenlink does not provide or service that equipment.

Without guiding principles in place to empower staff or trustees to commit to purchase of a new system, trustees met virtually via email to determine a contractor to bid on installing a new system. Then Trustees presented a request to the finance committee to commit funds for the project. No one was opposed to the purchase, but all felt it necessary to consult with other committees of the church to get “buy-in” on the new system.

While we did eventually install a new system, the entire process took about a month. A simplified structure would have all the decision makers in the initial meeting to determine the need and respond immediately. The current structure is not designed to quickly respond. This was made more difficult because of the COVID-19 situation.

Where we are in the process:

The current District Superintendent, Rev. Dr. Vic Casad, has approved forming a small 5-member task force to explore the simplified structure and whether adopting that structure

would be a good fit for Calvary. No changes to the existing structure have been made. The task force is exploring the structure in order to inform the congregation about the possibility of adopting a new simplified structure. At our regularly scheduled church conference (normally in November), if the task force recommends the structure change to the congregation, a vote will be taken to approve the new structure. If the motion passes, the new structure would likely assume the responsibilities of the Committee on Finance, the Committee on Staff Parish Relations, the Board of Trustees, and the Administrative Council. If the task force so recommends, and the new District Superintendent approves, the new structure would be effective beginning January 1, 2022. (It may be possible to adopt the structure more quickly, but this is the timeline we are working with at this time).

Note that the Nomination Committee, which will remain independent in the new structure, would make nominations for the new administrative leadership team and the church members would vote/elect the new team.

The Simplified Accountable Structure is more efficient and responsive, allowing the church to quickly respond to a rapidly changing environment as well as emergency situations that may arise. It also frees members of the congregation to engage in the mission of “making disciples of Jesus Christ for the transformation of the world” within the guiding principles and budget adopted by the congregation. The new structure allows people to transfer their energy from administrative positions within the church to ministerial teams at work in the congregation and the community.

The Staff and Volunteer ministry teams would be accountable to the new simplified leadership board, who in turn would be accountable to the church conference. The church conference consists of all members of the church present and voting at a regularly scheduled or called church conference meeting. All professing members of the church have voice and vote at a church conference meeting. The church, of course, continues to be accountable to Jesus Christ and his Great Commission to make disciples for the transformation of the world.

Simplified Accountable Structure – Preface

- a) Consideration to implement a simplified administration structure has been under consideration for several years in several United Methodist churches. Some churches in the North Texas Conference have already adopted the simplified structure. This means the consideration pre-dates both the recent decision by Oak Park to dissolve and the events of the last General Assembly.
- b) We are not “inventing a new wheel.” We are considering adopting a structure that has proven successful in other churches in our Conference.
- c) We are not doing this alone. We have a coach! Winnsboro FUMC who has already adopted this simplified structure, is graciously providing a trained coach to us during our period of discernment and exploration—Ted Haynes. Also, we are proceeding with the knowledge and approval of the previous and present District Superintendents.
- d) An approved methodology for the evaluation and approval process, and transition to a simplified structure is outlined in the book, Mission Possible that our Task Force used as a guideline.
- e) The starting point for the preliminary Guiding Principles for Paris Calvary leadership in a simplified structure was a sample guide in the Mission Possible book. Several additions and revisions were made as applicable to Paris Calvary.
- f) “Leadership Board” was selected as the term to be used for the administrative leadership of the church under the simplified structure.
- g) The District Superintendent, Rev. Cassie Wade, reviewed and provided recommended edits to the Guiding Principles and edits

Simplified Accountable Structure – Guiding Principles

Preliminary

- 1) **Definitions** - The following definitions relate specifically to the Simplified Accountable Structure for Paris Calvary.
 - a) **Mission**—The purpose for the church, why Paris Calvary exists. The stated Mission of the United Methodist Church as set by the General Conference is - **to make disciples of Jesus Christ for the transformation of the world.**
 - b) **Core Values**—Who Paris Calvary is, what guides our decisions. Our Core Values are captured in the new Paris Calvary logo: **Rooted in Love, Growing in Faith and Fruitful in Service.**
 - c) **Vision**—How we see Paris Calvary fits into the Mission. The Vision is set by the Senior Pastor and should consider the gifts of the congregation, the passion of the church leaders and the needs of the community. **Vision Statement: Paris Calvary is a church that welcomes individuals and families, and nurtures their spiritual growth to enable them to become disciples of Christ for the transformation of the world.**
 - d) **Goal**— a targeted metric that can be used to gauge how successful an objective is driving progress towards the vision. Church goals are set annually by the Leadership Board. Each Ministry Teams will create their goals that align with the church goals.
 - e) **Objective**—a discrete event/action that the Leadership Board, Senior Pastor or identified committee or Ministry Team has planned or taken to generate movement toward the goal.
 - f) **Leadership Board** – the team of elected members who provides the church governance and sets strategy for the church. Members of the Board are elected to 3-year cycle.
 - g) **Committee**—a rotating group of church members that is nominated by the Nominations and Leadership Development Committee and elected by the church congregation to discharge subscribed duties. In the SAS model, there are only 2 committees: Nominations and Leadership Development Committee, and Leadership Board.
 - h) **Ministry Team**—A (non-rotating) group of members that plans and executes objectives in pursuit of their goals within a defined mission field. Teams may be short or long term. Membership is by area of interest and dedication; teams determine their own officers, terms limits, and other criteria as needed.

- 2) The Church, Leadership Board, Committee on Nominations and Leadership Development (hereafter referred to as the “Nominations Committee”), and all Ministry Teams should base decisions and actions on the Mission of Paris Calvary: “To Make disciples of Jesus Christ for the transformation of the world”. All members should promote and act as we are “Rooted in Love, Growing in Faith, Fruitful in Service”.
- 3) The Leadership Board, Nominations Committee and all Ministry Teams should consider the United Methodist Doctrinal Standards (¶¶ 102-105) in all actions. The Leadership Board should incorporate the primary beliefs into the Leadership Board Covenant Statement (refer to Appendix 2)
“Do not conform to the pattern of the world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is – his good, pleasing, and perfect will.” (Romans 12:2)
- 4) The Leadership Board will continually strive to be effective in all meetings and communications – to produce a decided, decisive, or desired effect. Guidelines for Leadership Board and Ministry Team meetings are included in APPENDIX I.
- 5) The appointed clergy and Leadership Board will adhere to the Book of Discipline in all actions and decisions.
- 6) All references to the Calvary Administrative Council, Board of Trustees, Staff/Pastor Parish Relations Committee, Finance Committee, Endowment Committee, and other administrative committees in all congregational policies as of December 31, 2021, and in all references in the Book of Discipline of the United Methodist Church, shall be understood to refer to the Leadership Board beginning January 1, 2022. All other missional committees will be renamed as Ministry Teams on the same date.
- 7) Each established Ministry Team is to develop goals and budgets annually that are aligned to the church mission and goals, and these guiding principles as applicable. The goals and budgets are to be provided to the Leadership Board for review and approval.
- 8) Once the church budget is approved by the Leadership Board all those responsible (i.e., staff and team leaders) for the various ministry areas have the authority to spend their budget to align with the stated objectives and goals for their ministry area approved by the Senior Pastor and the Leadership Board. No further approval is needed to access the budget in their area of responsibility.* (See note on page 6). Designated funds may be used by the identified Ministry Team unless the total value is over \$ 1000, in which case the Leadership Board will need to approve.
- 9) Ministry Team(s) created after the annual goal and budget are approved will submit goals and budget to the Leadership Board for review/approval. The Leadership Board will

revise the overall church budget to incorporate and communicate changes to all Ministry Teams.

- 10) The Senior Pastor is responsible for reviewing line items within the ministry areas with staff and Ministry Team leaders for accountability from the staff and to the Leadership Board.
- 11) Any member of the Building Maintenance Ministry Team has the authority to purchase supplies for building maintenance up to \$ 100 without approval. The Custodian or Building Maintenance Ministry Team leader can authorize purchases for building maintenance and improvements up to \$ 250. Purchases up to \$ 500 can be approved by the Senior Pastor. Any purchases over \$ 1000 require Leadership Board approval unless the expenditure is already approved in the capital expenditure line item in the approved budget. * For emergency situations The Custodian or Maintenance Ministry Team leader is authorized to approve \$ 1000 expenditure.
- 12) Any expenditure over \$2500 will require competitive bids as possible. Preference will be given to contract with local companies offering competitive bids within 5% of lowest qualified bidder If the expenditure is already approved in the budget and meets the criteria noted above, no further approval is needed. * Strive to develop working “alliance” with preferred local contractors for specialty services that may be routinely utilized such as electrical, plumbing and HVAC service.
- 13) The authority to hire and terminate employees of the church shall be vested in the Leadership Board. The Senior Pastor shall have the authority to interview and recommend candidates to fill open staff positions. The Leadership Board may also interview the candidates as part of the selection process. The Leadership Board shall have the sole authority to determine the number of staff positions, approve job descriptions for each staff member and set the salary or wage paid to each staff member. The Leadership Board delegates to the Senior Pastor the authority to supervise, discipline, and manage paid staff.
- 14) All church staff, members and volunteers who are anticipated to be in a leadership or coordination role with children, youth, and vulnerable populations are required to adhere to Ministry Safety policy and to complete a certification prior to working with children and/or youth and/or vulnerable populations. Any infractions of the policy are subject to immediate dismissal from that role and will be reported to civil authorities and North Texas Conference of United Methodist Church.
- 15) The Weekday Childcare / KidCare program is a ministry of the church. The KidCare Advisory Board (*BOD* Paragraph 256.2.c) is fully amenable and accountable to the Leadership Board, and shall submit an annual budget and recommended policy changes to the Leadership Board. Financial reports will be submitted to the Leadership Board monthly. The Director of weekday ministries is supervised by the Senior Pastor.

- 16) The Senior Pastor and two members of the Leadership Board will review all paid staff annually using the approved evaluation process in the employee manual dated November 2020. Paid staff will review volunteer team leaders annually using designated evaluation process. (Annual review of team leaders should not be as extensive as the review of paid employees with eye towards - Are they adhering to their own budget? Are their team goals in line with the church's? Are their objectives bearing fruit?)
- 17) The Leadership Board recognizes and approves the Building Usage Policies dated .
- 18) The Leadership Board recognizes and approves the Building Security and Key Policies dated .
- 19) The Leadership Board recognizes and approves the Financial Controls Policies dated .
- 20) All meetings of the Leadership Board shall be open to the members and the congregation, except for 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 Board will go into executive session. Minutes of executive session agenda items concerning personal matters will be kept separately as part of the SPRC files. Voting on all decisions will be restricted to Leadership Board members.
- 21) The Leadership Board will consist of a minimum of nine (9) members and a maximum of fifteen (15) members. Meetings of the Board may be in person or virtual (for example by conference call, video conference, or email, as may be necessary). The Board will meet monthly. The Chair of the Leadership Board will preside at Leadership Board meetings. Decisions, approvals, or votes by the Board will be by majority of Board members present at the meeting. Votes on the Board will be verbal or show of hands if in person (or conference/video call or sent via email) to all Board members. Meeting minutes and records will be maintained by the secretary of the Leadership Board. The Leadership Board secretary is to be selected by the Board from among the Board Members at the first meeting each year. Copies of the meeting minutes will also be maintained by the church administrative assistant and available to all church members for review.
- 22) Leadership Board members are nominated by a separate and independent Nominations Committee chaired by the Senior Pastor and elected by the Charge or Church Conference as described in the *Book of Discipline (BOD)*. Due to the Leadership Board serving as the congregation's Staff-Parish Relations Committee, no immediate family member of the Senior Pastor or other paid staff members may serve as a member of the Leadership Board. Due to serving as the congregation's Board of Trustees, only Leadership Board members over the age of 18 will have voting privileges in matters of property,

incorporation, legal matters, contracts, insurance, investments, or other matters as described in the *BOD* paragraphs 2525-2551.

- 23) The Leadership Board is responsible to review, become familiar with and approve all church related policies, and the policies are to be included as APPENDICES to these Guiding Principles.
- 24) These Guiding Principles may be amended – changed, added, or deleted, by 2/3 of the Leadership Board members present and voting at a regularly scheduled or duly called and announced meeting of the Leadership Board.

*NOTE: The church Financial Administrator must be consulted concerning any single purchase or expenditure over \$ 500 for purposes of cash flow. The Financial Administrator does not approve or deny purchases but rather confirms large purchases will not create cash flow issues



APPENDIX 1 - CONDUCTING A MEETING/MEETING CONDUCT

- ALL MEETINGS WILL HAVE A PURPOSE AND AN AGENDA
- AGENDAS AND ASSOCIATED DOCUMENTATION WILL BE PROVIDED TO MEMBERS NO LATER THAN 3 DAYS PRIOR TO THE MEETING.
- MEMBERS WILL READ AND PREPARE FOR THE MEETING AGENDA
- MEETINGS WILL FOLLOW PUBLISHED AGENDAS
- MEETINGS WILL START AND STOP ON TIME
- MEETINGS DO NOT RE-START BECAUSE SOMEONE COMES IN LATE.
- MINUTES WILL CAPTURE THE DISCUSSIONS, "OPTIONS" CONSIDERED, AND DECISIONS MADE. ONCE DECISIONS ARE MADE, ALL MEMBERS WILL SUPPORT DECISION REGARDLESS OF THEIR VOTE ON DECISION. WE WILL SPEAK WITH ONE VOICE--NO UNDERMINING OF MEETING DECISIONS. (MDN – I INCORPORATED BULLET 10 INTO THIS BULLET POINT)
- MINUTES WILL BE PUBLISHED TO THE MEMBERS WITHIN 5 DAYS; NO LATER THAN 5 DAYS PRIOR TO NEXT MEETING. COPY OF THE MINUTES WILL BE PROVIDED TO THE CHURCH ADMINISTRATIVE ASSISTANT
- MEMBERS WILL DISCUSS MEETING BUSINESS DURING MEETING—NOT IN "PARKING LOT" EITHER BEFORE OR AFTER MEETING.



APPENDIX 2 – Paris Calvary Primary beliefs to be considered and incorporated into Goals by Leadership Board and Ministry Teams

- a. Do no harm; do good
- b. Salvation is by God's Grace
- c. Sanctity of Scripture
- d. Rule of Life – Do no harm; do good
- e. Holiness – personal and social (Love God, Love Others)
- f. Strive and grow to perfection
- g. Inclusive
- h. Think and let think

Appendix 3 – Leadership Board Covenant (DRAFT)

Calvary United Methodist Church Leadership Board Covenant (Date)

In respect to each other and to our roles as Board members, we are:

- Encouraged to invest in conversations and decisions with vigor and passion. However, once the board has come to a decision, each board member is responsible to openly and publicly support the decision of the board whether the individual member personally agrees with a decision.
- Encouraged to be present at all board meetings unless ill or out of town, in which case the Board Chair will be advised. If a member misses more than two meetings in a 12-month period a replacement will be selected by the Nominations Committee.
- Encouraged to review the meeting packet prior to the meeting, coming fully prepared and ready to participate.
- Encouraged to be role models for the congregation. Therefore, we should model mature discipleship by being present in worship, tithing or moving toward a tithe, having an active prayer life, serving in mission, being active in a ministry team, being in a faith development group, and living a life that is a Christian witness to others.
- Encouraged to be on time for meetings, silence our cell phones, immersing ourselves in board meetings without distractions in respect for others' time and commitment.
- Encouraged to support our pastors and fellow board members.

- Encouraged to hold ourselves, pastors, and other board members accountable for their leadership roles and responsibilities.
- Encouraged to focus on governance and mission, as opposed to management and minutia.
- Encouraged to remember that using the Simplified Accountability Structure, all board members are wearing all hats – Administrative Board, Finance, Trustee and Staff Parish Relations.
- Encouraged to keep confidential matters confidential and not discuss them outside the Board meeting.
- Encouraged to incorporate the primary Methodist beliefs in our discussions and actions –
 - Salvation is by God’s Grace
 - Sanctity of Scripture
 - Rule of Life – Do no harm; do good
 - Holiness – personal and social (Love God, Love Others)
 - Strive and grow to perfection
 - Inclusive
 - Think and let think

By signing my name, I am committing to living out the leadership values outlined above and will pursue to practice each value and to model Christ-like character and build up the church for Christ’s glory.

_____ (Signature) _____ (Date)

Simplified Accountable Structure – Resolution to Change Congregational Organization Plan of Paris Calvary United Methodist Church to Simplified Accountable Governance Structure

WHEREAS, ¶247.2 of the 2016 Book of Discipline for the United Methodist Church allows alternative models of governance; and

WHEREAS, the simplified, accountable leadership structure is utilized as an alternative model throughout the denomination and fulfills the provisions of ¶ 243 of the 2016 Book of Discipline for the United Methodist Church; and

WHEREAS, the Administrative Council of Paris Calvary United Methodist Church prayerfully voted on June 7, 2021, to explore the simplified, accountable structure for local church governance; and

WHEREAS, the congregation provided feedback concerning a potential change in governance structure on multiple occasions; and

WHEREAS, the congregation was motivated to convert for reasons of efficiency, alignment with our mission and vision, accountability, and missional focus; and

WHEREAS, the Administrative Council, Committee on Nominations and Leadership Development, the temporary ministry task force on simplified governance, and the Senior Pastor, after months of discernment, have crafted an alternative organizational structure for Paris Calvary United Methodist Church and offered this proposal to the District Superintendent for approval; and

WHEREAS, the District Superintendent approved the alternative organizational plan on August 3, 2021; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. On January 1, 2022, the Disciplinary authority and various responsibilities of the Administrative Council, Staff Parish Relations Committee (SPRC), Finance Committee, Endowment Committee, and Board of Trustees, will be combined into a single body called the Leadership Board. Existing elected leadership of all classes of all constituent committees that make up the new Leadership Board will conclude their terms of service on December 31, 2021, as the church transitions to the new organizational plan.

2. The Committee on Nominations and Leadership Development of Paris Calvary United Methodist Church is directed to submit a list of officers and members of a simplified, accountable structure known as the Leadership Board and a Committee on Nominations and Leadership Development, divided into appropriate three-year classes, as outlined in the Discipline, for election by the Charge Conference. All members of the Leadership Board and Committee on Nominations and Leadership Development will be professing members of Paris Calvary United Methodist Church. The Chair of the Board of Trustees will

be elected from among the voting members of the Leadership Board in the first board meeting of each year, in accordance with the Discipline, and s/he may be the Leadership Board Chair.

3. On January 1, 2022, the Charge Conference of Paris Calvary United Methodist Church will be composed of the members of the Leadership Board, appointed clergy (ex-officio), together with retired ordained ministers and retired diaconal ministers who elect to hold their membership in our charge conference, Lay Members of Annual Conference, the Lay Leader, Financial Administrator (if non staff), and the elected membership of the Committee on Nominations and Leadership Development.

4. The Senior Pastor, a Lay Member of Annual Conference and the Lay Leader are ex officio voting members of the Leadership Board, if not already elected into a membership class of the Leadership Board.

5. All disciplinary requirements and qualifications for each of the constituent committees (Church Administrative Council, SPRC, Finance Committee, and Board of Trustees) will continue with the combined Leadership Board, including Trustee age of majority qualifications and SPRC household membership limitations.

6. All references to the Administrative Council, Board of Trustees, SPRC, and Finance Committee, in all existing church policies, as of December 31, 2021, shall be understood to refer to the Leadership Board beginning January 1, 2022.

7. The Board of Trustees is directed immediately to make appropriate amendments to the congregation's bylaws to reflect the new plan for organization and submit an update to the Secretary of State's office in a manner defined by state law for nonprofit corporations.

8. In service to our common mission to make disciples of Jesus Christ for the transformation of the world, all existing ministry teams will be accountable to the Senior Pastor and Leadership Board in administrative matters and in fulfillment of ¶243. The Calvary KidCare Child Care Ministry Advisory Board (¶ 256.2c) will be a ministry team and accountable to the leadership board through the Senior Pastor.

9. The Leadership Board will abide with existing financial, child protection, building use, and personnel policies along with the inaugural Guiding Principles. The Leadership Board will create a covenant. The Leadership Board is empowered to amend these policies, principles, and covenant. The Leadership Board shall share updated Guiding Principles with the Charge Conference annually.

APPROVED, August 22, 2021.

Secretary, Charge Conference

Presiding Elder

Simplified Accountable Structure – FAQ

SIMPLIFIED ACCOUNTABLE STRUCTURE (from *Mission Possible: A Simplified Structure for Missional Effectiveness*, Resource 2)

1. Which positions can be combined for one person on the Board to hold?

Most all positions can be combined as long as the minimum number is elected. The Lay Leader, Lay Member to Annual Conference, SPRC Chair and Trustee Chair must be designated, but could all be the same person.

2. Is there an absolute minimum number for the Board?

Nine is the standard and recommended minimum. Very small congregations may be able to have a Leadership Board of six, composed of two individuals in each three-year class at the discretion of their district superintendent.

3. Does the pastor have a vote?

No. Because the Leadership Board's work switches roles quickly from Disciplinary committee to committee, we recommend that the pastor not vote, in order to preserve clarity and unity in the Board. If a matter comes up that depends on one vote of the pastor, that is probably a sign that more conversation and discernment is needed.

4. Can family members serve together on the Board?

Per the Book of Discipline, family members cannot serve on the Board together. If it cannot be avoided, the family members may need to excuse themselves from the room or not vote on issues with potential conflict of interest. Staff and family of staff cannot serve on the Board.

5. Should staff (paid and unpaid) serve on the Board?

No

6. Who should take notes at the meeting?

Someone can be assigned or elected to take notes who is not on the Board. That person could also be selected from the existing members of the Board, a person recruited outside the Board to take notes (needs to be excluded from S/PPR conversations) or a person who is an addition to the Board with the sole responsibility of taking notes.

7. Are the Financial Secretary and Treasurer required to be on the Board?

No, but they can be. The recommendation and best practice is for them not to be on the Board.

8. Which position on the Board serves as the liaison to the District Superintendent for Staff/Pastor Parish Relations Committee purposes?

It is recommended that the Board Chair serves as the S/PPRC liaison to the DS.

9. Are there still three-year terms and classes?

Yes. One third of the Board will roll off each year.

10. Is the Board self-nominating?

No. There is still a requirement that there be a separate Committee on Nominations and Leadership Development to nominate the Board Members to the Charge Conference each year.

11. How long can a person serve on the Board?

Board members serve a three-year term. Since all members are serving as S/PPR, Trustees and Finance, it is recommended they roll off after each three-year term. After being off the Board for a year, the person can roll back onto the Board if elected.

12. Are UMM, UMW, and UMYF representatives required to be on the Board?

If the church has these chartered groups, a member of that group may serve if requested on the Board as a leader of the local congregation (not to report about their group).

13. How many must be present to take an official vote? What requires an official vote?

A quorum is described as whoever is present (Note of exception: In rare matters that require the Trustees to function as a legal body, a majority of Leadership Board members who are Trustees must be present). Simple majority of Leadership Board members attending approves a motion.

14. How is the Trustee Chair elected or appointed as required by the corporate resolution?

At the first meeting at the beginning of each new year, the Board will elect a Trustee Chair to satisfy the corporate resolution requirement. It is recommended the Board Chair serve as the Trustee Chair. Please note that all members of the board who will serve in the role as a trustee must be of legal age (18+ in most states).

15. If a church moves to the simplified accountable structure, how does ministry happen?

Even though the restructuring occurs, ministry teams are still needed and in place. Fewer people on the Board means more people are available to do ministry. Simplifying structure is the combining of the four administrative teams of the Council, Trustees, Finance and S/PPR Committees. The only change for ministry teams is that the Nominations Committee is not responsible for identifying and nomination leaders and members for ministry teams.

16. Do I need approval from my DS to move to the simplified structure?

Yes. A letter from the pastor and Council Chair requesting to move to simplified structure to the DS is the first step. In the letter, state the missional purpose for moving to this structure. Refer to the Discernment Phase for the steps towards moving to a simplified, accountable structure.

17. Where can I find information on simplified structure in the Book of Discipline?

Paragraph 247.2 in the 2016 edition

18. How should we pick Leadership Board members? Do we need to seek out people with different skills, such as financial, human resources, legal, and marketing? Should we try to create a team composed of people with personality test results?

By Discipline, all Leadership Board Members will need to be professing members of the church because some of the constituent committees require professing membership. The right team is composed of devoted disciples of Jesus who can think strategically about the church's mission, hold clergy, staff, and fellow members accountable to the mission, and partner with other Leadership Board members to guide the congregation into making a God-sized impact. The Leadership Board should be as diverse as possible so that the leadership table will have the different voices that God needs for the congregation to discern its future direction. Other skills can be added through work groups. While teams can be designed using a variety of tools, don't let these tools get in the way of the fact that Jesus' mission needs Jesus' disciples and that accountability must come before any other considerations.

19. What size church is too small or too large for SAS?

While 247.2 was written for small churches who had difficulty finding enough people to fill all the "slots" in a committee structure, it was some of our largest churches that first discovered the power of SAS. Churches with an average worship attendance under 50 may already be doing a de facto simplified structure, and it may or may not be using accountability. Large Churches that worship in the thousands have discovered the need for SAS as they seek to counteract ministry silos and mission drift. Mid-size congregations from 50-500 in worship will quickly discover the power of SAS in unleashing more laity for ministry and focusing the church on Christ's mission.

20. What are the Discipline requirements for Leadership Board composition?

The Leadership Board should be made up of professing members, with a Discipline-recommended minimum of 1/3 being laywomen and 1/3 being lay men.

21. Who can attend the meetings?

Congregation members are always invited to attend the meetings, but do not have voice or vote. When the Board needs to move to executive session to address S/PPRC matters or to consider legal negotiations (such as buying or selling property), these church members will need to be excused.

22. Should we assign Board Members to specialist roles for finance or personnel?

No! This defeats the purpose of the simplified structure and interrupts Leadership Board accountability. While the Board may assign a work group to work on a special project and report back, only the entire Leadership Board can act and make decisions.

FROM THE CONGREGATION AT CALVARY UNITED METHODIST CHURCH

1. Is the North Texas Conference requiring churches to adopt this alternative structure?

No. The Center for Congregational Development recommends this structure for churches considering adopting an alternative. The center provides guidance, coaching, and support for churches adopting this structure.

2. Why adopt this structure now, when the future of the denomination is uncertain?

The future is always uncertain. This structure has been adopted by conservative and progressive congregations of all sizes throughout the UMC. The structure is adaptable should the *Discipline* change at any future General Conference. Many churches of other denominations have adopted the simplified structure successfully.

3. Doesn't this limit involvement in the church to a few people?

No. The Leadership Board is focused on governing the church by developing and casting a vision, setting goals, and encouraging ministry within the church and community. The ministry teams are then free to engage in ministry in the areas in which God has gifted and is calling them. One of the key tenets of the SAS is that "Meetings are not ministry! Let's focus on ministry while making meetings fewer in number but larger in meaning." The goal is to simplify the church structure and unleash more people into ministry. The goal is transformation of our meetings, our leaders, and our lives are transformed God to help Calvary become a church on a mission to make disciples of Jesus Christ for the transformation of the world.

4. Will members of the current administrative committees be part of the Leadership Board?

The Committee on Nominations and Leadership Development (Nominations Committee) will nominate members of the Leadership Board for election at our regularly scheduled meeting of the Church Conference (November 7, 2021). They will work with our assigned coach to nominate officers of the church and members of the Leadership Board. Members of the current administrative committees are eligible to be nominated for election to the Leadership Board.

5. When will the change in organization structure go into effect?

The SAS would supersede the existing organizational structure on January 1, 2022. All existing committees would remain in office through the end of 2021.

Simplified Accountable Structure – Task Force

The task force is made up of five members of Calvary invited by Pastor Marks to explore the Simplified Accountable Structure and review our existing structure to make recommendations to the congregation regarding potentially adopting a new simplified administrative structure for our church. The participating members included: Randall Childress, Mike Nickey, Pastor Beverly Olsen, Priscilla Tyndall, Pastor Tim Marks, and our coach Ted Haynes.

Calvary members were selected because of their membership on existing administrative committees (SPRC, Finance, Trustees, Administrative Council). None of the members of the task force are committee chairs so that the task force work would not interfere with leading their committees. Those who were invited and participated include long-time members and more recent members, male and female, and from multiple Sunday School classes. Because the Lay Member(s) of Annual Conference are also members of a number of administrative committees, Lay members of the annual conference were invited. Please note that task force role was to review, discern, and make recommendations to the church membership. The leadership board of a future Simplified Accountable Structure will be nominated and voted on if the new administrative organization is approved by the church membership.