

# **Administrative Board Policy**

**August 2017**

**Book of Discipline Section VI pg.168**

## **Organization and Administration**

P244: The basic organization plan for the local church shall include provision for a church council.

1. The church council and all other administrative and programmatic structures of the local church shall be amenable to the charge conference. The church council shall function as the executive agency of the charge conference.
2. Alternative plans may be developed in accordance with the provisions of P247.2. Such alternatives may include an Administrative Board.
3. Members of the Administrative Board shall be persons of genuine Christian Character who love the church, are morally disciplined, are committed to the mandate of inclusiveness in the life of the church, are loyal to the ethical standards of the United Methodist Church set forth in the Social Principles and are competent to administer its affairs. It shall include youth and young adult members chosen according to the same standard as adults. All persons with a vote shall be members of the local church. The pastor shall be the administrative officer, and as such, be an ex-officio member of the Board.

## **P252: The Administrative Board**

1. Purpose- the Administrative Board shall provide for planning and implementing a program of nurture, outreach, witness, and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church. The Board shall be amenable to and function as the administrative agency of the charge conference.
2. Mission and Ministry: The Board is responsible for nurture, outreach and witness ministries and their accompanying responsibilities as listed in P252 (a-e).
3. Meetings
  - The board shall meet at least quarterly. The chairperson or the pastor may call special meetings.
  - The board shall consist of nine members, which includes the chairperson.

- It is recommended that the board give adequate consideration to the missional purpose of the local church by placing this at the top of the agenda.
  - It is recommended that the council use a consensus/discernment model of decision-making.
4. For Other Responsibilities see P252 #4 (a-e)
  5. For Membership details see P252 #5 (a-l)
  6. Quorum-the members present and voting at any duly announced meeting shall constitute a quorum.

The Administrative Board chairperson shall be elected by the charge conference annually and shall have the responsibilities as listed in P251, #3 (a-g)