

## **Crooks Memorial United Methodist Church** **Guiding Principles**

### **Definitions**

**Our Guiding Principles** our permission giving policies, procedures, and practices that protect and allow the ministry of the church to function on a day-to-day basis within healthy boundaries. This is a living, breathing document that guides our ministry under the Simplified, Accountable Structure while still adhering to our denomination's *Book of Discipline* (BOD). Only the Leadership Board has the authority to establish, remove, or modify a Guiding Principle.

**Our Simplified, Accountable Structure (SAS) utilizes Accountable Leadership** which combines accountability, responsibility, and authority. It enables a streamlining of decision making and ensures that all resources and ministries are aligned with the mission, vision, values, and goals of the church. SAS ensures that the mission is driving the church, rather than its structure. With one board fulfilling all administrative committee responsibilities, congregation members are freer to be fully engaged in hands-on ministry to fulfill the mission and vision of the church.

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### **Roles Within Accountable Leadership**

#### **Leadership Board's Role in Accountable Leadership**

*The Leadership Board is accountable to Christ for the church living out its mission of making disciples.*

- The Leadership Board (hereafter referred to as the Board) is responsible for leadership and governance, not management or ministry development.
- All administrative committee responsibilities and functions are vested in the Leadership Board. All references to the Church Council, Board of Trustees, Staff/Parish Relations Committee, Endowment Committee, and Finance Committee, in all congregational policies and in all references in the *Book of Discipline of the United Methodist Church*, shall be understood to refer to the Leadership Board.
- The three main types of work of the Board are:
  - Fiduciary: tending to the stewardship of tangible assets
  - Strategic: working to set the congregation's priorities and seeing that resources are aligned with those priorities
  - Generative: Problem framing and sense making about the shifting environment of the congregation and mission field
- Collaborate with the pastor to discern, name, and cast the mission, vision, purpose, boundaries, and yearly goals for the church. Evaluate the progress of the church accomplishing them.
- Plan and allocate resources (financial, staff, building, etc...)

- Empower and support the pastor to lead the church in its mission, vision, values, and goals.
- Interpret the role of pastor to the congregation and hold lead pastor accountable in partnership with the DS.
- Create and update policies, procedures, Guiding Principles, budget, and covenants.
- Ensure all resources align to the mission, vision, goals, and strategies.

### **Pastor's Role in Accountable Leadership**

*The pastor is accountable to the Board for keeping the mission, being the spiritual leader of the church, and managing day-to-day operation and ministry.*

- Supervise and evaluate the staff, holding them accountable to their ministry and goals.
- Collaborate with the Leadership Board to discern, name, and cast the mission, vision, purpose, boundaries, and yearly goals for the church.
- Ensure the ministries of the church, including their measurable goals and strategies align with the mission and vision of the church.
- Monitor accomplishment of goals and make necessary strategy and staff adjustments.
- Collaborate with the Lay Leadership Development and Nominations Team to equip present leaders and develop new leaders.

### **Staff/Ministry Team Leaders' Role in Accountable Leadership**

*The staff and ministry team leaders are accountable to the pastor for day-to-day ministry and management.*

- Ministry teams are created with pastor approval and must align with the church's mission, vision, values, and strategic goals.
- Identify, recruit, equip, and deploy ministry team members, while holding them accountable.
- Coordinate ministry within the bounds of the Guiding Principles and ensure Ministry Team Responsibilities (*See Appendix A*) are met.

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## **Guiding Principles of the Church**

### **Leadership Board Membership**

- The Board consists of nine elected members and the Pastor. When possible, a youth should serve as a Board member.
  - Only Board members over the age of 18 will have voting privileges in matters of property, incorporation, legal matters, contracts, insurance, investments, or other matters described in BOD paragraphs 2525 – 2551.
- Board members are nominated by the separate and independent Lay Leadership Development and Nominations Team, chaired by the pastor, and elected by the Charge Conference as described in the BOD.
  - Member are elected to 3-year terms. Members rotate off the Board for a minimum of one year to eliminate small circles of power and promote the development of new leaders.

- Board members must be active in the life of the church for at least one year and a full member of the church.
- Immediate family members of paid staff or the pastor may not serve on the Board.
- Family members may not serve on the Board at the same time.
- Staff (paid or unpaid) and ministry leads may not serve on the Board.
- Board members may not simultaneously serve on the Lay Leadership Development and Nominations Team.
- The Board chair signs all conference and district related papers as chair of Trustees, Staff/Parish Relations, Finance, and Church Council.
- Serving as the court registered “Trustees” of the church, the Chair of the Board, Treasurer or Chair of Stewardship, Chair of Property, and one additional member of the Board will sign all documents with the County pertaining to church buildings.
- Board members hold one another accountable in their life of discipleship through use of a covenant and prayer.

### **Leadership Board Meetings**

- All Board meetings are open to the congregation except for closed executive sessions. Closed executive sessions deal with matters related to staff, clergy, or legal negotiations. Executive session notes are confidential.
- The Board conducts an annual two-day retreat to perform an in-depth review of the church’s vision and goals. This retreat occurs prior to budget requests going out so that ministry chairs can be aware of any change in the vision or goals for the upcoming year.
- Whenever possible the Board will use a model of consensus to make decisions. Voting will occur only when necessary, especially for where a documented vote is required.
- The Board appoints sub-teams as needed to fulfill its work which may include laity not serving on the Board. These teams are provided guidance and boundaries in which to work. They exist until their task is complete and results/recommendations have been presented to the Board for consideration and approval.

### **Communication**

- The Board will approach matters of disagreement or conflict with transparency and maintain our missional focus as a board. The Board will not accept anonymous concerns. When approached by a person or group concerning a matter of disagreement or conflict, the Board will follow the path laid out by Jesus on Matthew 18 by encouraging the concerned party to first go directly to the individual, to volunteer to go with the concerned party as a witness, or as a last option, to invite the concerned party to address the full leadership or an assigned work team to address the issue. At no time will the Board support secret meetings or anonymous concerns that undermine the integrity or authority of the pastor or Board.
- An agenda for each meeting is made available to the congregation a week prior to a meeting.

- Minutes from each Board meeting (except executive session minutes) are made available to the congregation within one week following the meeting.
- When making significant decisions, the Board may solicit input from the congregation.
- The Board will annually review and approve a Communication Plan (*See Appendix B*) outlining how it will effectively communicate with the congregation throughout the year.

### **Finances and Budget**

- The Board recognizes and approves the Financial Policy dated August 2019.
- The Board establishes the yearly budget. Any changes to the budget or allocation of funds for new ministries not already covered in the budget must be approved by the Board.
- The pastor is responsible for reviewing line items within ministry areas with staff and leaders for accountability.
- The Accounting Administrator and/or Treasurer must be consulted concerning any single purchase or expenditure over \$1000 for purposes of cash flow. The Accounting Administrator and Treasurer do not approve or deny purchases.
- Once the budget is approved, those responsible (staff, team leaders, etc...) for the various ministry areas have the authority to spend their budget to align with the goals for their ministry area approved by the pastor. No further approval is needed to access the budget in their area of responsibility.
- Any member of the Property Team has the authority to purchase supplies for building maintenance and improvement up to \$500 without approval. The Property Team Chair can authorize purchases for building maintenance and improvement up to \$1500. Purchases up to \$2500 can be approved by the pastor. Any purchases over \$2500 need Leadership Board approval unless the expenditure is already approved in a capital expenditure line item in the approved budget.
- Any non-emergency expenditures over \$5000 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 budget and meets the previous criteria, there is no further approval needed. Additionally, if the expenditure is emergent, the Property Chair has the right to call whomever they deem necessary to provide immediate help.

### **Staff**

- 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 pastor has the authority to supervise, discipline, and manage paid staff.
- The pastor will review all paid staff annually.
- The Board recognizes and approves the Staff Leave Policy dated August 2019.

### **Building and Property**

- The Property Lead/Team provides the oversight and care of the property and grounds of the church (*See Appendix C*).
- All building use request should be made to the church office and in keeping with the Facility Use Policy.
- Weather related closings for the office and church activities will follow the closure schedule for York County Government Offices. However, discretion is available to the pastor, ministry leaders, and Property Lead to cancel activities even if government offices are not closed.
- The pastor and Property Lead (collaborating whenever possible) are each able to make decisions related to weather closings for Sunday worship or non-weather emergencies.
- The Board recognizes and approves the Facility Use Policy dated August 2019.
- The Board recognizes and approves the Key Policy dated August 2019.
- The Board recognizes and approves the Facility Care Policy dated August 2019.

### **Other Policies, Procedures, or Practices**

- The Board recognizes and approves the Safe Sanctuaries Policy dated August 2019.
- The Board recognizes and approves the Ryan Bell Scholarship Policy dated August 2019.
- The Board recognizes and approves the Conflict Resolution Procedures dated May 20, 2021.
- If any position of leadership requiring election (per BOD) becomes vacant during the year, the Board is responsible to elect a new leader as authorized by Charge Conference. When applicable, the Board seeks recommendations from the Lay Leadership Development and Nominations Team.

## **Appendix A – Ministry Team Responsibilities**

Ministry teams of the church may be formed for short-term or long-term work. Ministry team members are accountable to the ministry team lead who is accountable to the pastor.

### **Responsibilities of Ministry Teams**

- Ministry teams may form at anytime with the approval of the pastor.
- Have a clear understanding of how each ministry aligns with the church's mission, vision, strategic goals, and values.
- Coordinate the ministry of the church and connect the congregation to the church's discipleship pathway to help them take their next steps.
- In coordination with the pastor, create measurable goals and strategies to fulfill the Leadership Board's strategic goals.
- Follow the Guiding Principles of the church, including all church policies related to finances, building use, etc...
- Annually evaluate the ministry.
- Effectively communicate with the congregation.
- Gather periodically, as requested, with other Ministry Team Leaders for planning. This will provide opportunity for more strategic planning, communication, goal assessment, and collaboration in ministry.

**Appendix B – Leadership Board Communication Plan**

As the Leadership Board works with the congregation to increase two-way communication, we offer the following means to further our effort. As always, questions can still be asked of any member of the Leadership Board individually, but we also suggest the following means as others in the congregation may benefit from seeing/hearing the Q&A. We welcome comments, suggestions, etc... as we continue to seek more open pathways for communication.

1. After the Leadership Board meeting on the third Thursday of each month, bullet points will be disseminated highlighting key decisions. A video will be released occasionally to add additional details to our decisions when necessary.
2. The Leadership Board invites the congregation to pose questions about these bullet points or other ongoing work of the board. We want to stay focused on those areas for this method of communication. A Question Submission form is enclosed if helpful.
3. Submitted questions will be discussed at the following Board Meeting and answered (or directed to the appropriate leader or ministry team) afterwards with a written explanation or video (whichever we find appropriate) to the congregation.
4. Once we can more fully gather in person we will resume “Church Chats” with the congregation on at least a quarterly basis.

CROOKS MEMORIAL UMC QUESTION SUBMISSION For Questions Regarding the Ongoing Work of the Leadership Board	
NAME:	
EMAIL:	
PHONE:	
QUESTION:	
Private answer or included in the monthly Public answers video?	<input type="checkbox"/> Private <span style="margin-left: 200px;"><input type="checkbox"/> Public</span>

### **Appendix C - The Property Lead/Team**

The Property Lead is accountable to the pastor and Board for the supervision, oversight, care, and maintenance of the property and equipment of the church.

Responsibilities of the Property Lead/Team:

- Provide supervision, oversight, care, and maintenance of the property and equipment of the church.
- Identify, recruit, equip, and deploy volunteers to assist in the overall care and maintenance of all church buildings and grounds, holding them accountable.
- Follow all church Guiding Principles, especially matters related to financial matters
  - Any member of the Property Team has the authority to purchase supplies for building maintenance and improvement up to \$500 without approval. The Property Team Chair can authorize purchases for building maintenance and improvement up to \$1500. Purchases up to \$2500 can be approved by the pastor. Any purchases over \$2500 need Leadership Board approval unless the expenditure is already approved in a capital expenditure line item in the approved budget.
  - Any non-emergency expenditures over \$5000 will require at least two, preferably 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 budget and meets the previous criteria, there is no further approval needed. Additionally, if the expenditure is emergent, the Property Chair has the right to call whomever they deem necessary to provide immediate help.
- Collaborate with the pastor to make decisions related to weather or emergency related closings of the church buildings and/or grounds per the Guiding Principles.
- Serve as one of the court registered Trustees for the church (Property Lead).
- Provide a monthly report to the pastor and Leadership Board sharing updates, progress, and needs of the church building and grounds.
- Conduct a walk through of the parsonage annually with the pastor in order to complete the required annual Parsonage Review. Make needs known to the Board through regular reporting.
- Maintain records of date and work completed on church buildings and property.
- Maintain a Priority List of work to be completed for the church and the parsonage.
- Has authority to sign contracts on behalf of the church related to maintenance of the facility or equipment of the church.
- Collaborate with the Facility Care Team regarding updates to the Facility Care Policy.
- Collaborate with Pastor and the Administrative and Communications Assistant regarding updates to the Facility Use Policy and Key Policy.
- Ensure a bi-annual review of the church insurance policy and make any necessary recommendations related to it.