

Board Governing Guidelines

1. The January meeting will include a vote by the board as to the acting Chairperson of the Trustees for legal purposes.
2. There will be regularly scheduled LB meetings monthly. While the meetings are open (with the exception of items of a confidential nature which are handled in executive session), there will be 3 town hall meetings each year to listen to the voice of the congregation and to convey plans for the vision.
3. Meetings (approximately 90 minutes in length) will be composed of 8 components: Spiritual Formation (the board will rotate the devotion each month), Leadership Development (this part will also be rotated), review of new people (pastor), goal review and accountability conversation (pastor), packet and consent calendar (chair), leadership opportunities (governance of the church), communication (who is responsible for telling whom about the information that needs to be disseminated.) There is an opening and closing prayer in each meeting.
4. As the need arises, the board may seek additional support or guidance to accomplish its tasks. The LB may establish and recruit short-term work teams to provide support/guidance (i.e., in working on the budget, board member may work with a work team including financial staff and seeking input from staff and ministry teams).

Team Eligibility/Demographic Requirements

1. Those elected to the LB must be members in good standing of St. Paul's UMC.
2. Consideration will be given that the membership of the LB be representative of the congregation and community, with special attention given to age, gender, and race.
3. Those who are considered for membership must submit a leadership board interest form, which will be considered by the Nominations and Leadership Development Committee.
- 4.. Those elected to the LB must be willing to sign and agree to abide by the Leadership Board Covenant and guiding principles.
5. Two people from the same household cannot serve on the LB at the same time
6. Family members of the church staff are not eligible for membership on the LB.

Leadership Board Covenant

Leadership Board (LB) members are encouraged to invest in conversations and decisions with vigor and passion. However, once the LB has come to a decision, each LB member will openly and publicly support the decision of the LB whether the individual member personally agrees with the decision. We are a LB with a unified voice.

LB members are expected to be present at all Leadership Board meetings unless unable to join online or by phone. If members miss more than three meetings per year, the LB chair will converse with said member to determine if their seat needs to be vacated and filled by someone who can be more active.

LB members are expected to attend the annual strategic planning retreat. Members understand this is a foundational piece of the LB's work and every effort should be made to be fully present for the entire retreat.

LB members will review the meeting packet prior to the meeting and come fully prepared and ready to participate.

LB members are role models for the congregation. Therefore, members will model mature discipleship by being present (in person or online) in worship, tithing or moving toward a tithe, have an active prayer life, serve in mission three times a year, be active in a ministry team, be in a faith development group, and opening share their faith with others.

LB members will be on time for meetings, silence cell phones and put aside other distractions to be fully present and fully engage themselves in the meeting respecting other's time and commitment.

LB members will encourage and support our pastor and fellow board members.

LB members will hold ourselves, the pastor(s), and other LB members accountable for their leadership roles and responsibilities. This includes allowing others to hold the board members collectively and individually accountable.

LB members understand that conflict and disagreement are natural in any community, including the church. As a board, we will approach matters of disagreement with transparency and maintain our missional focus as a Leadership Board. When approached by a person or group concerning a matter of disagreement or conflict, we will follow the path laid out by Jesus in Matthew 18, the first step of which is to encourage the concerned party to go directly to the individual. AT NO TIME, will we support secret meetings that undermine the integrity or authority of the pastor or Leadership Board.

LB members understand that as a leader, comments or conversation about personnel (pastor(s) or staff) is inappropriate with anyone at any level and is to be avoided.

Members are expected to be supportive and encouraging publicly. Concerns are to be processed with the collective LB only.

LB members carry, support, and always promote the mission and vision of the church.

LB members hold one another in prayer and invest in their board prayer partner through daily prayer and a minimum weekly interaction.

As a member of St. Paul's and the Leadership Board, I covenant with God and the other membership of the Leadership Board to abide by this covenant. I agree I can be held accountable to the covenant of the Leadership Board of St. Paul's.

Sign

Date

Leadership Board Guiding Principles

All references to the Church Council, Board of Trustees, Staff/Parish Relations Committee, Endowment Committee, and Financial 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 beginning January 1, 2022.

Adhering to the mission and vision of St. Paul's UMC should always be the board's priority.

The LB understands its role, powers, responsibilities, and authority in regard to the Book of Discipline. The LB role is governance and not management.

Always ensure a current organizational chart reflective of the current decision-making process and chain of authority.

The LB is to provide transparent and routine communication to keep the congregation informed of missional effectiveness and resource alignment.

Devise financial approval policies for staff ministry, team leaders, the pastor, and building maintenance team.

Hiring, terminating, and evaluating authority of the pastor (with BOD guidance) and other paid staff.

References or inclusion to the church wide policies for the following areas:

- Building and equipment usage policy (i.e., facility rental policies)
- Safe sanctuary policies for child protection
- Employee handbook
- Building safety
- Technology usage and safety
- Financial policies and procedures

Decisions will be made by consensus, only moving parliamentary rules for purpose of items requiring vote at charge conference.

The LB can edit, amend, or add a guiding principle to avoid the LB to fall into an area of managing rather than governing. This is done by discussion and consensus of the LB.

Adhere to official record keeping practices and access to records of meetings and executive sessions.

Once the 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.

The pastor is responsible for reviewing line items within ministry areas with the appropriate staff or team leaders for accountability from the staff and the board.

Establish the role and function of the building maintenance team and authorize the team leader to expend the budget allocated. In addition, set parameters that the team leader can make decisions up to \$ TBD without prior LB approval. Any expenditure over \$TBD will require three bids. Expenditures regarding capital improvement require approval by the LB unless said capital improvement was included in the budget.

Determine the authority and responsibility of the treasurer. The treasurer must be consulted for any single purchase over \$ TBD for the purposes of cash flow. The treasurer does not approve or deny purchases, but rather confirms large purchases will not cause cash flow issues.

The pastor has the authority to hire and release employees using the church's employee policies and procedures in the St. Paul's Lawton Employee Handbook. When terminating an employee, the pastor will invite a board member to sit in on the exiting conversation for the purposes of liability protection. The pastor has the responsibility to supervise, discipline, and evaluate staff performance as outlined in the employee handbook.

The pastor will review all paid staff annually, using the approved evaluation process in the employee manual. Paid staff will review unpaid staff team and leaders annually using the same process.

The Nominations and Leadership Development committee will select new LB members each year.

Individual board members cannot make demands on staff and pastor's time outside the formal board requests.

The LB shall close the open meeting and enter executive session should the meeting necessitate a conversation regarding any staff member or pastor.

The board shall review, revise as needed, and approval the following policies yearly:

- Building Usage Policy
- Building Security and Key Policies
- Financial Control Policies
- Personnel Policies
- Safe Sanctuaries Policy
- Internet Usage Policies
- Healthy Boundaries and Sexual Ethics Policies

The board should always make decisions keeping in mind those not yet in the congregation. To understand that God does and will call us beyond our current boundaries of comfort and perceived ability.

Every person on the LB is a beloved child of God whose voice is important to the whole. Every LB member should feel free to hold the board and those on it accountable to the mission of the church, the guiding principles, and the leadership covenant. This should be done in a manner that is respectful and not demeaning. In turn, we agree to be held accountable to the rest of the LB.

Discussion, not debate, will guide our process. Decisions will be made by consensus. A vote will be taken only if required by Book of Discipline or consensus cannot be reached. Every team member will be allowed to voice their consent. If one team member dissents, then working toward a consensus will continue.

Specific BOD Duties

The LB will be responsible for all duties assigned to the Board of Trustees in the UM Book of Discipline (UMBOD) paragraphs 2525-2551.

The LB will be responsible for all duties assigned to the Finance and Stewardship Committees in the UMBOD paragraphs 258.4.

The LB will be responsible for all duties assigned to the Staff-Parish Relations Committee in the UMBOD line paragraph 258.2. Due to the confidential nature of the duties assigned to this group, this work will be conducted in strict confidence including entering executive session. The LB will complete the yearly Local Church Profile, Clergy Assessment, and be involved in meetings involving the District Superintendent.

For matters which usually require the vote of the Administrative Council, and for discussion of topics which affect the entire church, the LB will serve as a full committee to decide a course of action.

The Nominations and Leadership Development (NLD) Committee will be responsible for all duties assigned to the Lay Leadership Committee in the UMBOD paragraph 258.1. This committee will approve each year new members to serve on the Leadership Board, after first reviewing the candidates to determine their interest and readiness for the position. The pastor is the chair of the NLD per BOD.