

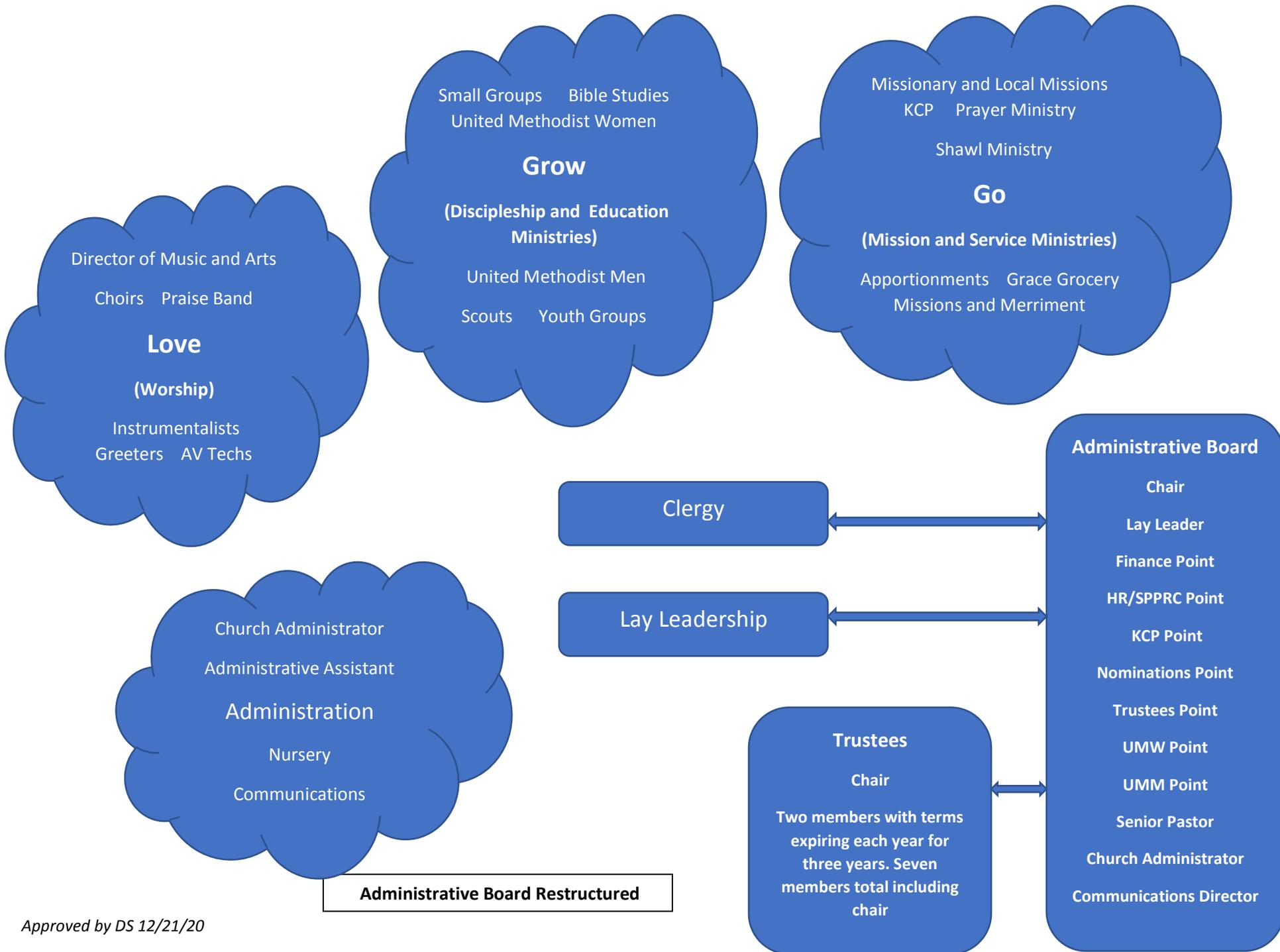
Crozet United Methodist Church
Restructuring and Preparing for 2021

With luck we will soon be emerging from the pandemic restrictions and need to plan our path forward. Staff and lay leadership must be positioned to make rapid decisions adapting policies and procedures to the new realities of our congregation size, demographics and needs. We need to build enthusiasm, counter reluctance, alleviate concerns and assure a welcome return. In short, our lay leadership needs to be cheerleaders alongside our clergy and professional staff. Our current structure is designed for a mature church with well-established norms and procedures and should be adjusted to meet the emerging needs.

To make our leadership structure nimbler and more responsive, we will fold several of the functions into a single board. This will tighten oversight of the various functional areas (the work of the church) and provide greater clarification of duties, expectations and support for professional staff doing church work. The many from our congregation that serve or have served on different committees understand the redundancy that is common in our current structure.

The central entity will be the current Administrative Board. At a future date we may wish to rename it the Church Council as the UMC Book of Discipline lists. The Book of Discipline also allows any form of organization, so long as it meets certain functional criteria and is approved by the District Superintendent. Since our current organization meets all the functional criteria and we are not eliminating any oversight, there is no reason to expect that the new organization will not be approved. We are fortunate to have some examples from both within our church and within our District. The Strategic Plan we developed in 2011 outlined the organizational needs and a proposal was submitted in 2014 to realign the leadership committees along the Love Grow Go mission functions. The District was not prepared to approve the departure from our traditional structure, so the proposal was not implemented. The Culpeper UMC submitted a proposal three years ago to combine their various committees into a single leadership team and it was approved.

The current Administrative Board includes representatives of the Finance Committee, the Staff Pastor Parish Relationship Committee (SPPRC), United Methodist Women (UMW), United Methodist Men (UMM), Kingswood Christian Preschool (KCP), Trustees, Communications, and Lay Leadership. The Senior Pastor and Church Administrator are also members. The new board structure will include Point Persons for each of those functions and the standing committees, except for the Trustees, will be dissolved, freeing up those disciples for other mission work. The Trustees tend to be transactional in nature ... a lot of work gets done by committee members and management of vendors. The Administrative Board is more strategic in nature, with work getting done through policy. A well populated and managed Board of Trustees will continue. A Nominations Point Person will be added to the Administrative Board to replace the current Nominations Committee. The new organizational structure is depicted below.



Note that the Administrative Board includes the Director of Communications. This position has not yet been staffed but has been included in the budget anticipating a mid-year (2021) hire.

Each lay person will serve three year-terms with one-third of the terms expiring each year. The initial population of the Board will include three with one-year and three with two-year terms to achieve the desired terms sequences. Clergy and church staff are permanent members, not subject to term limits.

The minimum duties of the Point Persons are noted below and are guided by the United Methodist Church Book of Discipline, 2016 Edition. The duties may expand as the needs of the church require at the discretion of the Administrative Board.

Point	UMC Book of Discipline Reference	Duties Summary
Nominations and Leadership Development	¶ 258, 1.	Identify, develop, deploy, evaluate, and monitor Christian spiritual leadership for the congregation. In our church this will include not only the development of leadership within the congregation but also increasing the connectedness. Develop a uniform three-year term plan and schedule for all positions on the Administrative Board, Board of Trustees, Kingswood Christian Preschool Board, and other committees, as necessary. Ensure that those who have served three-year terms are afforded a year of rest before another assignment.
HR and SPPRC	¶ 258, 2.	Assist the pastors and staff as they carry out their leadership responsibilities. Assist them with assessing their gifts, maintaining health holistically and work-life balance, and setting priorities for leadership and service. Communicate with Nominations and Leadership Development Point and Administrative Board as necessary when additional staffing or work redistribution is required for appropriate stewardship of employed staff time. Assure staff selection and evaluation processes are consistent throughout the church and are consistently followed and equitably applied.
Finance	¶ 258, 4.	Provide stewardship of financial resources as a priority. Plan, strategize and implement ways to generate more resources for ministries and missions. Compile an annual budget for the church and submit

		it to the Administrative Board for adoption. Develop and implement plans that will raise sufficient income to meet the adopted budget. Examine financial statements regarding compliance with existing requirements and ensure an annual audit is completed.
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The Point persons above are leaders of their functional areas, not a “one-person committee”. They are not expected to do all the work themselves. They may bring ideas and issues to the Administrative Board and use the Board members as advisors, get employed staff assistance, or they may create their own ad-hoc support group for short-term projects that require efforts best suited for multiple people. The only caveat is that confidential personnel matters are not to be shared outside the Administrative Board, clergy or affected staff.

Point persons for stand-alone missions/committees such as UMW, UMM, Trustees and KCP are provided by the entities themselves through the Nominations and Leadership Development function. Each entity will nominate a representative to serve a three-year term on the Administrative Board. The representative may, but are not required to be, an officer of the entity but shall have authority to speak on behalf of and make decisions for the organization.

Point Persons responsibilities, and those of the Chair, Lay Leader, Clergy and Employed Staff include:

- Providing a brief informational report on current affairs and activities.
- Providing a brief report on support provided to the congregation, missions, ministries, clergy and employed staff of the church.
- Providing a report on any support needed from the Administrative Board or from any other functions or entities represented on the Board.
- Serving on sub-committees or work groups created by the Board.
- Actively participating in Board meetings in accordance with Christian spiritual life. That is, being a productive Board member at-large, beyond the interests of the entity or function represented.

Board members are encouraged to provide their reports in writing and to distribute them to fellow Board members prior to the meeting. If presented at the meeting, sufficient copies will be available for all members.

The Board will meet monthly, generally on the third Monday and generally at 7:00 PM. Dates and times will vary with the needs of the church. The Board may meet virtually if needed and may conduct voting electronically if necessary. A quorum is the number of

members present at any meeting. Meetings must be advertised at least one week in advance. Announcement of standing meeting dates and time satisfies this requirement.

An Executive Committee consisting of the Chair, Lay Leader and Senior Pastor may meet to discuss confidential or urgent matters. Other members may attend at the invitation of the Executive Committee.

Minutes of all regular meetings will be prepared in a timely manner, generally within one week, and distributed to all Board members. The Church Administrator will preserve the minutes with other historical records as required by the Book of Discipline. A proforma meeting agenda is included below and may vary as required.

Crozet United Methodist Church

Administrative Board

Proforma Agenda

- Welcome and Opening Prayer
- Recording of Attendance
- Setting and Approval of Agenda
- Approval of Prior Meeting Minutes
- Old Business
 - Follow Up from previous meetings
 - Unresolved items to carry over
- Reports and Announcements
 - Chair
 - Lay Leader
 - Senior Pastor
 - Financial
 - Nominations
 - HR/SPPRC
 - Missions
 - UMW
 - UMM
 - KCP
 - Trustees
 - Church Administrator
 - Communications
- New Business
 - New Agenda Items
 - Discussion of Old Business carry over items
- Confirmation of Next Meeting
- Closing Prayer
- Adjournment