

Pierce Church Leadership Board Organizing Documents

In accordance with ¶244 and ¶247.2 of the 2016 Book of Discipline, in order to more effectively complete its mission of disciple-making, Upland United Methodist Church (Pierce Church) in Upland, IN has made the choice to move to an alternate form of governance. The church is choosing to place the functions of the former administrative committees (Staff-Parish Relations, Trustees, Finance Committee and Administrative Council) into a single Leadership Board. All of the functions of these former Administrative Committees will be handled by this single board. This does not include the Nominations/Lay Leadership Committee. This committee will remain in place and function as outlined in ¶ 258.1. These are the rules under which the Board, the Lead Pastor, Staff and Congregation will function effective January 1, 2021.

- 1) This single board will be named the Leadership Board.
- 2) This board will be made up of nine members of the church and the Lead Pastor, each individual having one vote. The Lay Leader of the Church will be an ex-officio, non-voting member of the board, and shall not be counted as a part of the voting members. Only one person from an immediate family shall serve on the board. No relative or in-law of an appointed clergy or full-time staff member may serve as a voting member of the board. Other paid staff and/or clergy may participate in the Leadership Board in voice only, but are without a formal vote.
- 3) The Chairperson of the board shall not be the Pastor, but one of the nine other members. The Chairperson shall be elected by a Charge Conference vote, or from among the board in the event the current Chairperson is unable/unwilling to fulfill his or her duties. The Chairperson shall be someone who has served on the Leadership Board for at least one year, serving a term of one or two years.
- 4) As leaders of the church, members of the Leadership Board should be persons of deep Christian faith who have shown spiritual maturity and have demonstrated a commitment to the life and ministries of Pierce Church through regular attendance, participation in ministry, and giving to the church.
- 5) All members are selected and nominated to serve The Committee on Nominations and Lay Leadership while will function as outlined in ¶ 258.1 in The Book of Discipline.
- 6) Except for at the initial creation of the board and the Lead Pastor, each member shall serve a term of three years and shall not immediately repeat a three-year term, but can serve again as a member of the board once they have not served on the board for one year.
- 7) In the event that a board member is unable to fulfill his or her three-year term, the Leadership Board, in conjunction with the Nominations/Lay Leadership Committee and a majority vote,

shall fill the vacancy with an eligible church member to serve the remainder of the vacating member's term.

- 8) There is no division of roles or responsibilities when it comes to decision-making by the Leadership Board. All members act as a) the Finance Committee when financial matters are considered, b) the Staff-Parish Relations Committee when personnel matters are considered, and c) the Trustees Committee when real assets or property issues are considered. The only exception is that the Lead Pastor shall not vote on matters of clergy appointment, employment, or compensation.
- 9) To ensure financial accountability, there will be two separate individuals, not of the same family, who serve as Financial Secretary and Financial Treasurer. These individuals will help the Leadership Board oversee the day-to-day financial operations of accounting and bookkeeping. They do not have to be, but can be members of the Leadership Board, provided they meet the additional requirements for serving.
- 10) The Committee on Nominations shall nominate members, such that at all times, there are at least: a) three members who are skilled in matters of Finance, b) three members who are skilled in matters relating to Trustees, c) and three members who are skilled in matters relating to Staff-Parish Relations. As indicated above, all members of the Leadership Board are expected to act as Finance, Trustees and Staff-Parish Relations, but the board may look to those members with skills in each area, to lead sub-committees, task forces, and other groups related to these functions.
- 11) A quorum shall be considered more than 51% of the voting members. No business shall be conducted if a quorum is not present. There are no proxies. In the case of email voting all voting members must be included in the email and a majority of responses for or against will be all that is needed to consider a vote binding.
- 12) The Leadership Board will meet at least quarterly. It shall meet additionally at the request of Bishop, the District Superintendent, the Lead Pastor, the Chairperson of the committee, or any other member of the committee. The board shall meet only with the knowledge of the Lead Pastor or District Superintendent. The board may meet with the District Superintendent without the Lead Pastor present, as long as the Lead Pastor is informed in advance of such meeting and shall be brought into consultation immediately thereafter.
- 13) The primary responsibility of the Leadership Board is to protect and champion the church's mission, vision, and core values through, a) establishing the church's yearly budget, b) working with the Lead Pastor to cast vision and establish yearly goals for the church, c) working with the Lead Pastor to hire, supervise, and assess Church Staff, d) working in partnership with programs

and ministries to ensure they fulfill the mission and vision, and e) working with the District Superintendent with regards to pastoral appointments and accountability.

- 14) As needed, the Leadership Board has the power to create and empower specialized working committees to help support the ministry of the church, while retaining authority to make all decisions regarding annual budgets, financial controls, audits, legal liabilities, administrative policies, and use of church facilities.
- 15) It shall be a core principle of the Leadership Board to maintain transparency of its actions through open meetings, and through ongoing communications with the congregation. All meetings of the board shall be open to any member of the congregation in accordance with the UMC Book of Discipline ¶722, provided that appropriate respect for the business being considered and decorum are maintained during the meetings. As appropriate, the board shall enter into executive or closed session to consider personnel matters, staff salary discussions, potential litigation, contract negotiations and other items as allowed in ¶722.
- 16) The Leadership Board’s primary accountability is to God on behalf of people who need the saving grace of Christ. The board’s primary responsibility, through the work of the Lead Pastor and Staff, is to ensure that Pierce Church stays true to its mission and realizes its vision while functioning within its rules and guiding principles.
- 17) Changes to this organizing document must be approved by the District Superintendent and by a duly called Charge Conference as outlined in The UMC Book of Discipline.

