

# Guiding Principles

For the Governance of Dutilh Church

*“Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood” (Acts 20:28).*

In order to support the fulfillment of the mission and vision of Dutilh Church, the following model of governance is established by the Church Conference.

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## Section 1 - Mission, Vision, and Aspirations

### 1.1 Mission

The mission of Dutilh Church is to make disciples of Jesus Christ who love God, love others, and love to serve.

### 1.2 Vision

The vision of Dutilh Church is to form a community where everyone is known by name, loved for who they are, and empowered to follow Jesus Christ.

### 1.3 Aspirations

In fulfilling our mission and vision, Dutilh Church aspires to be:

- **Christ-like** – being the hands and feet of Jesus and displaying the love of Christ in all we say and do
- **Outward-focused** – looking beyond the congregation to the wider community and world in a posture of love and service
- **Discipling** – empowering people of all ages to follow Jesus, beginning where they are and helping them grow in faith
- **Relational** – connecting people to people as we connect them to God
- **Multi-generational** – engaging people of all ages and generations in ministry

## Section 2 – Governance Structure

### 2.1 United Methodist Connection

Dutilh Church is a member of the Western Pennsylvania Annual Conference of the United Methodist Church and shall organize its ministry in compliance with *The Book of Discipline of The United Methodist Church*, hereafter referred to as the *BOD*. Paragraphs of the *BOD* referenced in these Guiding Principles are included in Appendix C.

### 2.2 Church Conference

At least annually, there shall be a Church Conference comprised of all church members of Dutilh Church. The Church Conference shall be convened by the District Superintendent, or his/her designee, and shall carry out all responsibilities assigned to it by ¶ 246-250 of the *BOD*. Among these duties shall be the election of church members to serve on the Leadership Board.

### 2.3 Leadership Board

Dutilh Church shall be governed by a single board, the Leadership Board. The Leadership Board is the primary governing body of the church and is responsible for the church's overall ministry. The Board shall protect the integrity of the church's mission and vision by providing support and accountability for the Senior Pastor, who leads the congregation in ministry. The Leadership Board shall hold the Senior Pastor accountable for directing the church's ministry in alignment with the Leadership Board's directives. The Leadership Board shall organize itself in compliance with ¶ 246-250 of the *BOD* and the guidelines in section 3, below.

### 2.4 Senior Pastor

The Senior Pastor is the leader of the congregation, providing vision, direction, and biblical teaching to equip and empower the congregation in fulfilling its mission and vision. The Senior Pastor takes direction from the Leadership Board and is responsible for implementing the Leadership Board's vision for the church's ministry. The Senior Pastor may delegate authority to the Associate Pastor(s) and other staff to accomplish the ministry objectives of the Leadership Board, but is ultimately responsible for the whole of the church's ministry. The Senior Pastor shall carry out his/her role in compliance with ¶340 of the *BOD* and the guidelines in section 4, below.

#### **Accountability**

The Senior Pastor reports to the Leadership Board and is held accountable and evaluated by the Leadership Board and the District Superintendent.

### 2.5 Associate Pastor(s)

The Associate Pastor(s) provides pastoral ministry to and on behalf of the congregation as directed by the Senior Pastor. As an appointed pastor of the United Methodist Church, the Associate Pastor(s) is accountable to the District Superintendent. The Associate Pastor(s) supports the Senior Pastor in caring for the ministries of Word, sacrament, order, and service within the congregation and the community. The Senior Pastor may delegate certain duties to the Associate Pastor(s), including but not limited to the supervision of staff.

In the event that the Senior Pastor is unable to fulfill his/her duties due to personal or medical leave, appointment change, or other event, the Associate Pastor with the longest tenure with Dutilh Church shall assume interim duties as the Senior Pastor, until such a time as a United Methodist Bishop appoints a Senior Pastor.

### **Accountability**

The Associate Pastor(s) reports to the Senior Pastor and is held accountable and evaluated by the Leadership Board and the District Superintendent.

## **2.6 Staff**

The Senior Pastor directs the staff to carry out the day-to-day ministries of the church. The Senior Pastor may delegate certain duties to staff, including but not limited to the supervision of some staff. Program staff are responsible for equipping and empowering church members to do ministry. Administrative and support staff are responsible for particular roles that enable and sustain the church's ministry.

### **Accountability**

The Staff are accountable to the Senior Pastor, or their supervisor, as designated by the Senior Pastor. The supervisor conducts an annual performance review, done in consultation with the Staff-Parish-Relations member of the Leadership Board (see 3.7).

## **2.7 Church Members**

Church members are defined by ¶215.2 of the *BOD* as "all baptized people who have come into membership by profession of faith through appropriate services of the baptismal covenant in the ritual or by transfer from other churches." The Church Conference is comprised of such members, and only such members shall be eligible for election to the Leadership Board.

### **Accountability**

As members of a local church in a United Methodist congregation, church members are accountable to the denominational standards outlined in ¶221 of the *BOD*.

## **2.8 Church Family**

The Dutilh Church family is defined as the church members, regular attenders, and anyone who calls Dutilh Church their home church. Members of the church family are the ministers of the church, tasked with loving God, loving others, and loving to serve. They are the front lines of the church's ministry, witnessing to the love of Christ in the community and loving one another, as Christ has loved us.

### **Accountability**

Members of the Dutilh Church Family are accountable to one another and to the Lord Jesus Christ as they seek to grow in faith and be in Christ-like service.

## Section 3 – The Leadership Board

### 3.1 Nomination and Election of Leadership Board Members

Leadership Board members shall be elected by the annual Church Conference.

The Leadership Board shall present to the annual Church Conference nominations of church members to be considered for election to the Leadership Board. The list of nominees shall include individuals nominated for the various roles on the Leadership Board in addition to individuals for at-large Leadership Board members.

The Leadership Board shall develop and maintain a process for identifying and developing leaders within the congregation. The Senior Pastor will oversee this process. The nominations process shall include opportunity for the congregation to submit nominees.

### 3.2 Composition of the Leadership Board

The Leadership Board shall be composed of nine (9) members. The members shall fill the various roles of the Leadership Board.

Number of Board Members	Role
1	Trustees Lead
1	SPRC Lead
1	Finance Lead
1	Treasurer
1	Lay Leader
4	At-Large Members

In addition, the Senior Pastor and any appointed Associate Pastor(s) shall serve as *ex officio* members of the Leadership Board, without vote.

In electing Leadership Board members, the congregation shall make a conscious effort to elect a Leadership Board that reflects the diversity of age, gender, race, and ethnicity within the congregation.

Leadership Board members serving in the roles of Trustees Lead, SPRC Lead, Finance Lead, Lay Leader, and Treasurer shall be elected by the Church Conference to serve on the Leadership Board in those various roles.

### 3.3 Qualifications of Leadership Board Members

Members of the Leadership Board must be professing members of Dutilh Church, in accordance with the definition of the ¶ 215.2 of the *BOD*. Members may not be relatives of current pastors or staff. Members may not be relatives of one another.

Members considered for election should demonstrate the following characteristics and qualifications:

- Be an active, committed follower of Jesus Christ who loves God, loves others, and loves to serve.
- Be fully committed to the mission and vision of Dutilh Church.
- Be engaged in the life of the church through ministries of worship, spiritual growth, and service.
- Be available to commit the physical and spiritual time, energy, and effort needed to care for the work of the Leadership Board.
- Be spiritually gifted in leadership, wisdom, and discernment.

### 3.4 Terms and Term-Limits

Leadership Board members are elected to a term of three (3) years. Individual Leadership Board members may be elected to no more than two (2) consecutive terms. Following the second term, an individual must wait at least three (3) years before being eligible to be elected again.

The terms of Leadership Board members shall be staggered so that approximately one-third of Leadership Board positions are up for election each year.

Of the first members elected to the Leadership Board under these Guiding Principles, one-third (1/3) shall be elected to a one-year term, one-third (1/3) to a two-year term, and one-third (1/3) to a three-year term. Regardless of the number of years, each term shall constitute one full-term for the purposes of re-election.

### 3.6 Leadership Board Officers

The Leadership Board shall have three (3) officers, elected by the Leadership Board at its organizing meeting each January. The four (4) at-large Leadership Board members and the Lay Leader shall be eligible to be elected as officers. The roles of Trustees Lead, SPRC Lead, Finance Lead, and Treasurer are not eligible to be elected as officers. All Leadership Board members are eligible to vote for officers.

Officer	Role
Leadership Board Chair	~ Oversee the integrity of the Leadership Board’s process, ensuring the Leadership Board behaves consistently with its own rules. ~ Convene and preside over Leadership Board meetings. ~ Work with the Senior Pastor to develop meeting agendas. ~ Work with the Senior Pastor to facilitate transparent and open communication between the Leadership Board and the congregation. ~ Occasionally represent the church to outside parties.

	~ The Leadership Board chair may delegate his/her authority, but remains accountable for its use.
Vice-Chair	~ Assume the duties of the Leadership Board Chair in event of his/her absence. ~ Any other duties delegated by the Leadership Board Chair.
Leadership Board Secretary	~ Custodian of minutes for all Leadership Board meetings.

### 3.7 Leadership Board Positions

In addition to officers, there are four Leadership Board positions, each with a distinct role.

Position	Role
Trustees Lead	To oversee and guide the Board’s work relative to all matters of property.
SPRC Lead	To oversee and guide the Board’s work relative to all matters of personnel.
Finance Lead	To oversee and guide the Board’s work relative to all matters of finance.
Treasurer	To authorize and monitor the use of church funds in accordance with the policies of the Leadership Board.

Leadership Board members in these positions are not eligible for election as officers.

### 3.8 Responsibilities of the Leadership Board

The responsibilities of the Leadership Board fall into four (4) broad categories: Spiritual, Fiduciary, Strategic, and Boundary-Setting.

#### Spiritual Duties

- Pray for the mission and ministry of the church.
- Be spiritual leaders in the congregation, inviting others to deepen their love for God, love for others, and love for service.
- Practice spiritual discernment in all matters, seeking God’s will above all else.

#### Fiduciary Duties

- Act always within the best interest of Dutilh Church, protecting the integrity of its mission.
- Be faithful stewards of the church’s assets, including money, property, and other tangible assets.
- Assessing, auditing, and mitigating risks faced by the congregation.
- Ensure the annual audit is conducted and review its results. Designate someone other than the accountant or a member of the Leadership Board to review the annual audit and report to the Leadership Board any recommendations.
- Ensure proper internal controls and protect the integrity of the church’s finances.

### **Strategic Duties**

- Work with the Senior Pastor to develop long-term vision for the congregation.
- Develop processes for strategic planning that engage the congregation and the community.
- Set priorities for the congregation's ministry, and ensure that resources are aligned with those priorities.
- Develop and oversee the implementation of strategic plans.
- Identify and frame problems and opportunities faced by the church.
- Understand the shifting environment within the congregation and the wider community.
- Advise the Senior Pastor on solutions to particular challenges.

### **Boundary-Setting Duties**

- Establish congregational goals, and measures by which the Senior Pastor will be held accountable.
- Set the annual operating budget.
- Develop and maintain a personnel policy to direct the Senior Pastor in the management of staff.
- Develop and maintain a facility use policy to direct the Senior Pastor in use of the facility.
- Develop other policies as needed to provide direction to the Senior Pastor.

The Leadership Board shall also be responsible for all other duties outlined in ¶252 *BOD* for the Church Council, and ¶258 in the *BOD* for the Staff-Parish-Relations Committee, Board of Trustees, Finance Committee, and Committee on Nominations.

The Leadership Board shall annually review these guidelines and refer any recommended changes to the annual Church Conference.

## **3.9 Board Meetings**

### **Quorum**

A quorum is defined as a simple majority (5 out of 9) Leadership Board members present for a meeting. Leadership Board meetings may be conducted in person, by conference call or video conference, provided members can be heard by all participants and hear all discussion.

### **Decision-making**

The Leadership Board shall make decisions by the vote of a simple majority of a quorum.

### **Email-Voting**

The Leadership Board may conduct votes by email, provided that all Leadership Board members participate in the vote, the outcome is unanimous, and the vote is recorded in the Leadership Board's minutes. If any of these conditions are unmet, the vote is invalid and must come before a formal meeting of the Leadership Board.



### **Meeting Frequency**

The Leadership Board shall meet no less than six (6) times per year. The meeting schedule shall be published for the congregation in January. Additional meetings, as needed, may be added to the calendar, provided the congregation is notified.

### **Open Meetings**

Leadership Board meetings are open to any member of the church family. Time shall be allotted on every Leadership Board agenda for open comment from members of the church family.

### **Closed Session**

In all matters related to personnel, legal issues, and real estate, the Leadership Board shall convene in closed session, in accordance with the *BOD* ¶258.2.e. Closed session means only the Leadership Board, including *ex officio* members, are present.

### **Agenda Planning**

The Leadership Board Chair and the Senior Pastor shall consult on the meeting agenda, which shall be published for the Leadership Board before a scheduled meeting. Leadership Board members shall be afforded the opportunity to provide feedback on the agenda before it is finalized.

## **3.10 Ad Hoc Committees**

At its discretion, the Leadership Board is encouraged to utilize ad hoc committees, composed of members of the church family, to accomplish specific tasks. One or more members of the Leadership Board shall be the liaison between the ad hoc committee and the Leadership Board. The ad hoc committee shall be given clear direction with a timeframe for completion of their work. Examples of reasons to utilize an ad hoc committee:

- To raise capital funds
- To formulate the annual budget
- To participate in a hiring process
- To participate in the annual audit
- To coordinate a building project/renovation
- To assist in the development of a strategic plan

Ad hoc committees work on behalf of the Leadership Board and do not have any decision-making authority.

## **3.11 Congregational Communication**

### **Meeting Summaries and Minutes**

A brief summary of Leadership Board meetings, along with meeting minutes, shall be shared with the congregation.

## **Congregational Engagement**

The Leadership Board shall engage the congregation through townhall meetings, focus groups, and other appropriate means. The purpose of such engagements shall be to inform the congregation of the Leadership Board's work, solicit feedback on upcoming initiatives, and provide an open forum for the congregation to ask questions, share ideas, and express concerns.

### **3.12 Leadership Board Accountability**

The Leadership Board members shall be accountable to one another through a shared church leaders covenant, to be signed annually by each Leadership Board member (see Appendix C).

The Leadership Board shall also be held accountable by the annual Church Conference.

### **3.13 Removal of a Leadership Board Member**

In the event a member of the Leadership Board violates the church leader's covenant, the Senior Pastor and Leadership Board Chair shall make every effort to work with the Leadership Board member to achieve a just and reasonable resolution. In the event no such resolution is achieved, the Leadership Board may suspend a member with a  $\frac{3}{4}$  vote, and with prior notification of the Senior Pastor and the District Superintendent.

Suspended Leadership Board members shall have no voice or vote in meetings. The Church Conference shall have the authority to remove a Leadership Board member, in compliance with ¶ 250 of the *BOD*.

### **3.14 Mid-year Leadership Board Vacancies**

In the event that a Leadership Board member vacates their position in the middle of the year, through resignation, death, or other event, the Leadership Board may fill the vacancy on an interim basis, with the unanimous vote of the Leadership Board. At its next meeting, the Church Conference shall elect a permanent replacement.

### **3.15 Removal of the Senior Pastor**

The Leadership Board does not have the authority to remove the Senior Pastor. In situations where the Leadership Board loses confidence in, is unsatisfied with, or is in any way concerned about the leadership of the Senior Pastor, the Board may communicate to the District Superintendent. In such instances, the Leadership Board must comply with ¶258.2 of the *BOD*

## **Section 4 – The Senior Pastor**

### **4.1 Authority and Accountability in the Local Church**

As the spiritual leader of Dutilh Church, the Senior Pastor serves under the direction of the Leadership Board. The Senior Pastor's primary responsibility is to organize and implement the congregation's ministry in accordance with the guidelines of the Leadership Board. The Senior Pastor is accountable to the Leadership Board.

## 4.2 Authority and Accountability in the United Methodist Church

The Senior Pastor is appointed to Dutilh Church by a Bishop of the United Methodist Church. As an ordained elder, he/she has authority over ministries of Word, sacrament, order, and service, in accordance with ¶ 340 of the *BOD*. The Senior Pastor reports to the District Superintendent and is accountable to the Board of Ordained Ministry of the Western Pennsylvania Annual Conference of the United Methodist Church.

## 4.3 Relationship to the Leadership Board

The Senior Pastor is an *ex officio* member of the Leadership Board, without vote. He/she shall serve as the primary liaison between the Leadership Board, the staff, and the congregation. The Senior Pastor shall assist the Leadership Board in fulfilling its duties, and implement directives of the Leadership Board. In addition, the Senior Pastor shall recommend to the Leadership Board changes in strategy and policy that will best enable the congregation to achieve the Leadership Board's vision.

## 4.4 Vision

The Senior Pastor works with the Leadership Board to establish the vision for the church's ministry. He/she assists the Leadership Board in developing strategy, and setting goals. The Leadership Board holds the Senior Pastor accountable to organizing the staff and congregation to achieve the goals sets by the Leadership Board.

## 4.5 Preaching

The Senior Pastor inspires, challenges, enriches, and engages the congregation by providing biblical preaching that proclaims the Word of God for the church. The Senior Pastor has authority to delegate preaching duties to the Associate pastor(s) and others qualified as preachers, but is ultimately responsible for all preaching at Dutilh Church.

## 4.6 Head of Staff

The Senior Pastor is responsible for the hiring, supervision, and assessment of paid and unpaid staff, in consultation with the SPRC Lead of the Leadership Board, and in accordance with the Dutilh Church Personnel Policy. He/She provides direction to the staff, and may delegate supervisory duties to the Associate Pastor(s) or other staff. The Senior Pastor is accountable to the Leadership Board for the performance of all staff.

## 4.7 Administration

The Senior Pastor is responsible for the administration of the day-to-day operations of the church. This includes adherence to the budget, facilities policies, personnel policies, and other boundaries established by the Leadership Board. The Senior Pastor may delegate these responsibilities to the Associate Pastor(s) or other staff, but is ultimately responsible for fulfillment of these duties.

#### 4.8 Equipping Leaders

The Senior Pastor shall develop and deploy leaders in the congregation. The Senior Pastor shall provide direction and coaching to the staff to empower them to fulfill their duties. He/She shall also ensure that members of the Dutilh Family are empowered and equipped to lead in various ministry roles, as leaders of small groups and ministry teams. He/she shall serve as the organizer of the nominations process for identifying future members of the Leadership Board.

#### 4.9 Stewardship

The Senior Pastor oversees the stewardship of congregational resources in alignment with the directives of the Leadership Board. He/she takes the lead in encouraging, inspiring, and equipping the congregation to practice the biblical principles of stewardship.

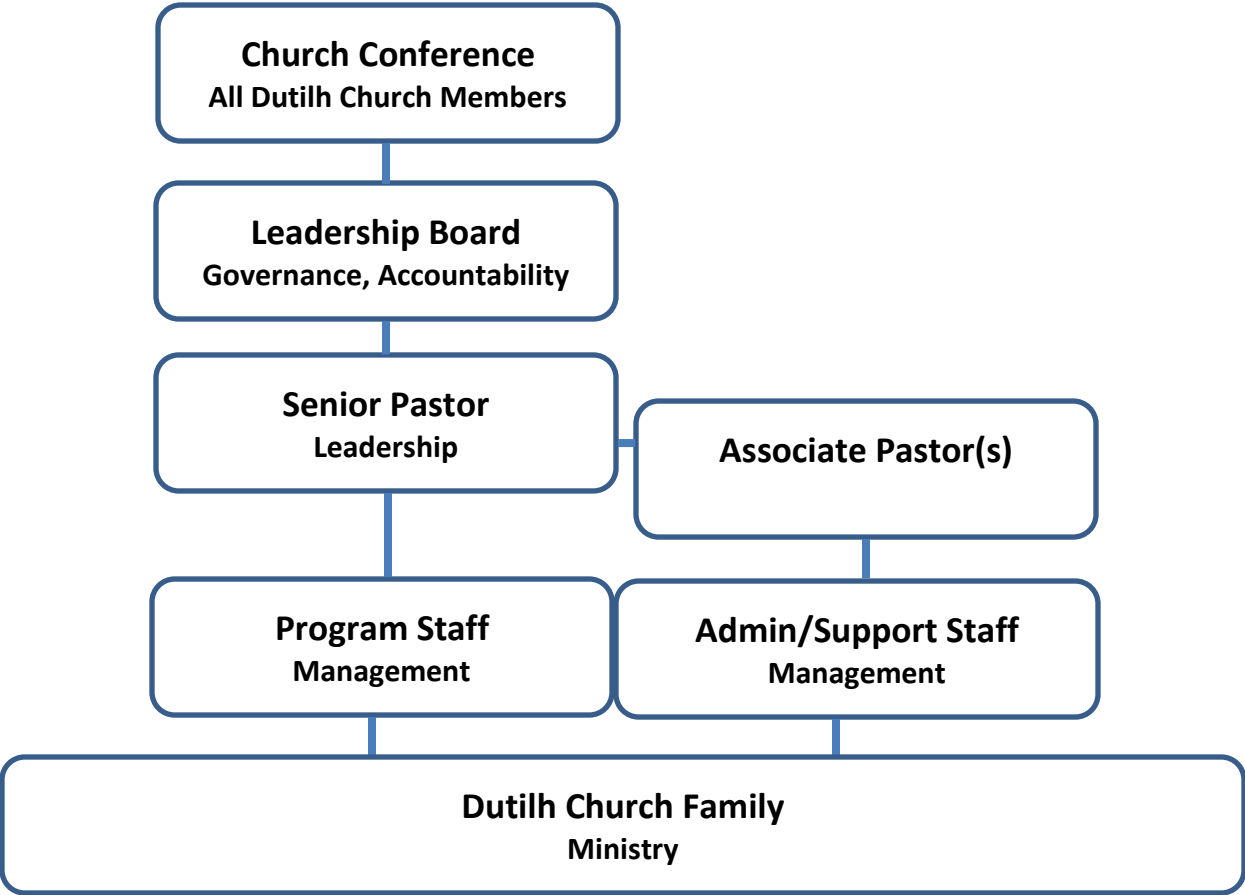
#### 4.10 Congregational Care

The Senior Pastor ensures that there are proper systems in place to provide spiritual care for the congregation, including visitation of the sick and homebound, spiritual counseling, weddings, and funerals.

#### 4.11 Community Witness

The Senior Pastor represents Jesus Christ and the church in the community, advancing the church's mission through engagement in the local area. He/she serves as a liaison between the community and the congregation.

Appendix A – Organizational Chart



## Appendix B – Church Leaders Covenant

### Church Leaders Covenant

As a leader of Dutilh Church, in order to protect the integrity of our ministry and promote the fulfillment of our mission, I choose to conduct myself in the following manner:

- 1) I will model what it means to be a disciple of Jesus Christ.
- 2) I will promote our core value – LOVE – in everything I say and do.
- 3) I will pray for our church daily.
- 4) I will be present and engaged in the life of our congregation.
- 5) I will make every effort to prepare for and attend all meetings, and will not attend less than  $\frac{3}{4}$  of the time.
- 6) I will model a life of stewardship, offering my time, talent, and financial resources to God as an act of worship.
- 7) I will be missionally focused, asking “what will help us make disciples?”
- 8) I will make decisions for the good of the whole church, not just one constituency.
- 9) I will respect the processes and procedures of our church.
- 10) I will respect and support the decisions of the group, allowing the leadership to speak with one voice.
- 11) As a representative of Jesus Christ and the church, I will conduct myself in a manner worthy of the gospel.

At all times, in both my successes and failures to abide by these standards, I know that the grace of Jesus Christ is sufficient.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C – Paragraphs Referenced from the *BOD*

### ¶215.2

**Referenced in:** Guiding Principles 2.7, 3.3

**Description:** The definition of church membership

“The professing membership of a local United Methodist church shall include all baptized people who have come into membership by profession of faith through appropriate services of the baptismal covenant in the ritual or by transfer from other churches.”

### ¶221

**Referenced in:** Guiding Principles 2.7

**Description:** United Methodist standards for accountability of church members

“221. Accountability—1. All members are to be held accountable for faithfulness to their covenant of baptism. 2. If a baptized member neglects faithfulness and discipline in terms of the baptismal covenant, every means of encouraging that member to return and of nurturing him or her to assume the vows of professing membership should be made. 3. If a professing member should be accused of violating the covenant and failing to keep the vows as stated in ¶ 217, then it shall be the responsibility of the local church, working through its pastor and its agencies, to minister to that member in compliance with the provisions of ¶ 228 in an effort to enable the member to faithfully perform the vows and covenant of membership. 4. In the event that those efforts fail, then the professing member and the local church may agree to voluntary mediation 159 CHURCH MEMBERSHIP ¶ 223 in which the parties are assisted by a trained, neutral third-party mediator, mediation team, and/or their district superintendent in reaching a settlement or agreement satisfactory to all parties. 5. In the further event that those efforts fail to effect reconciliation and reaffirmation of the vows and covenant of ¶ 217 by the professing member, then the professing members of the church may pursue the procedures set forth in ¶¶ 2702.3, 2706.5, and 2714.”

### ¶246-250

**Referenced in:** Guiding Principles 2.2, 2.3, 3.13

**Description:** Description of the duties and authority of the Church Conference and how Leadership Board members are elected and removed from office.

“Members of the charge conference 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 members chosen according to the same standards as adults. All shall be professing members of the local church, except where central conference legislation provides otherwise. The pastor shall be the administrative officer, and as such shall be an ex officio member of all conferences, boards, councils, commissions, committees, and task forces, unless restricted by the Discipline.

“¶ 246. General Provisions—1. Within the pastoral charge the basic unit in the connectional system of The United Methodist Church is the charge conference. The charge conference shall therefore be organized from the church or churches in every pastoral charge as set forth in the Constitution (¶ 43). It shall meet annually for the purposes set forth in ¶ 247. It may meet at other times as indicated in § 7 below.

“2. The membership of the charge conference shall be all members of the church council or other appropriate body, together with retired ordained ministers and retired diaconal ministers who elect to hold their membership

in said charge conference and any others as may be designated in the Discipline. If more than one church is on the pastoral charge, all members of each church council shall be members of the charge conference.

“3. The charge conference may make provision for recognition of the faithful service of members of the church council by electing them honorary members. An honorary member shall be entitled to all the privileges of a member, except the right to vote.

“4. The district superintendent shall fix the time of meetings of the charge conference. The charge conference shall determine the place of meeting.

“5. The district superintendent shall preside at the meetings of the charge conference or may designate an elder to preside.

“6. The members present and voting at any duly announced meeting shall constitute a quorum.

7. Special sessions may be called by the district superintendent after consultation with the pastor of the charge, or by the pastor with the written consent of the district superintendent. The purpose of such special session shall be stated in the call, and only such business shall be transacted as is in harmony with the purposes stated in the call. Any such special session may be convened as a church conference in accordance with ¶ 248.

“8. Notice of time and place of a regular or special session of the charge conference shall be given at least ten days in advance by two or more of the following (except as local laws may otherwise provide): from the pulpit of the church, in its weekly bulletin, in a local church publication, or by mail.

“9. A charge conference shall be conducted in the language of the majority, with adequate provision being made for translation.

“10. A joint charge conference for two or more pastoral charges may be held at the same time and place, as the district superintendent may determine.

“¶ 247. Powers and Duties—1. The charge conference shall be the connecting link between the local church and the general Church and shall have general oversight of the church council(s).

“2. The charge conference, the district superintendent, and the pastor, when a pastor has been appointed (see ¶ 205.4), shall organize and administer the pastoral charge and churches according to the policies and plans herein set forth. When the membership size, program scope, mission resources, or other circumstances so require, the charge conference may, in consultation with and upon the approval of the district superintendent, modify the organizational plans, provided that the provisions of ¶ 243 are observed. Such other circumstances may include, but not be limited to, alternative models for the conception of a local church, such as coffee house ministries, mall ministries, outdoor ministries, retirement home ministries, restaurant ministries, and other emergent ways in which people can gather in God’s name to be the church.

“3. The primary responsibilities of the charge conference in the annual meeting shall be to review and evaluate the total mission and ministry of the church (¶¶ 120-124), receive reports, and adopt objectives and goals recommended by the church council that are in keeping with the objectives of The United Methodist Church.

“4. The charge conference recording secretary shall keep an accurate record of the proceedings and shall be the custodian of all records and reports and, with the presiding officer, shall sign the minutes. A copy of the minutes shall be provided for the district superintendent, and a permanent copy shall be retained for church files. When there is only one local church on a charge, the secretary of the church council shall be the secretary of the charge conference. When there is more than one church on a charge, one of the secretaries of the church councils shall be elected by the charge conference to serve as its secretary.



"5. a) It is strongly recommended that the charge conference elect a church historian in order to preserve the history of each local church. The responsibilities of the historian are to keep the historical records up to date; serve as chairperson of the committee on records and history, if any; cooperate with the annual conference commission on archives and history; provide an annual report on the care of church records and historical materials to the charge conference; and also provide, with the pastor and the committee on records and history, if any, for the preservation of all local church records and historical materials no longer in current use. Records and historical materials include all documents, minutes, journals, diaries, reports, letters, pamphlets, papers, manuscripts, maps, photographs, books, audiovisuals, sound recordings, magnetic or other tapes, or any other documentary material, regardless of form or characteristics, made or received pursuant to any provisions of the Discipline in connection with the transaction of church business by any local church of The United Methodist Church or any of its constituent predecessors. The church historian may be a member of the church council. This person may also hold another elected position on the council. b) There may be a local church committee on records and history, chaired by the church historian, to assist in fulfilling these responsibilities.

"6. Each charge is encouraged to be inclusive in the make-up of the council so that all segments of the congregation are represented.

"7. The charge conference may establish a limit to the consecutive terms of office for any or all of the elected or appointed officers of the local church, except where otherwise mandated. It is recommended that no officer serve more than three consecutive years in the same office.

"8. The charge conference shall examine and recommend to the district committee on ordained ministry, faithfully adhering to the provisions of ¶ 310.1e, candidates for licensed or ordained ministry who have been professing members in good standing of The United Methodist Church for at least one year; whose gifts, evidence of God's grace, and call to the ministry clearly establish them as candidates; and who have met the educational requirements. It is out of the faith and witness of the congregation that men and women respond to God's call to licensed or ordained ministry. Every local church should intentionally nurture candidates for licensed or ordained ministry, providing for spiritual and financial support, as well as supporting the Ministerial Education Fund, for their education and formation as servant leaders for the ministry of the whole people of God.

"9. The charge conference shall examine and recommend, faithfully adhering to the provisions of ¶ 313, renewal of candidacy of candidates for the ordained ministry.

"10. The charge conference shall examine and recommend to the responsible Church agency any candidates for Church-related vocations.

"11. The charge conference shall inquire annually into the gifts, labors, and usefulness of the lay servants and certified lay ministers related to the charge and recommend to the district and/or conference committee on Lay Servant Ministries those persons who have met the standards set forth for a local church lay servant and/or for certified lay servant and certified lay minister (¶¶ 266-269).

"12. The charge conference shall receive reports annually on all local church organized Volunteers In Mission (UMVIM) teams, and the total number of local church participants in any UMVIM team, and shall forward the combined report to the annual conference and the general Church through the regular annual local church statistical report.

"13. The charge conference shall in consultation with the district superintendent set the compensation of the pastor and other staff appointed by the bishop.

"14. As soon as practicable after the session of annual conference, each district superintendent or designated agent shall notify each local church in the district what amounts have been apportioned to it for World Service, conference benevolences and other general Church, jurisdictional, and annual conference funds. In the event that the conference uses an apportionment formula whereby the local church contributes a specified percentage of its

current income and/or expenses, the specified percentage may be used in lieu of an actual dollar amount. In preparation for and at the charge conference, it shall be the responsibility of the district superintendent, the pastor, and the lay member(s) of the annual conference and/or the church lay leader(s) to interpret to each charge conference the importance of these apportioned funds, explaining the causes supported by each of them and their place in the total program of the Church. The World Service Fund is basic in the financial program of The United Methodist Church. World Service on apportionment represents the minimum needs for the mission and ministry of the Church. Conference benevolences represent the minimum needs for mission and ministry in the annual conference. Payment in full of these apportionments by local churches is the first benevolent responsibility of the church (§ 812).

“15. The charge conference shall receive and act on the annual report from the pastor concerning the membership. (See § 231.)

“16. The charge conference shall receive a report on the names and addresses of college students to send to the United Methodist campus ministers and chaplains. 5. See Judicial Council Decisions 213, 252, 461, 1014, 1123. 6. See Judicial Council Decision 1054.

“17. In those instances where there are two or more churches on a pastoral charge, the charge conference may provide for a charge or parish council, a chargewide or parish treasurer, and such other officers, commissions, committees, and task groups as necessary to carry on the work of the charge.

“18. In those instances where there are two or more churches on a pastoral charge, the charge conference may elect a chargewide or parish committee on nominations and leadership development, a chargewide or parish committee on pastor-parish relations, a chargewide or parish committee on finance, and a chargewide or parish board of trustees in such instances where property is held in common by two or more churches of the charge. All churches of the charge shall be represented on such chargewide or parish committees or boards. Chargewide or parish organization shall be consistent with disciplinary provisions for the local church.

“19. In instances of multiple church charges, the charge conference shall provide for an equitable distribution of parsonage maintenance and upkeep expense or adequate housing allowance (if annual conference policy permits) among the several churches.

“20. The charge conference shall promote awareness of and concurrence with the Doctrinal Standards and General Rules of The United Methodist Church, and with policies relative to Socially Responsible Investments (§ 717), the Social Principles (§§ 160-166), and The Book of Resolutions of The United Methodist Church.

“21. If any charge conference initiates, joins, monitors, or terminates a boycott, the guidelines in The Book of Resolutions, 2012, should be followed. The General Conference is the only body that can initiate, empower, or join a boycott in the name of The United Methodist Church.

“22. When authorized by the district superintendent and the district board of church location and building, the charge conference may provide for the sponsoring of satellite congregations.

“23. The charge conference shall have such other duties and responsibilities as the General, jurisdictional, or annual conference may duly commit to it.

“§ 248. The Church Conference—To encourage broader participation by members of the church, the charge conference may be convened as the church conference, extending the vote to all professing members of the local church present at such meetings. The church conference shall be authorized by the district superintendent. It may be called at the discretion of the district superintendent or following a written request to the district superintendent by one of the following: the pastor, the church council, or 10 percent of the professing membership of the local church. In any case a copy of the request shall be given to the pastor. Additional regulations governing the call and conduct of the charge conference as set forth in §§ 246-247 shall apply also to

the church conference. A joint church conference for two or more churches may be held at the same time and place as the district superintendent may determine. A church conference shall be conducted in the language of the majority with adequate provision being made for translation. (For church local conference see ¶ 2527.)

“¶ 249. Election of Leaders—The charge conference, or church conference authorized by the district superintendent, shall elect upon recommendation by the committee on nominations and leadership development of each local church on the pastoral charge, or by nomination from the floor and by vote of each such local church, at least the following leaders for the four basic responsibilities (¶ 244): 1. Chairperson of the church council. 2. The committee on nominations and leadership development. 3. The committee on pastor-parish relations and its chairperson. 4. A chairperson and additional members of the committee on finance; the financial secretary and the church treasurer(s) if not paid employees of the local church; and the trustees as provided in ¶¶ 2526-2528, unless otherwise required by state law. 5. The lay member(s) of the annual conference and lay leader(s). 6. A recording secretary (see ¶ 247.4). 7. Special attention shall be given to the inclusion of women, men, youth, young adults, persons over sixty-five years of age, persons with disabilities, and racial and ethnic persons. 8. All local church offices and all chairs of organizations within the local church may be shared between two persons, with the following exceptions: trustee, officers of the board of trustees, treasurer, lay member of annual conference, member and chairperson of the committee on staff- or pastor-parish relations. When two persons jointly hold a position that entails membership on the church council, both may be members of it. 180 ¶ 250 THE LOCAL CHURCH

“¶ 250. Removal of Officers and Filling of Vacancies—If a leader or officer who has been elected by the charge conference is unable or unwilling to perform the duties reasonably expected of such a leader or officer, the district superintendent may call a special session of the charge conference in accordance with ¶ 246.7. The purpose of such special session shall be stated as “Consideration for the removal of person(s) from office and the election of person(s) to fill vacancy(ies).” The committee on nominations and leadership development (¶¶ 258.1, 247.18) shall meet as soon as possible after the special session of the charge conference has been announced and shall propose person(s) who may be elected if vacancy(ies) occur at the charge conference. If the charge conference votes to remove a person or persons from office, the vacancy(ies) shall be filled in the manner prescribed for elections in accordance with ¶ 249. When a local church trustee is under consideration for removal and the pastoral charge consists of two or more churches, a church local conference shall be called instead of a charge conference, in accordance with ¶ 2526.

## ¶252

**Referenced in:** Guiding Principles 3.7

**Description:** Purpose and duties of the Church Council

“¶ 252. 1. Purpose—The church council 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 church council shall be amenable to and function as the administrative agency of the charge conference (¶ 244).

“2. Mission and Ministry—Nurture, outreach, and witness ministries and their accompanying responsibilities include: a) The nurturing ministries of the congregation shall give attention to but not be limited to education, worship, Christian formation, membership care, small groups, and stewardship. Attention must be given to the needs of individuals and families of all ages. b) The outreach ministries of the church shall give attention to local and larger community ministries of compassion, justice, and advocacy. These ministries include church and society, global ministries, higher education and campus ministry, health and welfare, Christian unity and interreligious concerns, religion and race, and the status and role of women. c) The witness ministries of the church shall give attention to developing and strengthening evangelistic efforts of sharing of personal and congregational stories of Christian experience, faith, and service; communications; Lay Servant Ministries; and other means that give

expressions of witness for Jesus Christ. d) The leadership development and resourcing ministries shall give attention to the ongoing preparation and development of lay and clergy leaders for the ministry of the church (¶ 258.1). e) The nurture, outreach, and witness ministries and their accompanying responsibilities shall include consideration of (i) the election of a prayer coordinator to promote prayer and mobilize the local church to pray, (ii) establishing a prayer room or designated place for prayer and prayer resources, and (iii) encouraging intentional prayer for the pastoral leadership of the local church.

“3. Meetings—a) The council shall meet at least quarterly. The chairperson or the pastor may call special meetings. b) In order for the council to give adequate consideration to the missional purpose of the local church, it is recommended that the first agenda item at each meeting be related to its ministries of nurture, outreach, and witness. The administrative and supportive responsibilities of the church will then be given attention. It is recommended that the council use a consensus/discernment model of decision-making.

“4. Other Responsibilities—It will also be the responsibility of the church council to: a) review the membership of the local church; b) fill interim vacancies occurring among the lay officers of the church between sessions of the annual charge conference; c) establish the budget on recommendation of the committee on finance and ensure adequate provision for the financial needs of the church; d) recommend to the charge conference the salary and other remuneration of the pastor(s) and staff members after receiving recommendations from the committee on pastor-parish relations (staff-parish relations); e) review the recommendation of the committee on pastor-parish relations regarding provision of adequate housing for the pastor(s), and report the same to the charge conference for approval. Housing provisions shall comply with the annual conference housing policy and parsonage standards. Housing shall not be considered as part of compensation or remuneration except to the extent provided for in denominational pension and benefit plans.

“5. Membership—The charge conference will determine the size of the church council. Members of the church council shall be involved in the mission and ministry of the congregation as defined in ¶ 252.2. The membership of the council may consist of as few as eleven persons or as many as the charge conference deems appropriate. The council shall include persons who represent the program ministries of the church as outlined in ¶ 243. The membership shall include but not be limited to the following: a) the chairperson of the church council; b) the lay leader; c) the chairperson and/or a representative of the pastor-parish relations committee; d) the chairperson and/or a representative of the committee on finance; e) the chairperson and/or a representative of the board of trustees; f) the church treasurer; g) a lay member to annual conference; h) the president and/or a representative of the United Methodist Men; i) the president and/or a representative of the United Methodist Women; j) a young adult representative k a representative of the United Methodist Youth; l) the pastor(s).

“6. Quorum—The members present and voting at any duly announced meeting shall constitute a quorum.”

## ¶258

**Referenced in:** Guiding principles 3.7, 3.9

**Description:** Responsibilities of Administrative Committee (SPRC, Trustees, Finance, Nominations)

“258. 1. There shall be elected annually, by the charge conference in each local church, a committee on nominations and leadership development that is composed of professing members of the local church. The charge of this committee is to identify, develop, deploy, evaluate, and monitor Christian spiritual leadership for the local congregation. Members of the committee shall engage in and be attentive to developing and enhancing their own Christian spiritual life in light of the mission of the Church (Part VI, Chapter One, Section 1). In conducting its work, the committee shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church. It shall provide a means of identifying the spiritual gifts and abilities of the membership. The committee shall work with the church council, or alternative administrative bodies, to determine the diverse ministry tasks of the congregation and the skills needed for leadership. a) The committee on

nominations and leadership development shall serve throughout the year to guide the church council, or alternative structure, on matters regarding the leadership (other than employed staff) of the congregation so as to focus on mission and ministry as the context for service; guide the development and training of spiritual leaders; recruit, nurture, and support spiritual leaders; and assist the church council, or alternative structure, in assessing the changing leadership needs. b) The committee shall recommend to the charge conference, at its annual session, the names of people to serve as officers and leaders of designated ministries of the church council, or alternative administrative body required for the work of the church and as the law of the church requires or as the charge conference deems necessary to its work. c) This committee is to be composed of not more than nine persons, in addition to the pastor and the lay leader. At least one young adult elected by the charge conference shall serve as a member of the committee. One or more members elected by the charge conference may be youth. The pastor shall be the chairperson. A layperson elected by the committee on nominations and leadership development shall serve as the vice chairperson of the committee. d) In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term. To begin the process of rotation where such has not been in place, in the first year, one class shall be elected for one year, one class for two years, and one class for three years. Each year's new class, and vacancies at the time of charge conference, shall be elected from nominees, from the floor of the charge conference, and/or through the recommendation of the committee on nominations and leadership development. Retiring members of the committee shall not succeed themselves. Only one person from an immediate family residing in the same household shall serve on the committee. When vacancies occur during the year, nominees shall be elected by the church council, or alternative church structure, with the permission of the district superintendent. e) In the identification and selection process, care shall be given that the leadership of ministries reflects inclusivity and diversity.

"2. There shall be elected annually by the charge conference in each local church a committee on pastor-parish relations who are professing members of the local church or charge or associate members (§ 227), except in cases where central conference legislation or local law provides otherwise. People serving on this committee must be engaged in and attentive to their Christian spiritual development so as to give proper leadership in the responsibilities with which the committee is entrusted. In conducting its work, the committee shall identify and clarify its values for ministry. It shall engage in biblical and theological reflections on the mission of the church, the primary task, and ministries of the local church. The committee shall reflect biblically and theologically on the role and work of the pastor(s) and staff as they carry out their leadership responsibilities. The committee shall assist the pastor(s) and staff in assessing their gifts, maintaining health holistically and work-life balance, and setting priorities for leadership and service. It is the responsibility of the committee to communicate with the committee on nominations and leadership development and/or the church council when there is a need for other leaders or for employed staff to perform in areas where utilization of the gifts of the pastor(s) and staff proves an inappropriate stewardship of time. a) The committee shall be composed of not fewer than five nor more than nine persons representative of the total charge. One of the members shall be a young adult and one member may be a youth. In addition, the lay leader and a lay member of the annual conference shall be members. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee. b) In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term. The lay member of the annual conference and the lay leader are exempt from the three-year term. To begin the process of rotation where such a process has not been in place, on the first year one class shall be elected for one year, one class for two years, and one class for three years. Members of the committee shall be able to succeed themselves for one three-year term. When vacancies occur during the year, nominees shall be elected at the church council (or alternative church structure). c) In those charges where there is more than one church, the committee shall include at least one representative and the lay leader from each local church. d) The committees on pastor-parish relations of charges that are in cooperative parish ministries shall meet together to consider the professional leadership needs of the cooperative parish ministry as a whole. e) The committee shall meet at least quarterly. It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any other person accountable to the committee, or the chairperson of the committee. The committee shall meet only with the knowledge of the pastor and/or the district superintendent. The pastor shall be present at each meeting of the committee on pastor-parish relations or staff-parish relations except where he or she voluntarily

excuses himself or herself. The committee may meet with the district superintendent without the pastor or appointed staff under consideration being present. However, the pastor or appointed staff under consideration shall be notified prior to such meeting with the district superintendent and be brought into consultation immediately thereafter. The committee shall meet in closed session, and information shared in the committee shall be confidential. f) In the event that only one congregation on a charge containing more than one church has concerns it wishes to share, its member(s) in the committee may meet separately with the pastor or any other person accountable to the committee or the district superintendent, but only with the knowledge of the pastor and/or district superintendent. g) The duties of the committee shall include the following: (1) To encourage, strengthen, nurture, support, and respect the pastor(s) and staff and their family(s). (2) To promote unity in the church(es). (3) To confer with and counsel the pastor(s) and staff on the matters pertaining to the effectiveness of ministry; relationships with the congregation; the pastor's health and self-care, conditions that may impede the effectiveness of ministry; and to interpret the nature and function of the ministry. (4) To confer with, consult, and counsel the pastor(s) and staff on matters pertaining to priorities in the use of gifts, skills, and time and priorities for the demands and effectiveness of the mission and ministry of the congregation. (5) To provide evaluation at least annually for the use of the pastor(s) and staff in an ongoing effective ministry and for identifying continuing educational needs and plans. (6) To communicate and interpret to the congregation the nature and function of ministry in The United Methodist Church regarding open itinerancy, the preparation for ordained ministry, and the Ministerial Education Fund. (7) To develop and approve written job descriptions and titles for associate pastors and other staff members in cooperation with the senior pastor. The term associate pastor is used as a general term to indicate any pastoral appointment in a local church other than the pastor in charge (see ¶ 339). Committees shall be encouraged to develop specific titles for associate pastors that reflect the job descriptions and expectations. (8) To consult with the pastor and staff concerning continuing education, work-life balance, dimensions of personal health and wellness, and spiritual renewal, to arrange with the church council for the necessary time and financial assistance for the attendance of the pastor and/or staff at such continuing education, self-care, and spiritual renewal events as may serve their professional and spiritual growth, and to encourage staff members to seek professional certification in their fields of specialization. (9) To enlist, interview, evaluate, review, and recommend annually to the charge conference lay preachers and persons for candidacy for ordained ministry (see ¶¶ 247.8 and 310), and to enlist and refer to the General Board of Global Ministries persons for candidacy for missionary service, recognizing that The United Methodist Church affirms the biblical and theological support of persons regardless of gender, race, ethnic origin, or disabilities for these ministries. Neither the pastor nor any member of the committee on pastor-parish relations shall be present during the consideration of a candidacy application or renewal for a member of their immediate family. The committee shall provide to the charge conference a list of students from the charge who are preparing for ordained ministry, diaconal ministry, and/or missionary service, and shall maintain contact with these students, supplying the charge conference with a progress report on each student. (10) To interpret preparation for ordained ministry and the Ministerial Education Fund to the congregation. (11) To confer with the pastor and/or other appointed members of the staff if it should become evident that the best interests of the charge and pastor(s) will be served by a change of pastor(s). The committee shall cooperate with the pastor(s), the district superintendent, and the bishop in securing clergy leadership. Its relationship to the district superintendent and the bishop shall be advisory only.<sup>9</sup> (See ¶¶ 425-428.)

9. See Judicial Council Decision 701. To recommend to the church council, after consultation with the pastor, the professional and other staff positions (whether employee or contract) needed to carry out the work of the church or charge. The committee and the pastor shall recommend to the church council a written statement of policy and procedures regarding the process for hiring, contracting, evaluating, promoting, retiring, and dismissing staff personnel who are not subject to episcopal appointment as ordained clergy. Until such a policy has been adopted, the committee and the pastor shall have the authority to hire, contract, evaluate, promote, retire, and dismiss nonappointed personnel. When persons are hired or contracted, consideration shall be given to the training qualifications and certification standards set forth by the general Church agency to which such positions are related. The committee shall further recommend to the church council a provision for adequate health and life insurance and severance pay for all lay employees. In addition, the committee shall recommend that the church council provide, effective on and after January 1, 2006, 100 percent vested pension benefits of at least 3 percent of compensation for lay employees of the local church who work at least 1040 hours per year, are at least 21 years of age, and have at least one year of permanent service. The church council shall have authority to provide such pension benefits through either a denominational pension program administered by the General Board of Pension

and Health Benefits or another pension program administered by another pension provider. (13) To recommend to the charge conference, when the size of the employed staff of the charge makes it desirable, the establishment of a personnel committee. This committee shall be composed of such members of the committee on pastor-parish relations as it may designate and such additional members as the charge conference may determine. (14) To educate the church community on the value of diversity of selection in clergy and lay staff and develop a commitment to same. (15) Members of the committee on pastor-parish relations (or staff-parish relations) shall keep themselves informed of personnel matters in relationship to the Church's policy, professional standards, liability issues, and civil law. They are responsible for communicating and interpreting such matters to staff. Committee members should make themselves available for educational and training opportunities provided by the conference, ¶ 258 district, and/or other arenas that will enable them to be effective in their work. (16) To consult on matters pertaining to pulpit supply, proposals for compensation, travel expense, vacation, health and life insurance, pension, housing (which may be a churchowned parsonage or housing allowance in lieu of parsonage if in compliance with the policy of the annual conference), and other practical matters affecting the work and families of the pastor and staff, and to make annual recommendations regarding such matters to the church council, reporting budget items to the committee on finance. The parsonage is to be mutually respected by the pastor's family as the property of the church and by the church as a place of privacy for the pastor's family. The committee will follow up to assure timely resolution of parsonage problems affecting the health of the pastor or pastor's family. The chairperson of the committee on pastor-parish relations, the chairperson of the board of trustees, and the pastor shall make an annual review of the church-owned parsonage to assure proper maintenance and to give immediate resolution to parsonage issues affecting the family's health and well-being. (17) To encourage, monitor, and support clergy and lay staff pursuit of health and wholeness.

"3. There shall be a board of trustees, whose membership and duties are detailed in ¶¶ 2525-2551.

"4. There shall be a committee on finance, elected annually by the charge conference upon recommendation by the committee on nominations and leadership development or from the floor, composed of the chairperson; the pastor(s); a lay member of the annual conference; the chairperson of the church council; the chairperson or representative of the committee on pastor-parish relations; a representative of the trustees to be selected by the trustees; the chairperson of the ministry group on stewardship; the lay leader; the financial secretary; the treasurer; the church business administrator; and other members to be added as the charge conference may determine. It is recommended that the chairperson of the committee on finance shall be a member of the church council. The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote. The positions of treasurer and financial secretary should not be combined and held by one person, and the persons holding these two positions should not be immediate family members. No immediate family members of any appointed clergy may serve as treasurer, finance chair, financial secretary, counter, or serve in any paid or unpaid position under the responsibilities of the committee on finance, as described herein. These restrictions would apply only to the church or charge where the clergy serves. The committee on finance shall give stewardship of financial resources as their priority throughout the year. It may delegate the responsibility to either a sub-group or task force that would plan, strategize, and implement ways to generate more resources for mission and ministries of local churches and beyond. It is strongly recommended that the committee on finance, in collaboration with the church council, find creative ways to turn their congregations into tithing congregations with an attitude of generosity. All financial askings to be included in the annual budget of the local church shall be submitted to the committee on finance. The committee on finance shall compile annually a complete budget for the local church and submit it to the church council for review and adoption. The committee on finance shall be charged with responsibility for developing and implementing plans that will raise sufficient income to meet the budget adopted by the church council. It shall administer the funds received according to instructions from the church council. The committee shall carry out the church council's directions in guiding the treasurer(s) and financial secretary. a) The committee shall designate at least two persons not of the immediate family residing in the same household to count the offering. They shall work under the supervision of the financial secretary. A record of all funds received shall be given to the financial secretary and treasurer. Funds received shall be deposited promptly in accordance with the procedures established by the committee on finance. The financial secretary shall keep records of the contributions and payments. b) The church treasurer(s) shall disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the

church council may determine. The treasurer(s) shall remit each month to the conference treasurer all World Service and conference benevolence funds then on hand. Contributions to benevolence shall not be used for any cause other than that to which they have been given. The church treasurer shall make regular and detailed reports on funds received and expended to the committee on finance and the church council.<sup>10</sup> The treasurer(s) shall be adequately bonded. c) The committee on finance shall establish written financial policies to document the internal controls of the local church. The written financial policies should be reviewed for adequacy and effectiveness annually by the committee on finance and submitted as a report to the charge conference annually. d) The committee shall make provision for an annual audit of the financial statements of the local church and all its organizations and accounts. The committee shall make a full and complete report to the annual charge conference. A local church audit is defined as an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons. The audit shall be conducted for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and determining compliance with local law, local church policies and procedures, and the Book of Discipline. The audit may include: 1) a review of the cash and investment reconciliations; 2) interviews with the treasurer, financial secretary, pastor(s), finance committee chair, business manager, those who count offerings, church secretary, etc., with inquiries regarding compliance with existing written financial policies and procedures; 3) a review of journal entries and authorized check signers for each checking and investment account; and 4) other procedures requested by the committee on finance. The audit shall be performed by an audit committee composed of persons unrelated to the persons listed in 2. above or by an independent certified public accountant (CPA), accounting firm, or equivalent. e) The committee shall recommend to the church council proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church. f) Contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose.<sup>11</sup> 10. See Judicial Council Decisions 63, 320, 539. 11. See Judicial Council Decision 976. g) After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the church council. h) The committee shall prepare annually a report to the church council of all designated funds that are separate from the current expense budget. 5. The church council may appoint such other committees as it deems advisable, including: committee on communications, committee on records and history, committee on health and welfare, and committee on memorial gifts.

## ¶340

**Referenced in:** Guiding Principles 2.4, 4.2

**Description:** The position description for an ordained elder in the United Methodist Church

“¶ 340. Responsibilities and Duties of Elders and Licensed Pastors—1. The responsibilities of elders are derived from the authority given in ordination. Elders have a fourfold ministry of Word, Sacrament, Order, and Service and thus serve in the local church and in extension ministries in witness and service of Christ's love and justice. Elders are authorized to preach and teach the Word, to provide pastoral care and counsel, to administer the sacraments, and to order the life of the church for service in mission and ministry as pastors, superintendents, and bishops.

“2. Licensed pastors share with the elders the responsibilities and duties of a pastor for this fourfold ministry, within the context of their appointment.

a) Word and ecclesial acts: (1) To preach the Word of God, lead in worship, read and teach the Scriptures, and engage the people in study and witness. (a) To ensure faithful transmission of the Christian faith. (b) To lead people in discipleship and evangelistic outreach that others might come to know Christ and to follow him. (2) To counsel persons with personal, ethical, or spiritual struggles. (3) To perform the ecclesial acts of marriage and burial. (a) To perform the marriage ceremony after due counsel with the parties involved and in accordance with the laws of the state and the rules of The United Methodist Church. The decision to perform the ceremony shall be the right and responsibility of the pastor. (b) To conduct funeral and memorial services and provide care and grief counseling. (4) To visit in the homes of the church and the community, especially among the sick, aged, imprisoned, and others in need. (5) To maintain all confidences inviolate, including confessional confidences



except in the cases of suspected child abuse or neglect, or in cases where mandatory reporting is required by civil law.

b) Sacrament: (1) To administer the sacraments of baptism and the Supper of the Lord according to Christ's ordinance. (a) To prepare the parents and sponsors before baptizing infants or children, and instruct them concerning the significance of baptism and their responsibilities for the Christian training of the baptized child. (b) To encourage reaffirmation of the baptismal covenant and renewal of baptismal vows at different stages of life. (c) To encourage people baptized in infancy or early childhood to make their profession of faith, after instruction, so that they might become professing members of the church. (d) To explain the meaning of the Lord's Supper and to encourage regular participation as a means of grace to grow in faith and holiness. (e) To select and train deacons and lay members to serve the consecrated communion elements. (2) To encourage the private and congregational use of the other means of grace.

c) Order: (1) To be the administrative officer of the local church and to assure that the organizational concerns of the congregation are adequately provided for. (a) To give pastoral support, guidance, and training to the lay leadership, equipping them to fulfill the ministry to which they are called. (b) To give oversight to the educational program of the church and encourage the use of United Methodist literature and media. (c) To be responsible for organizational faithfulness, goal setting, planning and evaluation. of deacons, elders, local pastors, and other churchrelated ministries. (2) To administer the temporal affairs of the church in their appointment, the annual conference, and the general Church. (a) To administer the provisions of the Discipline. (b) To give an account of their pastoral ministries to the charge and annual conference according to the prescribed forms. (c) To provide leadership for the funding ministry of the congregation. To ensure membership care including compliance with charitable giving documentation requirements and to provide appropriate pastoral care, the pastor, in cooperation with the financial secretary, shall have access to and responsibility for professional stewardship of congregational giving records. (d) To model and promote faithful financial stewardship and to encourage giving as a spiritual discipline by teaching the biblical principles of giving. (e) To lead the congregation in the fulfillment of its mission through full and faithful payment of all apportioned ministerial support, administrative, and benevolent funds. (f) To care for all church records and local church financial obligations, and certify the accuracy of all financial, membership, and any other reports submitted by the local church to the annual conference for use in apportioning costs back to the church. (3) To participate in denominational and conference programs and training opportunities. (a) To seek out opportunities for cooperative ministries with other United Methodist pastors and churches. (b) To be willing to assume supervisory responsibilities within the connection. (4) To lead the congregation in racial and ethnic inclusiveness.

d) Service: (1) To embody the teachings of Jesus in servant ministries and servant leadership. (2) To give diligent pastoral leadership in ordering the life of the congregation for discipleship in the world. (3) To build the body of Christ as a caring and giving community, extending the ministry of Christ to the world. (4) To participate in community, ecumenical, and interreligious concerns and to encourage the people to become so involved and to pray and labor for the unity of the Christian community.