

**THE FIRST UNITED METHODIST CHURCH OF WEST LAFAYETTE, INDIANA
OPERATING PRINCIPLES OF THE GOVERNANCE BOARD**

Preamble

The Operating Principles of the Governance Board (hereafter called “Board”) of the First United Methodist Church of West Lafayette, Indiana (hereafter called FUMC) have been written to comply with the spirit of the current edition of *The Book of Discipline of the United Methodist Church* (hereafter called *Discipline*). The affairs of the Board shall be conducted subject to the *Discipline*, the FUMC articles of incorporation, and these Operating Principles of the Board. References to details about administrative requirements in the *Discipline* are indicated by the corresponding paragraph number (e.g. ¶340). In the event of a conflict, the *Discipline* shall supersede the FUMC Operating Principles of the Board.

Article I: The Governance Board

1) Purpose/Function

- A) The Board has oversight of all administrative procedures and programs of FUMC. The Board acts solely in the interest of the members of FUMC based on the church's mission and vision.
- B) The Board shall nurture the mission and vision of the church. With the help of the other members of the staff, the Sr. Pastor shall be responsible for the programming, ministry, and day-to-day planning, and administration of the church (¶340).
- C) The Board shall establish annual goals to move FUMC forward in achieving its mission, vision, and principles.
- D) The Board acts in the capacity of the Board of Trustees as required in the *Discipline* (e.g. ¶244, 2529.2, 2541-2544). Thus the Board directs and authorizes the purchase, sale, mortgage, encumbrance, construction, maintenance, and remodeling of any and all property of the local church.
 - i) The Board shall annually review the adequacy of the property and liability insurance coverage (¶2533.2) on church-owned property, buildings, and equipment. The purpose of these reviews is to ensure that the church and its properties are properly protected against risks.
 - ii) The Sr. Pastor shall determine the use of FUMC property for religious services or other purposes recognized by the law, usages, and customs of the United Methodist Church. The use of FUMC property for religious services or other purposes must have the consent of the Sr. Pastor, who will consult with the Board for requests from entities outside of FUMC staff or membership.

- E) The Board acts in the capacity of the Staff Parish Relations Committee as required in the *Discipline* (§244 and 258.2).
 - i) The Board shall ensure that all duties related to pastoral appointment are fulfilled (§258). The Board shall have the authority to recommend to the District Superintendent and the Bishop a desired change in pastoral appointment.
 - ii) The Sr. Pastor in coordination with the Board handles the interviewing and hiring of all staff members.
 - iii) The Board reviews the Sr. Pastor and the effectiveness of his/her/their leadership yearly.
 - iv) The Board approves personnel policies.
 - v) The Board makes recommendations and gives advice to the Sr. Pastor as it relates to personnel issues.
 - vi) The Board reviews and sets compensation for the appointed pastoral staff.
 - vii) The Sr. Pastor makes salary recommendations to the Board for staff members under his/her/their supervision.
 - F) The Board acts in the capacity of the Finance Committee as required in the *Discipline* (§244 and 258.4).
 - i) The Board has oversight of the finances of FUMC, including but not limited to reviewing the financial records of FUMC monthly to ensure fit with the annual Operating Plan and financial stability.
 - ii) The Board ensures that adequate safeguards are in place to protect the fidelity of the counting, recording, and disbursement of funds and that an annual financial audit is executed by an outside accounting firm in accordance with the *Discipline* (§ 258).
 - iii) FUMC shall have a treasurer who shall be a member of the Board. The treasurer shall be nominated by the Nomination and Leadership Development Committee (§ 258) and ratified by the Church Conference.
 - iv) The Sr. Pastor, the staff, the finance representative, and the treasurer shall recommend the annual Operating Plan needs to the Board. The Board shall submit a proposed Operating Plan to the Church Conference (see AI.2) for approval in October.
 - G) The Board holds the duties and responsibilities pertaining to the receipt and disbursement of memorials and endowments held by FUMC.
 - H) The Board shall participate in an annual leadership training and/or orientation training.
- 2) Annual Church Conference and the Board
- A) FUMC shall meet in an annual church conference in October of each year in order to elect members of the Board, elect the vice chairperson and secretary of the Board, ratify the nomination for treasurer, and approve the annual Operating Plan. Replacement members (if needed) will also be elected at the annual Church Conference. The Church Conference is authorized by the District Superintendent. All professing members of FUMC present at such meetings are eligible to vote (§246-248).

- B) Minutes of the Church Conference
 - i) The minutes shall include a list of Board members in attendance, a list of FUMC members in attendance, the topics discussed and actions taken on each topic, and the outcome of any votes taken.
 - ii) The minutes shall be kept and made available to all FUMC members.
- 3) Board Eligibility, Nomination, and Election
 - A) Members of the Board shall be persons who love Jesus Christ and are committed to the mission and vision of FUMC. Eligibility to be nominated and participate as a member of the Board includes:
 - i) Having been a member of FUMC for at least 2 years.
 - ii) Regularly attending FUMC worship services and participating in FUMC events.
 - B) The Nomination and Leadership Development Committee shall nominate candidates for upcoming Board vacancies by September.
 - i) The Nomination and Leadership Development Committee shall consist of three members from the FUMC membership who are not currently on the Board, one member from the FUMC Board, and the appointed pastoral staff.
 - ii) The Sr. Pastor shall serve as chairperson of the Nomination and Leadership Development Committee.
 - C) Nomination of new members of the Board shall be submitted to the Church Conference for election (§249) in October. Other nominations can be made from the floor.
- 4) Membership, Roles, and Term of Office
 - A) The minimum membership of the Board shall include the appointed pastor(s), the treasurer, and nine lay members.
 - i) The minimum lay membership and terms of the Board shall consist of nine people in three classes, each serving three-year staggered terms.
 - ii) Up to four additional lay members may serve a three-year term in order to meet the required positions and work of the Board.
 - B) The following roles are filled by the Board (§ 252.5).
 - i) The chairperson of the Board.
 - ii) The lay leader.
 - iii) A representative of Staff Parish Relations Committee.
 - iv) A representative of Finance.
 - v) A representative of Trustees.
 - vi) The church treasurer.
 - vii) A lay member(s) to the annual conference.
 - viii) A representative of the United Methodist Women.
 - ix) A representative of the United Methodist Men.
 - x) A young adult representative.
 - xi) A representative of the United Methodist Youth.
 - xii) The pastor(s).
 - C) A lay member of the Board may hold more than one role, including the chairperson.

- D) Lay members of the Board may serve two consecutive terms.
 - i) In the case of a member serving two consecutive terms, a minimum of a one-year sabbatical will be observed before that person may serve again.
- E) Only one person from an immediate family residing in the same household shall serve on the Board.
- F) Any member of the Board who is related to a staff person (paid or non-paid) shall recuse himself/herself/theirself prior to discussion or decisions involving said staff person.
- G) All members of the Board are voting members.
 - i) Exception: The pastor(s) do not vote during performance and salary review.
- 5) Officers
 - A) Officers shall consist of a chairperson, vice-chairperson, and secretary.
 - B) The vice-chairperson and secretary shall be elected annually at the Church Conference in October. The vice-chairperson becomes the chairperson in the subsequent year.
 - C) The chairperson, vice-chairperson, and secretary of the Board and the church treasurer shall serve as officers of the FUMC Corporation (§2530).
- 6) Ad Hoc Committees
 - A) The Board shall have the authority to form ad hoc committees to study issues related to mission and vision of the church.
 - i) The term and initial membership of an ad hoc committee shall be established at the time of committee creation.
 - ii) The chairperson of the Board appoints ad hoc committee members.
 - iii) Ad hoc committees shall report to the Board.
 - iv) Membership is limited to members of FUMC and professionals/consultants that may be required to complete the work of the committee.
 - v) Any professional/consultant fees must be approved by the Board.
 - B) In the case of a vote by an ad hoc committee, committee members who are members of FUMC are eligible to vote. Professionals/consultants are non-voting committee members.
 - C) Notification of ad hoc committee meetings shall be given to the members of FUMC in writing (paper and/or electronic) at least seven days prior to the meeting date.
 - D) Ad hoc committee meeting minutes shall be kept for all committee meetings and must contain the same information as the minutes of Board and Church Conference.

Article II: Board Meetings

- 1) Purpose
 - A) Board meetings shall be public and address progress towards and future work on goals, spiritual formation, and issues needing decision by the Board.
 - i) The Board shall provide written reports as the Board of Trustees, Staff Parish Relations Committee, and Finance Committee.
 - ii) The Board shall request financial reports, agendas, and minutes from teams/committees as needed for Board meetings.
 - iii) The Board shall present a report on the progress towards or realization of annual goals for achieving the FUMC mission, vision, and principles in May and October.

- B) The Board may hold non-public meetings for training/orientation, team building, and as the Staff Parish Relations Committee.
- 2) Frequency and Announcement of Meetings
 - A) Board meetings shall be held at least quarterly at an announced time and location.
 - i) A meeting shall be called by the chairperson of the Board in agreement with the Sr. Pastor.
 - B) Notification of Board meetings shall be given to the members of FUMC in writing (paper and/or electronic) at least twenty days prior to the meeting date, except in the case of an emergency as determined by the Board chairperson or the Sr. Pastor.
 - i) Agenda items shall be submitted by any member of FUMC to the Board chairperson at least fourteen days prior to the meeting date.
 - ii) An agenda and supporting documents (e.g. reports, written requests) shall be given to the members of FUMC in writing (paper and/or electronic) at least seven days prior to the meeting date.
 - C) Notification of Board trainings/orientations, Board team building, and Staff Parish Relations Committee meetings shall be given to the members of FUMC in writing (paper and/or electronic) at least ten days prior to the meeting date, except in the case of an emergency as determined by the Board chairperson or the Sr. Pastor.
- 3) Quorum
 - A) Fifty percent of the members present at a Board meeting, either by physical presence or via electronic media (videoconferencing, phone, etc.), shall constitute a quorum.
- 4) Voting
 - A) A simple majority of voting members present is required to pass a motion.
- 5) Minutes of the Board Meetings
 - A) The minutes shall include a list of Board members in attendance, a list of FUMC members in attendance, the topics discussed and actions taken on each topic, and the outcome of any votes taken.
 - B) The minutes shall be kept and made available to all FUMC members.

Article III: Ministry Teams

- 1) Purpose
 - A) Ministry Teams are established to allow members of the congregation to participate in the life of the church and to contribute their time and talents to moving FUMC forward in achieving its mission, vision, and principles (see the Operating Principles of the Ministry Teams document for more information).
 - B) Ministry Teams shall be approved by a majority vote of the Board.
 - C) Ministry Teams shall provide regular progress reports to the Board.

2) Types of Ministry Teams

- A) Administrative Ministry Teams address essential administrative duties for the functioning of the church and for achieving the mission, vision, and principles of FUMC.
 - i) Administrative Ministry Teams shall have specified duties.
 - ii) Administrative Ministry Teams shall have a specified chairperson.
 - iii) Administrative Ministry Teams shall report to the Board and Sr. Pastor.
- B) Specialty Ministry Teams are self-formed teams that wish to address a specific type of ministry.
 - i) Specialty Ministry Teams shall support a specific ministry.
 - ii) Specialty Ministry Teams shall have a designated chairperson.
 - iii) Specialty Ministry Teams shall last as long as there is volunteer interest.
 - iv) Specialty Ministry Teams shall report to the Board and Sr. Pastor or an appropriate Administrative Ministry Team.

Article IV: Replacement of Members Unable to Complete Board Terms

- 1) If at any time a member of the Board cannot complete his/her/their term of office, a replacement will be made.
 - A) The Nomination and Leadership Development Committee shall nominate a replacement member to the Board.
 - B) The Board shall ratify the nomination or request a different nomination.
 - C) The replacement member to the Board serves only until the Church Conference in October.
 - D) At the time of the Church Conference in October, there shall be an open election for the replacement of any Board member who could not complete his/her/their term.
 - i) Board members who served as replacement appointments may stand for election at the Church Conference in October.
 - ii) The member elected at this time shall be considered a member of the class of the Board member who did not complete his/her/their term, according to AI.3.A.i, and may stand for re-election to a second term.

Article V: Ratifying and Amending the Operating Principles of the Board

- 1) Ratification of the Operating Principles of the Board shall be voted on at the Church Conference. Ratification requires a simple majority of votes cast by members of FUMC present at the Church Conference.
 - A) The Operating Principles of the Board shall be announced to the members for comment at least one month prior to the vote.
 - B) Voting shall be conducted by paper ballot or electronically.
 - C) The results shall be announced in a regular FUMC communication and at the next Board meeting.

- 2) Written proposals to amend the Operating Principles of the Board may be offered by any FUMC member (including Board members) and must carry at least an additional five signatures of FUMC church members who are not members of the Board.
- A) Proposals to amend shall be submitted to the chairperson of the Board at least two months prior to the Church Conference in October.
 - B) Proposals to amend shall be announced to the members at least one month prior to the Church Conference in October.
 - C) Amendments thus proposed and announced shall be discussed and voted on by members present at the Church Conference in October.
 - D) Amendments to the Operating Principles of the Board shall be accepted by a simple majority of eligible voters at the Church Conference in October.

ADOPTION:

These Operating Principles of the Board of FUMC are adopted by the duly authorized Church Conference held at West Lafayette, Indiana on the day of .

By:

Governance Board Chairperson

By:

Governance Board Secretary