## **Leadership Board Structure Lakeside United Methodist Church (DRAFT – REVISED JAN. 18, 2022)**

## The following policies and procedures for Lakeside’s leadership structure are presented for approval by Lakeside UMC Charge Conference 2019.

## These were written to ensure that our structure is in line with *The Book of Discipline of The United Methodist Church* under paragraph 247.2 of Discipline. Under this model, The Leadership Board replaces all administrative committees of Lakeside UMC to allow the church to focus more on its mission & ministries. The Leadership Board is a servant/supporting team that works to align all our ministries under a common vision and mission, while also providing resources for our ministry teams as they lead us in God’s vision for our church, community, and world (¶252.1)

**LEADERSHIP BOARD**

**Purpose & Responsibilities**

* The Leadership Board’s primary focus will be aligning the resources (disciples, buildings, finances, personnel, etc.) of the church with the mission of the congregation as a United Methodist congregation (“to make disciples of Jesus Christ for the Transformation of the world” ¶120) and the vision of Lakeside United Methodist Church.
* To this end, they will ensure they fulfill the responsibilities as set forth in *The Book of Discipline* (¶243):
  + Planning and implementing a program of nurture, outreach, and witness for persons and families within and without the congregation
  + Providing for effective pastoral and lay leadership
  + Providing for financial support, physical facilities, and the legal obligations of the church
  + Utilizing the appropriate relationships and resources of the district and annual conference
  + Providing for the proper creation, maintenance, and disposition of documentary record materials of the local church
  + Seeking inclusiveness in all aspects of its life

**Membership**

* Voting Membership shall be comprised of eleven professing members of Lakeside UMC who are elected by the Charge Conference.
* Those elected will sign a covenant as to their commitment to Membership on the Leadership Board. Failure to honor this covenant may be considered a resignation of Leadership Board Membership
* The membership terms shall be designed to have three new persons elected to serve each year (¶258.1.d)
  + Members of the team will serve no more than three consecutive years (¶247.7)
  + Members shall not succeed themselves for a second term without a minimum of one (1) year off of the Leadership Board (¶247.7) This is consistent with the BOD.
  + An alternate or other designated person who completes a membership term for a resigning member, that is considered one year, not a complete term (i.e., the person would be eligible to serve a term were they to be nominated once more)
* The Board Chair as well as the SPRC and Finance Co-Chairs shall be nominated by the Lay Leadership/Nominations Committee and voted on at Charge Conference.
  + - At the first meeting at the beginning of each new year, the Board will elect a Trustee Chair to satisfy the corporate resolution requirement (¶2530.1-2)
  + The Board Chair will fulfill the duties of Council Chair. The SPRC Co-Chair, Finance Co-Chair and the Trustees Co-chair will serve as the chair of the respective committees as outlined in the Book of Discipline (¶251.3, 258, 2530.2)
* The Lay Member to Annual Conference and the Lay Leader, shall be nominated by the Lay Leadership/Nominations Committee and voted on at Charge Conference and serve as voting members of the board, fulfilling those duties as outlined in the Book of Discipline (¶251.1-2)
  + The Lay Leader will also serve on the Lay Leadership/Nominations Committee (¶258.1c)
* The recording secretary of the Leadership Board shall be nominated by the Lay Leadership/Nominations Committee and voted on at Charge Conference and will serve as a voting member of the board.
* No two persons from the same household may serve on the Leadership Board at the same time.
* One member of the Leadership Board should be a youth or young adult (¶252.5j-k)
  + If a youth serves as a member, it is a one-year term
  + If a member is under the age of 18, they will have a voice but no vote on legal (Trustees) matters
* Immediate family members of pastors or staff are eligible to serve on the Leadership Board if they fulfill the membership expectations but will not be allowed to vote on pastoral/staff matters (¶258.2a)
* The Pastor serves on the Board and is present for conversations but does not have a vote in voting matters
* The Church Treasurer will submit a Treasurer’s Report at least 7 days prior to each Leadership Board Meeting and may be present at Leadership Board meeting as needed to answer questions concerning finances and will have a voice but no vote when present. (¶258.4b).

**Monthly Meetings**

* The Leadership Board shall meet monthly and may call additional meetings as needed.
* A quorum of the Leadership Board is whoever is present at a duly called meeting. (¶252.6)
  + Video and tele-conferencing for attendance is allowed, but proxy votes are not allowed.
* Once a Board member is not present for two consecutive meetings (video and teleconferencing are considered being present), they resign their position on the Board.
* The Leadership Board shall approve a calendar for their regularly monthly meetings at the first meeting and will set their normal monthly meeting times by October of each year for the following year.
  + Called meetings may be initiated by the pastor or Leadership Board Chair to deal with specific issues that cannot wait until the regular meeting, and these may be by electronic communication.
* Reports from the Trustees Committee, Endowment Committee, Memorial Committee, Missions Team and Mi Casa Board shall be submitted to the church Office Manager seven (7) days before each scheduled Leadership Board meeting.
* The church Office Manager shall submit a packet containing all the above-mentioned reports to each of the Leadership Board members seven (7) day before each scheduled Leadership Board meeting. (May be submitted electronically)
* Monthly Leadership Board meetings are open to anyone who wishes to attend, and the Chair may recognize anyone to speak to the group.
  + If someone has an agenda item they wish to bring before the Leadership Board, an Agenda Request Form must be submitted to the Board Chair no later than three days prior to the meeting.
  + The meetings may be closed when dealing with personnel matters at the discretion of the Chair with the approval of the Pastor. (¶258.2e)
  + When a meeting is closed (to deal with personnel matters), the Leadership Board shall report the general topic and any decisions made during that portion of the meeting as soon as possible after ending the closed session (after appropriate persons are consulted).

**Task Forces**

* The Chair and/or the Leadership Board shall create Task Forces to address issues or tasks that arise, rather than spending time discussing them in the monthly meetings
* Each Task Force shall be comprised of persons who bring some expertise or experience that is helpful to that task.
* At least 50% of the members of each Task Force will be persons who are not members of the Leadership Board.
* Each Task Force will be given a specific amount of time (usually less than 6 weeks) to complete their task and bring their recommendation or report their work to the Leadership Board.
* Each Task Force will disband after their task is complete.

**Communication and Evaluation**

* The Leadership Board shall keep minutes of all meetings, and each meeting shall be summarized in the church newsletter within two weeks.
* A summary of the minutes of the monthly meetings will be posted near the main church office or available in the office after approval by the Leadership Board.
* The Leadership Board shall engage the congregation at least annually, no less than sixty (60) days prior to the scheduled Charge Conference, to determine the effectiveness of our structure and ministries, and to gather input for improvements. This shall be reported at Charge Conference each year.
* When dealing with significant issues that affect the ministries of the larger congregation, the Leadership Board may host events that welcome any interested parties to attend for questions and input.

**NOMINATIONS COMMITTEE (¶258.1)**

* The Nominations Committee will be elected at Charge Conference each year for the purpose of overseeing the following nominations process:
  + The Committee will solicit nominations from the entire congregation for Spiritual Leaders no later than July 15th of each year.
  + Those who are nominated will be asked to complete a questionnaire to help the task force understand each person’s spiritual gifts, experiences, skills, passions, and involvement in the ministries of the church.
  + Those responses will be used by the Nominations Committee to help create Leadership Board membership that reflects the worship service, small groups, and ministry areas for diverse congregational representation.
  + The Nominations Committee will present the new slate of Leadership Board members and alternates to the Charge Conference for election.
* The Nominations Committee will be chaired by the Sr. Pastor and a layperson elected by the committee shall serve as the vice chairperson (¶258.1c).
* The Committee will also nominate additional persons to fill any vacancies that may occur during the year (if alternates are not in place).
* The Committee will work to build diversity on the Leadership Board, including, but not limited to, racial/ethnic, cultural, social, gender, and age-level diversity (¶249.7).
* The Committee will also work to build diverse representation from as many ministry areas of the church, including but not limited to, different worship services, small groups, and ministry areas.

**SENIOR PASTOR**

* The Pastor casts the vision for the church and works with Leadership Team to discern the trajectory.
* The Pastor leads the implementation of the Vision with the Ministry Coordinators (paid and unpaid staff), holding them accountable for leading their ministry areas and fulfilling the mission and vision of the church.
* The Pastor is responsible for the hiring, supervising, assessing (and if needed, terminating) ministry coordinators (paid and unpaid staff) with consultation of the Leadership Board.
* The Pastor serves on the Leadership Board with a voice but no vote.
* The Pastor shall be present for all meetings of the Leadership Board.

**MINISTRY COORDINATORS (PAID & UNPAID STAFF)**

* Ministry Coordinators and staff are selected by Senior Pastor in consultation with Leadership Board.
* Ministry Coordinators & Staff structure/flow chart will be organized in consultation between Senior Pastor & Leadership Board.
* The Senior Pastor will oversee day-to-day operations of staff & ministry coordinators.
* Ministry Coordinators (paid & unpaid) will have job descriptions which will include overseeing budget areas, recruiting volunteers, communicating with Leadership Board about goals and needed resources.
* Ministry Coordinators & Staff may be asked to offer written, or in-person reports to the Leadership Board.

**JESUS**

Charge Conference

Leadership Board

(Council/Trustees/SPRC/Finance)

Pastor

Church Administrator

Ministry Coordinator/Staff

Ministry Coordinator/Staff

Ministry Coordinator/Staff

Ministry Coordinator/Staff

Ministry

Ministry

Ministry

Ministry

Ministry

Ministry Coordinator

Nominations Committee

Treasurer

Task Forces

(As Needed)

Ministry Coordinator/

Staff

Ministry

Ministry

Resource Ministry