# First Church Guiding Principles – DRAFT

## Table of Contents

1. **Preamble** ........................................................................................................................................... 3

2. **Mission Principles** ................................................................................................................................. 3
   2.1. Mission Statement ................................................................................................................................... 3
   2.2. Vision Statement .................................................................................................................................... 3
   2.3. Mission Principle ................................................................................................................................... 3
   2.4. Statement of Inclusivity ....................................................................................................................... 3
   2.5. Vision Articulation ............................................................................................................................ 3

3. **Boundary Principles** ............................................................................................................................. 4
   3.1. **Biblical Integrity** ................................................................................................................................. 4
      3.1.1. Staff .................................................................................................................................................. 6
         3.1.1.1. Constituent Relations ................................................................................................................. 6
         3.1.1.2. Whistleblower/Liaison .............................................................................................................. 6
      3.1.2. Appointive Processes .................................................................................................................... 7
         3.1.2.1. Appointive Process of Staff .................................................................................................... 7
         3.1.2.2. Appointive Process of Pastoral Team ...................................................................................... 7
      3.1.3. Church Council ............................................................................................................................. 7
         3.1.3.1. Church Council Representation ............................................................................................. 7
         3.1.3.2. Leadership Team ..................................................................................................................... 8
         3.1.3.3. Pastor Parish Relations Committee ........................................................................................ 8
         3.1.3.4. Nominating Committee .......................................................................................................... 8
         3.1.3.5. Confidentiality Conduct ......................................................................................................... 8
         3.1.3.6. Leadership Succession ........................................................................................................... 8
      3.1.4. Facilities & Finances ....................................................................................................................... 9
         3.1.4.1. Scope & Composition .............................................................................................................. 9
         3.1.4.2. Financial—Budget Formation ................................................................................................. 9
         3.1.4.3. Fiscal Management ............................................................................................................... 10
         3.1.4.4. Staff Financial Guidelines ..................................................................................................... 10

3.2. **Recognition of Exceeded Boundary Principle** .................................................................................. 10

4. **Accountability Principles** ...................................................................................................................... 11
   4.1. **Connecting the Mission** .................................................................................................................. 11
      4.1.1. Community ................................................................................................................................... 11
      4.1.2. Congregation .................................................................................................................................. 11
      4.1.3. God’s Leading .............................................................................................................................. 11
   4.2. **Church Council** ............................................................................................................................... 11
      4.2.1. Use of Church Council Committees .......................................................................................... 11
      4.2.2. Establishing the Council and Governance .................................................................................. 11
         4.2.2.1. Council Style & Meetings ........................................................................................................ 11
         4.2.2.2. Church Council Member Codes of Conduct ......................................................................... 12
         4.2.2.3. Council Job Description ......................................................................................................... 12
         4.2.2.4. Chairperson & Vice-Chairperson Job Descriptions .............................................................. 12
         4.2.2.5. Lay Leader Job Description .................................................................................................. 12
         4.2.2.6. Pastoral Team Job Description ............................................................................................ 12


4.2.2.7. Council Expenses ................................................................. 13
4.2.3. Accountability Systems ......................................................... 13
  4.2.3.1. Unity of Council ............................................................... 13
  4.2.3.2. Accountability of Pastoral Team .......................................... 13
  4.2.3.3. Delegation to Pastoral Team .............................................. 13
  4.2.3.4. Performance of Pastoral Team ........................................... 13
  4.2.3.5. Goal-Setting Process for Pastoral Team ............................ 13
  4.2.3.6. Periodic Goal Review of the Pastoral Team ...................... 14
  4.2.3.7. Annual Review of Pastoral Team ....................................... 14
  4.2.3.8. Guiding Principles Review .............................................. 14
1. **Preamble**

The work of the First United Methodist Church of San Diego (FUMCSD) is building authentic Christian community according to the Biblical model of the church. We foster a community of world-changing followers of Jesus Christ with the redemptive purpose of transforming the world. This is the heart of the Wesleyan movement, assigned to us by the authority of the Holy Spirit as the indwelling presence of God in the Body of Christ. These Guiding Principles equip church leadership to achieve their objectives.

2. **Mission Principles**

These Mission Principles define WHAT the church is to be doing (mission) and the BEHAVIORS the church exhibits (vision) while following God’s call. These statements ground the church in its essential direction for the purpose of fruitful results.

2.1. **Mission Statement**

The mission of the United Methodist Church is stated in the 2016 Book of Discipline, “to make disciples of Jesus Christ for the transformation of the world.” FUMCSD will not have a mission statement that supersedes or augments the stated mission of the United Methodist Church.

2.2. **Vision Statement**

We are empowered by the Holy Spirit and enriched by our traditions to move boldly into a shared future where all people are invited to connect to Christ, cultivate faith together, and commit to serve as life-long followers of Jesus Christ.

2.3. **Mission Principle**

FUMCSD creates local, regional, and global faith communities that inspire relationships with Christ and others. In partnership with the Holy Spirit, these communities seek to redeem the brokenness of God’s world.

2.4. **Statement of Inclusivity**

The community of First United Methodist Church of San Diego believes that all individuals are of sacred worth. All means all. God is at work in all people, moving us toward greater understanding and mutual respect. This community of faith welcomes you to join this journey of love and acceptance of others, through Jesus Christ.

2.5. **Vision Articulation**

The vision articulation details what the congregation will look like when it operates effectively and lives into its stated mission.

**CONNECT TO CHRIST** – Our church is a **destination** where everyone is invited into a community of support, care, and accountability in Jesus Christ.

- We live out holistic redemption of God’s World in contrast to the brokenness visible in the surrounding community as we are called to be “Salt and Light.” (Matthew 5:13-16)
- We actively invite people to know Christ through our radical hospitality.
- We function as “servants,” rather than “consumers.”
- We focus on getting the internals right so that we may attract the external.
- We concentrate on being a loving and disciplined community.
- We earn our reputation as lovers of Christ and builders of His Kingdom.
- We measure our effectiveness by the diversity of our church community.
CULTIVATE FAITH TOGETHER – Our church is a community which deepens each person’s walk with Jesus Christ and call to ministry through the grace and power of the Holy Spirit.

- We believe that small groups are an essential centerpiece of deepened faith.
- We affirm the life-changing power of the Gospel, and share teaching and preaching of that honorable truth.
- We celebrate and develop every spiritual discipline.
- We teach that worship is an expressive celebration, not a club meeting.
- We discern the leading of the Spirit through prayer, both individually and as a community.
- We measure our effectiveness by the number of people in growth experiences beyond Sunday worship.
- We believe that each person is imparted with spiritual gifts, which have transformational effects.
- We multiply leaders through a process of mentoring and apprenticeship.
- We affirm that each person must discern his or her personal and communal call to ministry.
- We are a church which develops clergy whose leadership will change the United Methodist Church.
- We generate effective leaders for organizations and service in Southern California and beyond.
- We measure our effectiveness by how many Christ-centered leaders we multiply each year.

COMMIT TO SERVE – Our church is a deployed force which participates in God’s redemptive works in the world through acts of service and justice locally, regionally and globally.

- We build systems that create a synergy in making disciples for Jesus Christ.
- We create dynamic relationships with third-party ministries when it makes for a more effective ministry.
- We are known in the community as a church which follows God’s lead as we minister to the pressing issues in our community and beyond.
- We are a resource for other communities—United Methodist and other denominations—because of the fruit and failures of our experiences.
- We attract non-believers and casual Christians by our acts of service and love.
- We measure our effectiveness as an increasing annual percentage of our budget spent on mission and outreach ministries.
- We measure our effectiveness by the percentage of our community that is able to define and serve in its ministry, both inside and outside of the church.

3. Boundary Principles
The Pastoral Team shall not cause or allow any practice, activity, decision, or organizational circumstance which is unlawful, imprudent, unethical, or unBiblical.

3.1. Biblical Integrity
While the United Methodist Church accepts a variety of Biblical interpretations which have implicit or explicit imperatives and injunctions, the Church Council has vested the Lead Pastor as the chief theologian and interpreter of these Biblical frameworks. Believing that scripture is God-breathed, the Lead Pastor shall not violate explicit Biblical mandates and sacramental
imperatives. The Lead Pastor shall not allow staff members to violate the grounded Biblical principles of compassion, justice, conflict-resolution, and love. There shall be no prohibition made regarding church membership or any discrimination of existing members based on subjective criteria that is patently unBiblical. The scriptures are considered a component of the Wesleyan quadrilateral. FUMCSD affirms that tradition, experience, and reason shall not exceed the primacy of scripture.

Biblical integrity for FUMCSD leads us to invite everyone in the life of the church to commit to living into these Seven Grace Disciplines:

**Seven Grace Disciplines**

**CELEBRATE** – A commitment to regular worship

“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another…” – Hebrews 10:25 NIV

- Worship is part of our regular diet.
- Worship is practiced on a weekly basis.
- Worship is a priority in our calendars and planning.

**DEVOTION** – A commitment to daily prayer & reflection

“But you, dear friends, must continue to build your lives on the foundation of your holy faith. And continue to pray as you are directed by the Holy Spirit.” Jude 1:20, NLT.

- Practice a form of daily prayer.
- Practice a time for daily scriptural reading.
- Practice a time for reading other spiritual works.

**DEVELOPMENT** – A commitment to small group spiritual growth

“Like newborn infants, long for the pure, spiritual milk, so that by it you may grow into salvation—” 1 Peter 2:2

- Participate in a small group prayer/accountability/study group.
- Participate in classes and gatherings that are spiritually challenging.
- Participate in the growth of others by your participation.

**TITHING** – A commitment to giving

“Each of you must give as you have made up your mind, not reluctantly or under compulsion, for God loves a cheerful giver.” 2 Corinthians 9:7, NRSV.

- Make giving 10% of your income your benchmark for financial faithfulness.
- Make giving a reflection of your values, priorities, and devotions.
- Make giving beneficial not only for others, but also yourself.

**SERVICE** – A commitment to making faith real for others

“Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.” 1 Peter 4:10, NRSV.

- Offer yourself for face-to-face service opportunities at least twice a year.
- Offer yourself to possibilities of service outside your zone of comfort.
- Offer yourself to God with your spiritual gifts and the service that comes with them.

**SHARING** – A commitment to tell others our story of Jesus

“Go therefore and make disciples of all nations…” Matthew 28:19, NRSV.

- Tell your story of Jesus to someone else at least once during the year.
- Tell your story of Jesus to other Christians to learn to tell it better.
- Tell your story of Jesus as if you are the only one who can tell it.
SABBATH – A commitment to care for oneself
“The Sabbath was made for humankind, and not humankind for the Sabbath;” Mark 2:27, NRSV.
- Care for your body through nourishment, exercise, and rest.
- Care for your emotional self through spiritual disciplines, and regular sharing.
- Care for your intellectual self through reading, learning, and dialogue.

3.1.1. Staff
3.1.1.1. Constituent Relations
Staff members are not to engage in conduct that is unlawful, unethical, unBiblical, or in violation of the requirements of The Book of Discipline of the United Methodist Church.

- Staff members will not engage in discrimination or in harassment of any kind including that which is based on race, age, socio-economic status, gender, national origin, sexual orientation, gender identity, or disability.
- Staff members will not engage in sexual harassment or any other form of harassment, including bullying. This includes any statement, conduct, or online activity of an intimate or sexual nature that is reasonably perceived by the recipient as offensive, harassing, demeaning, intimidating, or is reasonably perceived as such by anyone else percipient to the statement or conduct.
- No church-related meetings between a staff member and a member of the church, staff, or public shall be held at what is reasonably perceived as an inappropriate time. These meetings should never occur in a private location as defined by the Church’s Safe Sanctuaries Policy except in the case of a pastoral emergency.
- Staff members will not have a dating or intimate relationship with one another or with a member of the congregation without consultation with the Lead Pastor.
- Staff members will not provide information which is untrue, inaccurate, or misleading on any church matter to other staff members or the Church Council.
- Staff members will not disclose to unauthorized recipients any information which is confidential due to its pastoral, personnel, or other nature.
- Staff members will dress and will maintain their personal appearance in a professional manner commensurate with the church-related activity in which they are engaged so as not to be offensive to members of the church, staff, and public.
- Staff members will not use church materials, equipment, or facilities for personal use without prior approval of their supervisor.
- Staff members will not be tardy in the performance of their duties and will perform the essential functions contained in their job description unless the staff member’s supervisor modifies those job descriptions.
- Staff members will follow the directions of their supervisor and will not be insubordinate or rude. If, in the opinion of a staff member, a breakdown in the relationship with a supervisor has occurred, the staff member shall address his or her concerns to the supervisor’s supervisor or pastoral staff.

3.1.1.2. Whistleblower/Liaison
Staff members have an affirmative duty to report to their immediate supervisor or to the Lead Pastor in a timely manner any violation of these boundary principles by any other staff member.
Staff members shall report the following circumstances to the member or members of the Pastor Parish Relations Committee (PPRC) designated as a staff liaison for such purposes:

- If the violation is serious and requires immediate intervention.
- If, in the staff member's opinion, the immediate supervisor is guilty of any violation of these Boundary Principles.
- If the violation remains unaddressed.
- If, in the opinion of the staff member, the Lead Pastor or pastoral staff is guilty of such a violation.
- If the staff member believes that a violation of these boundary principles by another staff member is not being addressed after reporting it to the Lead Pastor.

The identity of the staff liaison/s shall be provided to staff members after they are designated by the PPRC at its first meeting of the fiscal year. The staff member who brings forward any violation will not be retaliated against by supervisors or PPRC.

3.1.2. Appointive Processes

3.1.2.1. Appointive Process of Staff

New personnel shall be hired to a position by the immediate supervisor of the ministry team for a new or existing position when the need arises. Attention to diverse representation of experience in the hiring process is to be considered. This appointment depends on the following:

- The approval of the supervising pastor
- Sufficient funds in the budget for the position
- The appointee passing a background check and completing the Safe Sanctuaries Training

The only exception will be to the Pastoral Team. The Resident Bishop with the advice of the PPRC will name all members of the Pastoral Team.

3.1.2.2. Appointive Process of Pastoral Team

The Pastor Parish Relations Committee (PPRC) is responsible for making appointment recommendations on a yearly basis to the Bishop and his/her cabinet. The Pastoral Team will consist of those appointed by the Resident Bishop and those approved, as such, by the PPRC. Decisions regarding appointment recommendation will be vested in the PPRC with the consent and approval of the entire Council’s Leadership. In all cases, the appointment decision of the Resident Bishop of the Pastoral Team shall not be overturned or circumvented either by the existing Pastoral Team or the PPRC itself.

3.1.3. Church Council

The responsibility of the Church Council is to ensure that the Pastoral Team, as well as the staff, comply with the Boundary Principles and that the congregation serve the Mission Principles.

3.1.3.1. Church Council Representation

The Church Council (Council) will be made up of nineteen members plus the Lay Delegates to Annual Conference. The twenty members include three Lay Leaders,
the Church Treasurer, Chairperson of the PPRC, Chairperson of the Finance Committee, The Chairperson of the Board of Trustees, a Youth Council Member (to serve a 2-year term) and twelve members at large (which include the Chair and Vice Chair of Council). The Pastoral Team will have voice but no vote.

The Council will meet quarterly to collaborate with the Pastoral Team about both the Boundary Principles and Mission Principles to ensure requisite accountability. All church members present at a duly called meeting will have voice but no vote at Church Council meetings.

3.1.3.2. Leadership Team

The Leadership Team will be the primary leadership of the church and will be comprised of the Church Council Chairperson, the Council Vice-Chairperson, the three Lay Leaders, and pastoral team members as defined by the Lead Pastor. The main purpose of the Leadership Team will be to provide guidance and/or advice to the Lead Pastor regarding critical decisions being made while ensuring the Guiding Principles are being adhered to.

The Leadership Team will meet monthly. No member of the pastoral team will have a vote at any meeting.

3.1.3.3. Pastor Parish Relations Committee

The PPRC will be made up of nine members. PPRC will meet monthly or more frequently as circumstances may deem. The PPRC will follow the provisions set forth in the Book of Discipline.

3.1.3.4. Nominating Committee

The Nominating Committee is comprised of five Council Members at large. The Lead Pastor will serve as committee chair. The committee will meet as called by the chair to nominate people to the Church Council, Pastor-Parish Relations Committee, Finance Committee, Board of Trustees, The FUMCSD Foundation and the Nominating Committee itself. No member of the Council Leadership Team is permitted to serve on the Nominating Committee.

The nominating committee will select laity leadership that will uphold the same behavioral standards and expectations of the staff. Attention to diverse representation of experience in the development of laity leadership is to be considered.

3.1.3.5. Confidentiality Conduct

Leadership team and PPRC members will not disclose to unauthorized recipients any information which is confidential due to personnel or other nature.

3.1.3.6. Leadership Succession

The Nominating Committee will appoint members of FUMCSD to the Council subject to the approval of the Church/Charge Conference. Terms shall begin on July 1st and run until June 30th.

Members of the Council will be appointed to a six-year term with a maximum of three of those years as Council Chairperson or Lay Leader. The Vice-Chairperson of
the Council shall be exempt from the three-year rule in order to allow for appropriate leadership development and succession. After the six years have ended, members of the Council must have a minimum of one year off before returning to the Council.

3.1.4. Facilities & Finances

3.1.4.1. Scope & Composition

3.1.4.1.1. Board of Trustees
The Board of Trustees is responsible for the supervision, oversight, and care of all real property owned by the local church and of all property and equipment acquired and for the legal matters of the church in accordance with all state, local, and federal laws as well as being governed by the Book of Discipline. The Board of Trustees includes nine members with a self-elected set of officers including, Chairperson, Vice-Chairperson, Secretary and Treasurer. The election of officers shall be held at the first meeting of the elected year. Members of the Board are nominated by the Nominating committee with all members subject to election at the Church/Charge Conference. (¶2533, ¶2526, ¶2527, BoD)

3.1.4.1.2. Finance Committee
The Finance Committee oversee the funds received and will compile annually a complete budget for the local church to submit to the Church Council for review and adoption as guided by generally accepted accounting principles and the Book of Discipline. The Finance Committee shall be charged with the responsibility of developing and implementing plans that will raise sufficient income to meet the budget adopted by the Church Council. The Finance Committee includes nine members with its chairperson being selected by the Nominating Committee and with all members subject to election at the Church/Charge Conference. (¶258)

3.1.4.2. Financial—Budget Formation
The budget development process is an ongoing process managed by the Executive Director and appropriate church staff. Budgeted expenses and budgeted revenues are tallied in concert with the Finance Committee to bring a recommended budget to the Church Council for approval.

The expense side of the annual budget consists of three major portions: ministry expenses (including apportionments), staff compensation, and facility expenses (both fixed and variable). The ministry expenses are developed by the church staff under the leadership of the Executive Director. The Administrative Staff, in cooperation with the Board of Trustees, are responsible for developing the campus fixed and variable operating expenses. Likewise, the PPRC (for clergy) and Executive Director are responsible for developing the annual budget for the church staff.

The establishment of budgeted revenue begins at the completion of the Stewardship Campaign. The Finance Committee will make objective judgements regarding pledges that are significantly different from actual giving in years past. The subjective means of analyzing the pledges requires a confidential assessment from the church staff (primarily the Lead Pastor and the Executive Director), who have personal knowledge of the congregational members making the pledges. In instances where church staff may be aware of personal or financial reasons as to why a particular pledge may not be fully realized during the course of the fiscal year, the Finance Committee may accept
recommendations from the church staff to adjust all or a portion of the pledge in the income assessment.

Similar objective and subjective assessments are made against each of the current giving units. Giving units (record of giving) are defined as congregation members or families that give regularly, but do not make annual pledges at the conclusion of the Stewardship Campaign. While the assessments of pledging units and giving units are similar, they are treated separately. The giving units are assessed more conservatively.

Once a full assessment of the pledge and giving units has been performed, other sources of income are considered. Once all the income categories have been assessed, the total income for the year is tallied against expenses, and a budget is prepared by the Finance Committee for Church Council consideration.

3.1.4.3. Fiscal Management

The Finance Committee has the responsibility to maintain the budget throughout the year and make budget adjustment recommendations as necessary to ensure a balanced budget at the end of the fiscal year. The budget is reviewed monthly, prior to and during the Finance Committee meeting. Assessments of both income and expenses are made during the course of the meeting for the previous month as well as looking ahead to the current month income.

In the event that adjustments to ministry expenses are required, the Finance Committee will provide the necessary reduction amount to the Church Council Leadership Team, and the Leadership Team will determine from which portions of the budget these reductions will be applied. In the event that adjustment to ministry expenses are necessary, the Executive Director will bring appropriate recommendations. If the Church Council Leadership Team recommends that reductions to pastoral staffing budget are necessary, the Leadership Team will provide the amount of the reductions necessary to the Pastor-Parish Relations Committee (PPRC). For recommended adjustments to expenses that fall within the expense domain of the Board of Trustees, the Board will make specific recommendations to realize the necessary expense reductions.

3.1.4.4. Staff Financial Guidelines

Staff members shall not submit any request for reimbursement or payment to any vendor in excess of $500 without the express written permission of their supervisor. Likewise, staff members shall not exceed the annual budget within any department without the express written permission of their immediate supervisor and the written consent of the Executive Director. Under no circumstances shall a staff member reimburse themselves from petty cash or in any other non-documented manner.

3.2. Recognition of Exceeded Boundary Principle

The Pastoral Team or any member of the Church Council Leadership Team shall give an immediate notice to the Chairperson of the Church Council if any Boundary Principles have been recognized to be exceeded. The Chairperson of the Church Council will inform the members of the Church Council and/or the PPRC depending on the level of confidentiality needed.
4. Accountability Principles
Accountability principles are guiding principles. They set the systems and structures in place by which the Pastoral Team and church leaders will be evaluated.

4.1. Connecting the Mission
The mission of the church is defined in sections one and two of this document. This section pertains to how that missional-objective is ascertained. These are intended to be a means by which the Pastoral Team understands and articulates its mission imperatives.

4.1.1. Community
An appropriate examination of the community-at-large must be sought so that the mission field is appropriately understood. Ministries and missions of the church must address the expressed and unexpressed needs of the unreached population of the community. All tools must be fully utilized to understand and discern the context of the mission. The Pastoral Team and church leadership are expected to network and remain involved in civic and community activities. The most effective way to grow and evolve is to be connected to the people we serve.

4.1.2. Congregation
It is the responsibility of the Pastoral Team and the church leadership to foster the forward movement of the congregation through intentional embrace of the values of the Discipleship Pathway (Connect, Cultivate, and Commit). The church must build its ministries to serve others using its strengths.

4.1.3. God’s Leading
The leading of the Holy Spirit will always play the most essential role in discerning a call to action. The Pastoral Team and church leadership will emphasize prayer as a primary means of guidance, discerning the mission priorities through focused and dedicated spiritual disciplines such as prayer, study, and contemplation.

4.2. Church Council

4.2.1. Use of Church Council Committees
The Church Council may form other committees to address specific tasks, to reinforce the wholeness of the Church Council’s job, and not to interfere with the delegation from the Church Council to the Pastoral Team or with the work of the church staff.

4.2.2. Establishing the Council and Governance
The Church Council shall conduct itself with discipline and integrity, utilizing Robert’s Rules of Order, with regard to its own process of governance, as set forth below.

4.2.2.1. Council Style & Meetings
The Church Council will govern with an emphasis on:
1. Encouragement of diversity in viewpoints
2. Strategic leadership more than administrative detail
3. Clear distinction of Church Council and Pastoral Team roles
4. Collective decisions rather than individual decisions
5. Pro-activity rather than re-activity
4.2.2.2. **Church Council Member Codes of Conduct**

The Church Council commits itself and its members to the following codes of conduct:

1. Members of the Church Council represent un-conflicted loyalty to the interests of Christ regarding those whom He has called His church to serve (Matthew 28:18-20). This loyalty supersedes any personal or group interest.
2. Members of the Church Council honor the principles and decisions of the Council acting as a whole.
3. Members of the Church Council respect the sensitive Church Council issues and work to support the practice of direct, Biblical resolution (Matthew 18:15-17).
4. Members of the Church Council commit to be examples of living the Seven Grace Disciplines.

4.2.2.3. **Council Job Description**

The three essential jobs of the Church Council are to be in ministry with the congregation and its constituents, define the guiding principles, and monitor the Pastoral Team's performance. The Church Council shall exercise authority granted to it by the Book of Discipline, the Guiding Principles, and responsibilities delegated by the Pastoral Team.

4.2.2.4. **Chairperson & Vice-Chairperson Job Descriptions**

1. The Chairperson enforces the integrity and fulfilment of the Church Council’s process including the monitoring of the Pastoral Team's performance.
2. The Chairperson leads the Church Council and, working with the Leadership Team, is authorized to use any reasonable interpretation of the Guiding Principles.
3. The Vice Chairperson will fill the role and responsibilities of the Council Chairperson in the Chairperson's absence and becomes the new Chairperson when the current Chairperson completes the current term.

4.2.2.5. **Lay Leader Job Description**

The Lay Leaders will embrace and encourage the three values of the Discipleship Pathway: Connect, Cultivate & Commit. Lay Leaders shall not circumvent, triangulate, or otherwise undermine the ministry of the pastors or staff. As members of the PPRC, the function of the Lay Leader is to understand and assess the effective achievement of assigned ministry goals to the pastoral staff.

4.2.2.6. **Pastoral Team Job Description**

The Pastoral Team has the responsibility, the authority, and the accountability to serve as the primary leader of the Church at every level: Congregation, Church Council, and Staff.

1. The Pastoral Team will consist of those pastors who have been appointed to the church by the Resident Bishop of the Annual Conference and those approved by the Church Council.
2. With respect to the Church Council, the Pastoral Team will provide communication to the Church Council on all actions except the Lead Pastor’s monitoring of the Pastoral Team’s performance.
3. If a question of process arises with regard to the Guiding Principles, the Pastoral Team will defer to the judgment of the Chairperson of the Church Council. The Chairperson shall keep the Council informed and shall support its work.

4.2.2.7. Council Expenses
Expenses for Church Council meetings and functions, including extended retreats, will be within the financial guidelines provided by the Finance Committee.

4.2.3. Accountability Systems
The Church Council’s official connection to the operating organization of the church as well as to the church’s achievement and conduct will be through the Pastoral Team.

4.2.3.1. Unity of Council
Only decisions of the Church Council acting as a whole are binding on the Pastoral Team. These decisions must be in writing as part of the minutes of a Church Council meeting or as a letter from the Chairperson of the Church Council.

4.2.3.2. Accountability of Pastoral Team
The Pastoral Team is the Church Council’s official link to the church’s operational achievement and conduct. The authority and accountability of staff is under the authority and accountability of the Lead Pastor. The Lead Pastor will keep the Church Council informed through the Church Council Chairperson.

4.2.3.3. Delegation to Pastoral Team
The Church Council will instruct the Pastoral Team through principles that prescribe the mission to be achieved and establish the boundaries to be avoided, allowing the Pastoral Team to use any reasonable interpretation of these principles. The Pastoral Team is delegated the authority to hire and terminate staff members consistent with these Guiding Principles, the Book of Discipline, Church policies, and all applicable laws. The Pastoral Team will keep the Church Council Leadership Team fully informed concerning the reasons for hire or termination. Likewise, the Church Council shall not interfere, circumvent, or triangulate the Pastoral Team’s operational management of the church. The Pastoral Team and Church Council will discuss differences of opinion regarding direction and management of the church during normal Council sessions as part of their commitment to Holy Conferencing.

4.2.3.4. Performance of Pastoral Team
The Pastoral Team's job performance will be assessed by the PPRC using the expected achievement of Pastoral Team goals, the Church’s accomplishment of the Mission Principles, and the Church’s operation within the Guiding Principles.

4.2.3.5. Goal-Setting Process for Pastoral Team
The Pastoral Team will write measurable goals each year which correspond to each of the Church Council’s mission principles. At least one of these goals for each mission principle must project growth in the number of people who benefit or participate.
1. The goals written by the Pastoral Team will be distributed to each member of the Church Council at least two weeks before the final Church Council Meeting of the church year.

2. The goals will be reviewed by the Church Council at that meeting, adjusted if necessary, and approved by the Church Council.

4.2.3.6. Periodic Goal Review of the Pastoral Team
   The PPRC will provide periodic review of the Pastoral Team’s annual goals. Modification of the goals may occur as the result of unforeseen events outside the control of the Pastoral Team, and will be reviewed by the PPRC and approved by the Church Council.

4.2.3.7. Annual Review of Pastoral Team
   Each year the PPRC will review the results achieved by the Pastoral Team on each of the annual goals. A merit raise, cost of living raise, corrective action, or request of the Bishop for a new pastoral appointment will be based on these results.

4.2.3.8. Guiding Principles Review
   Guiding Principles are to be active and dynamic. They are to be reviewed, changed, and defined as needed by the Church Council. There shall be an annual review of all Guiding Principles with an emphasis on how any given Guiding Principle affects the ministry and mission of the congregation. Any changes to the Guiding Principles document will be proposed by the Church Council and ratified by the Church/Charge Conference.