

Maplewood United Methodist Church
Administrative Council
DRAFT - Governance Policy Book - DRAFT

MISSION: Maplewood United Methodist Church creates spaces where people can have authentic encounters with Christ, discover their Spiritual Gifts, and use them for God's glory.

VISION: A community being fed - body, mind, heart, and spirit - by the love of Christ.

VALUES: Community - Authenticity - Diversity - Service

1. Ends Policies

2. Governance Process Policies

2.0 The purpose of the Ad Council, on behalf of Christ Jesus, is to see to it that Maplewood UMC achieves its mission at a cost that is faithful to the resources provided by God and without violating the actions prohibited in the Executive Limitations Policies. The Council as a whole fulfills the functions of Church Council, Trustees, Finance, and Pastor-Parish Relations Committee as defined in the United Methodist Book of Discipline.

2.1 **Governing Style** - The Council will govern faithfully, lawfully, and ethically, with an emphasis on a) an outward vision rather than internal preoccupation, b) grace-filled, respectful, transparent, and honest communication toward a common vision, c) strategic leadership rather than administrative detail, d) clear distinction of Council and Pastor/Staff roles, e) collective rather than individual decisions, and f) a focus on the future rather than the present or the past.

- A) The Council is responsible for excellence in governing, acting as the initiator of governance policy rather than merely a reactor to circumstances.
- B) Individual expertise may be used to enhance the understanding of the Council as a body, but all decisions are made collectively. An individual opinion will not be substituted for a collective decision.
- C) The Council will govern the congregation through the creation of written policies and decisions reflecting the congregational values of community, authenticity, diversity, and service. The Council's focus will be on intended long-term impacts of the congregation's work, not on the management or programmatic means of attaining those impacts.
- D) The Council will hold discussions and make decisions in a manner that is open for congregational awareness and review.

E) The Council will provide accountability for its members in a way conducive to excellence in governance. Accountability may apply to such matters as attendance, preparation for meetings, policy making principles, respect of roles, and behaviors that are not aligned with the values of the congregation.

F) Council development will include training for new Council members and periodic Council discussion of policy and process to ensure full understanding of the role of the Council in the life of the congregation.

2.2 **Council Work Output** - The Council has the direct responsibility to create written governing policies and make administrative decisions that realistically address the broadest levels of all organizational decisions and situations, including policies on:

A) Ends: congregational results, outcomes, impacts, benefits, and their recipients.

B) Governance Process: specification of how the Council conceives, carries out, and monitors its own work.

C) Management Delegation: how power is delegated and its proper use; the Pastor's role, authority, and accountability.

D) Executive Limitations: constraints on the authority by which the delegated power is executed; the establishment of boundaries within which all executive decisions and work must take place.

2.3 **Agenda** - To accomplish the stated work output, the Council will follow an annual agenda that renews and reforms the Ends policies and improves Council performance through education and conversation.

A) The Council will determine the annual agenda and set annual goals so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Council most recent long-term ends.

B) Throughout the year, decisions that can be made by consent agenda will be made as expeditiously as possible.

2.4 **Council Composition** - The Board shall consist of 9-15 lay members who will serve for three years each on a rotating basis of three classes beginning with each calendar year. In addition, the Pastor and the Financial Secretary are members of the Council with voice but no vote.

A) Members will be nominated by MUMC's Nominations Committee, then approved at Charge Conference, utilizing the "Local Church Officials" form provided by the Missouri Annual Conference for Simplified (Alternative) Structure governance.

B) The Nominations Team of MUMC shall, each year, nominate an Administrative Council Chairperson and Lay Leader for the following year. These nominations will be made in close consultation with current Council members, and approved at the annual Charge Conference.

- C) The composition of the Council shall reflect the diversity of the congregation.

2.5 **Role of the Council Chair and Lay Leader** - The Council Chair is a particularly empowered member of the Council who ensures the integrity of the Council's processes and may occasionally represent the Council to outside parties. The Lay Leader is the primary lay representative of the laity who, along with the Council Chair, serves as a sounding board for the Pastor on church matters.

- A) The outcomes of the Council Chair's work are that the Council functions consistently with its own rules, meeting discussion content remains focused on appropriate issues, and meetings are fair, honest, grace-filled, and respectful at all times.
- B) The Council Chair and the Lay Leader will serve as accountability partners for the Lead Pastor, to ensure that the mission of the congregation is upheld and the policies of the Council are being achieved.
- C) The Council Chair may delegate authority to the Lay Leader, or if the Lay Leader is unavailable, to another Council member, at any time. (Paragraph 251.1 of the 2016 Book of Discipline addresses further duties of the Lay Leader specifically.)

2.6 **Council Members Conduct** - The Council commits itself and its members to ethical, respectful, mature, and lawful conduct, including appropriate decorum and integrity when acting as Council members.

- A) Members must live a pattern of discipleship that demonstrates faithfulness in Christ Jesus, before loyalties to staff, other organizations, or any personal interest.
- B) A Council member will not attempt to exercise individual authority over the congregation. No single Council member has authority over any staff member, though all Council members shall cultivate supportive, encouraging, ongoing relationships with staff members. No single Council member may speak on behalf of the Council or the congregation as a whole except to repeat explicitly stated Council decisions.
- C) All Council members must respect the need for information of a sensitive nature to remain limited to Council members only, and to be available to all Council members. Any breach of limited information boundaries may result in dismissal from the Council.
- D) Each Council member will support the authority and legitimacy of final Council decisions, irrespective of the individual member's personal position on the issue.

2.7 **Council member designations** - The Administrative Council functions as a whole, but individual members will be designated as members of the Trustees, the Pastor-Parish Relations Committee, and the Finance Team.

- A) The designations are to help the Council do its work, with each sub-group bringing recommendations back to the entire Council for final approval.

- B) The sub-groups will not speak for the Council or the congregation except when formally given such authority.
- C) The Nominations Committee will discern these particular designations in the normal nominations process, and nominate a chair person for each of the sub-groups, to be approved at Charge Conference.

2.8 **Conflict of Interest**- All the members of the Council shall not enter into a transaction or participate in a decision when an actual or perceived conflict of interest exists.

- A) A conflict of interest exists when a council member is in position to derive benefit from actions or decisions made in their official capacity, or when the decision would benefit a member of the council person's family.
- B) When the Council is to decide an issue about which a member has an unavoidable conflict of interest, that member shall excuse himself or herself from any conversation and vote on the question.

3. Management Delegation Policies

4. Executive Limitations Policies