

Beaumont FUMC Leadership Board

Initial Guiding Principles and Policies

1) Leadership Board (LB) Tasks and Composition

- a) All references to our Administrative Council, Board of Trustees, Staff/Pastor Parish Relations Committee, Finance Committee, Endowment Committee, and other administrative committees in all congregational policies as of December 31, 2023, and in all references in the Book of Discipline of the UMC (BOD), shall be understood to refer to the Leadership Board (LB) beginning January 1, 2024. If any conflicts arise between this document and the BOD, the BOD prevails.
- b) The LB will consist of 9 members. LB members are nominated by the Committee on Nominations and Leadership Development and elected by charge conference action.
 - i) All charge conferences that include election of LB members will be held as church conferences - all church members will be eligible to attend and vote.
 - ii) Due to the LB serving as the congregation's Staff-Parish Relations Committee, no immediate family member of the senior pastor or other paid staff members may serve as a member of the LB. Due to serving as the congregation's Board of Trustees, only LB members over the age of 18 will have voting privileges in matters of property, incorporation, legal matters, contracts, insurance, investments, or other matters as described in the BOD par 2525-2551.
 - iii) If it is not possible for a member of the LB to serve as delegate to Annual Conference, an additional person may be elected as delegate. That person would commit to the same covenant as all other LB members, but would have voice only in LB meetings.
- c) The authority to hire and terminate employees of the church shall be vested in the Senior Pastor, in consultation with the LB. The senior pastor shall have the authority to interview candidates to fill open staff positions. The LB shall have the sole authority to determine the number of staff positions, approve job descriptions for each staff member and set the salary or wage paid to each staff member. The LB delegates to the senior pastor the authority to supervise, discipline, and manage paid staff.
- d) The senior pastor will review all paid staff annually. Paid staff will review unpaid staff / team leaders annually to assess if there is a need for further leadership development or other needs to ensure the program is aligned with and supporting the goals of FUMC. (These reviews would be looking at areas such as: Is the ministry/program adhering to its designated budget? Are their team goals in line with the church's? Are their objectives bearing fruit? What does the leader/team need from the church to help that person/program succeed?)

2) LB Meetings

- a) All meetings of the LB shall be open to the members and the congregation, except for any meeting or portion of a meeting in which a personnel matter or a matter of legal negotiations is considered. In those cases, the LB will go into executive session. Minutes of executive session agenda items concerning personnel matters will be kept separately as part of the SPRC files. Discussion and voting on all matters will be restricted to LB members, unless decided otherwise by the LB.
- b) Meetings will usually be held on the 3rd Monday of each month to give time for the Treasurer to complete and submit a monthly finance report. Changes to that rhythm will be shared in at least 2 forms at least 2 weeks prior to the new meeting day and time. Emergency meetings may be called at any time for a specifically stated purpose.

- c) Any consent calendar items including finance reports will be sent to LB members by the Thursday before a meeting. Meeting topics and agenda items will be announced publicly by the Sunday before a given meeting.
- d) Meetings of the LB may be in person, virtual, or a combination thereof. Examples of virtual meetings are by conference call, video conference, or other future technologies for meeting).
- e) Meetings will be conducted by the chair of the LB. Decisions, approvals, or votes by the LB will be by majority of LB members present. Votes will be verbal or show of hands if in person or on a video call. The LB may vote by email only on matters presented and discussed at a previous meeting.
- f) Meeting minutes and records will be maintained by the secretary of the LB. The secretary is to be selected by the LB at the first meeting each year. Copies of the meeting minutes will also be maintained by the church Administrative Assistant and available to all church members for review.

3) Policies

- a) We will adopt the prior Financial oversight and fundraising policies unless otherwise noted below and until the LB chooses to update or change those policies.
 - i) Once the church budget is approved by the LB all those responsible (i.e., staff and team leaders) for the various ministry areas have the authority to spend their budget to align with the stated objectives and goals for their ministry area approved by the senior pastor and the LB. No further approval is needed to access the budget in their area of responsibility. Designated funds may be used by the identified leader or team unless the total value is over \$500, in which case the LB will need to approve.
 - ii) For expenses over \$10,000, attempts must be made to secure multiple bids. Preference will be given to contract with local companies offering competitive bids within 5% of lowest qualified bidder. If the expenditure is already approved in the budget and meets the criteria noted above, no further approval is needed.
 - iii) Any member of the Building Maintenance Ministry Team has the authority to purchase supplies for building maintenance up to \$100 without approval. The Building Maintenance Ministry Team leader can authorize purchases for building maintenance and improvements up to \$250. Purchases up to \$500 can be approved by the senior pastor. Any purchases over \$500 require LB approval unless the expenditure is already approved in the capital expenditure line item in the approved budget.
 - iv) All expenses over \$2500 must be run by the treasurer to ensure sufficient cash flow.
- b) Our staff policies will carry over until the LB adopts additions/changes to current policies.
- c) Our current Safe Sanctuary Policy remains in effect until the LB adopts a new policy.

4) Miscellaneous

- a) An LB member missing 2 meetings in a year may be removed by a majority vote of the LB. Special consideration should be given in cases of illness, family distress, or other emergencies.
 - i) Interim vacancies will be filled by a majority vote of the LB after consultation with the Committee on Nominations and Leadership Development (BOD par. 252.4.d).
 - ii) The Committee on Nominations and Leadership Development will ideally consist of 6 members and never more than 9, divided into 3 year classes and will be chaired by the pastor
- b) All Guiding Principles may be amended, changed, added, or deleted by a majority vote of the LB.