

## Wilson Church Leadership Board Guiding Principles

The following are Wilson UMC's Leadership Board Guiding Principles. From here on out, the Church Council, Board of Trustees, Staff Parrish Relations Committee, and Finance Committee, in all congregational policies, and in all references in the Book of Discipline, shall be understood to refer to the Leadership Board beginning January 1, 2023.

The following Leadership Board Guiding Principles are intended to articulate these while also functioning as a permission-giving tool designed to help with decision making. These Guiding Principles serve to describe the role of the Leadership Board, while also identifying its powers, responsibilities and authority according to the Book of Discipline.

These Guiding Principles are to be seen as a working document - one that that is regularly used and modified as needed.

### ARTICLE 1: MISSION PRINCIPLES (MP)

Defining what difference this church will make, for whom, and to what extent.

**MP 1.0 Mission Statement** Wilson United Methodist Church exists to lead people into a growing relationship with Jesus Christ. We will do this by implementing the Discipleship Pathway and with decisions shaped by our Church Values.

**MP 1.1 Discipleship Pathway** - helping fulfill the Great Commission (Mat. 28:18-20) *Engage* (the World to become Believers) – *Establish* (Disciples to follow Christ) – *Equip* (Laborers and Leaders for the harvest) – *Export* (Laborers into the World) See Appendix 3.

#### MP 1.2 Church Values (7)

- MP 1.2.1** All people matter to God and therefore to us.
- MP 1.2.2** The Bible is our primary source for all faith and life.
- MP 1.2.3** We will always look for ways to grow in our faith and lead others to do the same.
- MP 1.2.4** Lives change most powerfully in the context of community.
- MP 1.2.5** We are called to impact the world missionally.
- MP 1.2.6** We are called to a life of radical generosity and sacrifice.
- MP 1.2.7** Integrity and excellence will permeate everything we do and say.

### ARTICLE 2: ORGANIZATIONAL PRINCIPLES (OrgP)

Defining how the church will be organized for optimal operational efficiency and effectiveness.

**OrgP 1.0 The Head of the Church** Jesus Christ shall always be the Head of the Church and the Church shall always be the Body of Christ. All church leaders are to keep their eyes focused on Jesus Christ.

**OrgP 1.1 Leadership Board Members** Leadership Board members shall be nominated by a separate and independent Committee on Nominations and Leadership Development, chaired by the Pastor, and elected by the Charge Conference as described in the Book of Discipline. The Nominations Committee shall be responsible for developing new leaders and equipping them for future Leadership Board responsibilities.

Staff, paid and non-paid, are invited to participate in Leadership Board meetings and discussions - although with no vote (see OP 1.6.2), and cannot participate in closed session executive sessions (see OP 1.7). Staff are also expected to take part in the annual planning retreat as well (see OP 1.7.1).

**OrgP 1.1.1** Due to the Leadership Board serving as the Staff-Parish Relations Committee, no immediate family member of the pastor or other paid staff person may serve as a member of the Board.

**OrgP 1.1.2** Due to the Leadership Board serving as the Board of Trustees, only Leadership Board members over the age of 18 will have voting privileges in matters of property, incorporation, legal matters, contracts, insurance, investments, and other matters described in the Book of Discipline paragraphs 2525-2551.

**OrgP 1.2 Leadership Board Roles** In order to comply with the standards set forth in the Book of Discipline, the Leadership Board shall select each year the following roles for Board members:

- Chairperson
- Vice-Chairperson
- Recording Secretary
- Lay Leader
- Lay Member to Conference (Lay Leader and Lay Member to Conference can be the same person)

### **ARTICLE 3: ACCOUNTABILITY PRINCIPLES (AP)**

Defining for the Chairperson the standards to uphold for enforcing the integrity and fulfillment of the Leadership Board's responsibilities.

**AP 1.0 Comprehensive Accountability Statement** The responsibility of the Leadership Board before God, and on behalf of the unchurched in our community and members of Wilson United Methodist Church, is to ensure that Wilson United Methodist Church, through the leadership of its Senior Pastor, (a) achieves the fulfillment of the Mission Principles, and (b) satisfies the Church Principles.

**AP 1.1 Leadership Board Code of Conduct** On an annual basis the members of the Leadership Board shall sign the Leadership Board Covenant (see Appendix 1) as a means to govern their own spiritual and leadership development, as well as to ensure that members of the Leadership Board are maintaining a life of holiness.

**AP 1.2 Defining the Process of the Leadership Board** The Leadership Board shall govern under the following guidelines:

- AP 1.2.1** Maintaining an outward vision rather than internal preoccupation
- AP 1.2.2** Encouraging diversity in viewpoints
- AP 1.2.3** Focusing on strategic leadership more than administrative detail
- AP 1.2.4** Creating and maintaining clear distinctions between the roles of the Leadership Board, the Senior Pastor, and the staff
- AP 1.2.5** Emphasizing the future rather than the past or the present
- AP 1.2.6** Being proactive rather than reactive.

**AP 1.3** The Wilson Christian Pre-School Advisory Board is fully amenable and accountable to the Leadership Board and shall submit an annual budget and any policy changes to the Leadership Board for approval.

**AP 1.3.1** The Director of the Pre-School is to be supervised by the Pastor.

**AP 1.4 Performance of the Senior Pastor** The Senior Pastor's job performance shall be monitored and evaluated with respect to the accomplishment of their annual goals and of WUMC's Mission Principles.

**AP 1.4.1 Annual Review of the Senior Pastor** Each year, the Leadership Board shall review the results achieved by the Senior Pastor on each of the annual goals. If goals have not been met, the Leadership Board may also support a performance plan with six-month goals to boost effectiveness to an acceptable level. This performance plan shall be made in consultation with the District Superintendent.

**AP 1.5 Annual Budget** The Leadership Board with the assistance of the Senior Pastor and staff shall help prepare an annual church budget for review and approval by the Church Charge Conference. The Leadership Board is responsible for managing the budget.

**1.5.1 Senior Pastor Compensation** Compensation for the Senior Pastor and all appointed clergy shall be determined by the Leadership Board (as part of their SPRC duties) for consideration by the church Charge Conference. Recommendations for other appointed clergy compensation will be made by the Senior Pastor for Board approval and final acceptance by the church Charge Conference.

**1.5.2 Increases in the Senior Pastor's Compensation** Decisions regarding the Senior Pastor's compensation will be based primarily on: 1) the Senior Pastor's effectiveness in reaching established goals, 2) the needs of the church for a Senior Pastor with skill sets necessary for reaching established goals (determined in relationship to the compensation packages of other Senior Pastors of churches of similar and larger size in the Annual Conference), and 3) possible cost of living increases. It is understood that the primary reason for compensation increases will be the Leadership Board's review of the Senior Pastor's performance.

**AP 1.6 Financial Reporting** The Board working with the Treasurer and Financial Secretary shall ensure that Monthly Financial Reports are generated by no later than the 15th of the month following the month being reported, The Monthly Financial Reports shall meet the needs of the Leadership Board and include comparisons to Budget.

**AP 1.7 Personnel Policies** The Leadership Board shall operate with personnel policies in accordance with Wilson Church Employee Handbook.

**AP 1.8 Changing the Board Guiding Principles** The Leadership Board shall have the authority to change / add to these Guiding Principles.

#### **ARTICLE 4: OPERATIONAL PRINCIPLES (OP)**

Defining the principles for how the Leadership Board will function.

**OP 1.0 Comprehensive Operational Statement** The church shall be organized in such manner as to promote efficient and effective decision-making with appropriate boundaries for checks and balances and appropriate levels of accountability.

**OP 1.1 Role of the Leadership Board Chairperson** The Board Chairperson will lead the Board and act as Trustee Chair and SPRC liaison to the District Superintendent.

**OP 1.1.1 Responsibility of the Chairperson** The Chairperson shall prepare and coordinate the meeting agenda with the Senior Pastor. The Chairperson shall communicate in advance to the Leadership Board regarding meeting times and locations. The Chairperson enforces the integrity and fulfillment of the Leadership Board's process including the monitoring of the Senior Pastor's performance.

**OP 1.1.2 Chairperson's Contractual Authority** The Chairperson and Vice Chairperson of the Board shall have authority to legally bind the church on contracts and obligations upon approval of the Leadership Board, subject to the Book of Discipline.

**OP 1.2 Role of Vice Chairperson** The Vice Chairperson shall assist the Chairperson in their Board Leadership responsibilities. The Vice Chairperson shall act on behalf of the Board Chairperson if the Board Chairperson is not available.

**OP 1.3 Role of the Recording Secretary** On an annual basis the Leadership Board shall appoint a Recording Secretary to maintain accurate minutes of meetings, as well as ensure that Leadership Board materials are documented and stored in the appropriate manner.

**OP 1.3.1** The Recording Secretary shall ensure that copies of the Leadership Board minutes are available to any member of Wilson United Methodist Church.

**OP 1.4 The Role of the Leadership Board** The Leadership Board shall function in the role of the Board of Directors or as the Trustees of the church. Except as shall be specifically delegated, all legal authority shall vest in the Leadership Board and no person may legally bind the church to any obligation without the prior approval of the Leadership Board. The Leadership Board shall act on behalf of the church in accordance with the Book of Discipline and in compliance with these Guiding Principles. In the event of a conflict between these Guiding Principles and the Book of Discipline, the Book of Discipline shall take precedence.

**OP 1.5 Eligibility to be a Member of the Leadership Board** Individuals desiring to be a member of the Leadership Board shall be a member of the church, shall not be an immediate family member of the pastor(s), employees, or other Leadership Board members, shall be required to submit an application, and shall be interviewed by the existing Leadership Board and/or a team created by the Leadership Board. For the application form, see Appendix 2.

**OP 1.6 Makeup of the Leadership Board** The Leadership Board shall consist of 9 voting lay members and the Senior Pastor. Staff, paid and non-paid, are invited to participate in Leadership Board meetings and discussions - although with no vote (see OP 1.6.2), and cannot participate in closed session executive sessions (see OP 1.7). Staff are also expected to take part in the annual planning retreat as well (see OP 1.7.1).

**OP 1.6.1 Term Limits** Terms are defined as three years, and members will be placed in three, three-year classes (i.e. Class of 2022, Class of 2023, Class of 2024) in order to keep the Board fresh and accountable. Leadership Board members shall not serve more than six consecutive years. After six consecutive years of serving of the Leadership Board, members are asked to take one year off before applying to come back on to the Leadership Board.

**OP 1.6.2 Voting** All members of the Leadership Board, excluding the Senior Pastor and staff, shall have voting privileges.

**OP 1.6.3 Parameters** A quorum of the Leadership Board shall be defined as five (5) voting members.

**OP 1.6.4 Actions in Writing without Meeting** Any action that could be taken by the Leadership Board at a meeting may be taken without a meeting with the approval of the majority of the voting members of the Leadership Board. Any such action requested shall be mailed or e-mailed to all members of the Leadership Board and responses can be by mail or e-mail. The Recording Secretary shall keep all such responses the same as minutes of a meeting.

**OP 1.7 Leadership Board Meetings** All meetings of the Board shall be open to the public, with the exception of any meeting or portion of a meeting in which a personnel matter or a matter of legal negotiations is considered. In those cases, the Board will transition into executive session. Minutes of executive session items concerning personnel matters will be kept separately as a part of the 'SPRC Files.'

**OP 1.7.1 Annual Retreat** The Board and staff team will hold an annual retreat for the purpose of strategic planning and fostering unity, missional alignment, clarity of purpose, and helping to build trust among the participants.

**OP 1.8 Use of Working Teams** Working Teams are to be created and assigned when "projects" arise that require help. The chairperson of the Leadership Board will call on a member of the Board to take responsibility for the project that needs to be worked on. That Board Member is responsible for completing the project but can delegate or collaborate as they see fit. Another Board Member can be drawn in to help, and/or members of the congregation can be called upon to assist.

Working Teams do not have the authority to make decisions and they work within the confines of the assignment and disband once the project is completed. Working Teams are not standing teams. Working Teams are time-bound and project-bound teams that the Leadership Board form to accomplish specific tasks, and disband afterward.

**OP 1.9 Removal from the Leadership Board** Upon the recommendation and approval of the Leadership Board, a member of the Leadership Board may be removed as a member for cause. In this case, “cause” is defined to include, but not be limited to, excessive absenteeism from meetings or other functions of the Leadership Board; failure to take an active role in Leadership Board functions; or any other act or inaction deemed to be detrimental to the accomplishment of the Mission Principles.

**OP 1.10 Leadership Board Vacancies** Any vacancy on the Leadership Board whether caused by voluntary or involuntary circumstances shall be filled by the Nominations and Leadership Development Committee per the Board application and approval process as defined in OP 1.5. The person selected to fill the vacancy shall serve for the full, unexpired term of the member being replaced.

## **ARTICLE 5: SENIOR PASTOR’S ROLE AND RESPONSIBILITIES (SP)**

Defining the limits of acceptable means that the Senior Pastor is authorized to use in achieving the Mission.

**SP 1.1 Biblical Integrity Statement** The Senior Pastor will uphold the highest standards of Biblical teaching and morality.

**SP 1.2 Responsibility of the Senior Pastor for Visionary Leadership** The Senior Pastor is expected, in concert with the Leadership Board, to define and cast the church vision.

**SP 1.3 Financial Management** The Senior Pastor, with the assistance of the staff and members of the Leadership Board, shall help prepare an annual church budget for review and approval. The Board is responsible for approving and managing the budget.

**SP 1.3.4 Financial Stewardship:** As spiritual shepherd over the congregation, the Senior Pastor shall encourage generous giving to support the mission and vision of Wilson United Methodist Church.

**SP 1.4 Senior Pastor-Staff Relations** The Senior Pastor is directly responsible for the staff. The Senior Pastor leads the staff for fruitful ministry. The Senior Pastor is primarily responsible and held accountable for the staff’s overall job performance.

**SP 1.4.1 Accountability of the Senior Pastor** The Senior Pastor is the Leadership Board’s link to staff operational achievement and conduct, so that all authority and accountability of staff, as far as the Leadership Board is concerned, is considered the authority and responsibility of the Senior Pastor.

**SP 1.4.2 Hiring/Termination of Staff** The authority to hire and terminate employees of the church shall be vested with the Leadership Board. The Pastor shall have authority to recommend candidates to fill open staff positions.

The Board shall have the sole authority to determine the number of staff positions, approve job descriptions for each staff member, and set the salary paid to each staff member. The Leadership Board delegates to the Pastor the authority to supervise, discipline, and manage paid staff members.

**SP 1.4.3 Staff Orientation** The senior pastor shall acquaint staff with the Wilson Employee Handbook.

**SP 1.4.4 Staff Annual Review** The Senior Pastor is responsible for the annual review of all staff, whether conducted by the Senior Pastor or the appropriate supervisor responsible for the staff member.

**SP 1.4.5 Major Staff Issue** Any major staff issue shall be brought to the attention of the Leadership Board for resolution.

**SP 1.4.6 Grievance Against the Senior Pastor** If a staff person has a grievance with the Senior Pastor, after having tried to reconcile the issue directly with the Senior Pastor, the staff member shall bring the grievance to the Board Chairperson for appropriate review. If necessary, the Chairperson shall bring the issue to the entire Board for resolution. The Chairperson shall notify the Senior Pastor about the official grievance brought before the Board. The Leadership Board shall institute a just resolution for the staff person and the Senior Pastor.

**SP 1.4.7 Annual Goals of the Senior Pastor** The Senior Pastor shall establish measurable goals in conjunction with the Leadership Board each year that address the accomplishment of the Mission Principles and personal / professional development. The Board will review the accomplishment of these goals during the Senior Pastor's annual review.

## APPENDIX 1

### Leadership Board Covenant

In keeping with its privilege and responsibility as the primary steward of the mission, vision and values of Wilson United Methodist Church, I, \_\_\_\_\_, as a member of the Leadership Board do covenant with my fellow members, as follows . . .

- I commit to actively participate in discussions and decisions with vigor and passion, and once the Leadership Board has come to a decision, will openly and publicly support the decision.
- I commit to be present at all Leadership Board meetings, unless ill or unavailable.
- I commit to attend an annual strategic ministry planning retreat with the pastor and staff.
- I commit to review meeting agenda and supporting documents prior to the meetings.
- I commit to serve as a role model for the congregation, through my personal commitment to the Mission and Core Values of Wilson UMC.
- I commit to encourage and support our pastor(s), staff, volunteers and fellow Board members.
- I commit to hold myself, the pastor(s), staff and other Leadership Board members accountable for their leadership roles and responsibilities.
- I commit to help insure the spiritual vitality of the pastor(s) and staff.
- I commit to resolving any conflicts according to biblical guidelines as commanded in Matthew 18.
- I commit to regularly praying for the pastor(s), staff, volunteers and fellow Board members.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## APPENDIX 2

### Wilson United Methodist Church Leadership Board Candidate Application

Name \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Please respond to the following:

1. Tell us a little about yourself. How long have you been at Wilson United Methodist Church? When did you become a Christian?
2. What do you do to grow deeper in your faith? How have you grown in your faith over recent years?
3. Describe how have you served and supported Wilson United Methodist Church? What ministries are you currently involved in?
4. Our mission statement at Wilson United Methodist Church is to: Lead people into a growing relationship with Jesus Christ. How are you helping the church accomplish its mission?
5. What are your strengths and weaknesses? And, What strengths and gifts would you be bringing to the Board?
6. The foundation of the new Leadership Board is to be a discipling board where the Senior Pastor and Leadership Board members challenge each other to be more like Jesus. Are you willing to commit to being in an environment where discipling is a key priority?
7. Do you feel called by God to be part of the Wilson United Methodist Leadership Board? If so, why?
8. The Leadership Board will often be discussing extremely sensitive issues. It is critical that these issues remain confidential; that they be shared with no one outside the Leadership Board (even a spouse). What are your feelings about this type of confidentiality? Are you able to commit to absolute confidentiality in this leadership role?
9. Are you willing to commit to regular monthly board meetings and make this time a priority?
10. Describe your personal commitment to discipleship and stewardship at Wilson UMC..
10. At least once a year, the Leadership Board and Staff will attend a training event for the purpose of strategic planning and fostering unity, missional alignment, clarity of purpose, and helping to build trust among the participants. Are you in a position to commit to attending an annual training event if you become part of the Leadership Board?

APPENDIX 3

Wilson UMC Discipleship Pathway



## **Appendix 4**

**Wilson UMC Core Values** - At Wilson, we believe that:

### **1. All people matter to God and therefore to us**

Every person is the object of God's steadfast affection and grace. Therefore, we will love, care for, and nurture all people as Christ has loved us. We will create space for the stranger in our midst, we will seek the least and the lost, and we will meet people where they are and encourage them to grow in the grace, and truth, and love of God. (John 3:16; 2 Peter 3:9)

### **2. The Bible is our guide for all faith and life**

We believe the Scriptures of the Old and New Testaments are God's authoritative, inspired, and God-breathed self-revelation. We are committed to helping people learn the larger biblical narrative and will enthusiastically teach it, preach from it, and use it when necessary for correction. (2 Timothy 3:14-17)

### **3. We will always be looking for ways to grow in our faith, and lead others to do the same.**

Jesus' parting challenge to the church as he ascended into heaven was for His disciples to go and make DISCIPLES. Because disciples of Jesus are made and not born, we are committed to the deliberate process of training and spiritual formation that will lead followers of Jesus toward higher levels of spiritual dedication, loyalty, and commitment. (Matthew 28:19-20; Hebrews 10:24-25)

### **4. Lives change most powerfully in the context of community**

We believe that life-change happens best in community and are therefore committed to creating relational environments that equip and encourage people to grow in three ways: Intimacy with God, Community with others, and Impact with the world. Therefore, we will provide environments that move people from the broader community of Sunday worship to the smaller, more intimate, community found in Life Groups (and other ministry-specific groups). (Hebrews 3:12-13)

### **5. We are called to impact the world missionally**

Wilson UMC is committed to being missionally engaged locally, regionally, and internationally. Because effective discipleship always leads to mission, we will nurture people in ways that encourage and equip them to demonstrate their faith by being the hands and feet of Jesus here on earth. We will invite people to discover their gifts for ministry and look for ways to connect them in ministry both "inside" and "outside" the church. By our activities in mission we seek to be signposts and symbols of God's in-breaking kingdom. (Acts 1:8; Matthew 5:13-16)

### **6. We are called to live a life of radical generosity and sacrifice**

At Wilson we are committed to living Christ-like lives of radical generosity and sacrifice. We will model and encourage in ourselves, and others, a boldness in how we give, serve, and live for others. (Acts 4:32; Mark 12:41-44; Hebrews 13:10-16)

### **7. Integrity and Excellence will permeate everything we do and say**

By God's grace, we will honor God with our effort, choices, and the relationships we steward. Integrity preserves and protects relationships, while excellence honors God and inspires others. Therefore, we at Wilson will serve God with a commitment to excellence and integrity. (Colossians 3:23-24)

Appendix 5

