

Governance and Administrative Structure for First United Methodist Church - Corvallis, Oregon

Revisions adopted by Church Council on April 25, 2015.

The Church Council will be elected by the Church Conference after hearing the recommendations of the Committee on Nominations and Leadership Development. The Church Conference may authorize the Church Council to fill vacancies during the year after hearing the recommendation of the Committee on Nominations and Leadership Development.

I. Committee on Nominations and Leadership Development: (N. & L.D.)

The Discipline requires that there be a Committee on Nominations and Leadership Development (§258.1). The committee is to be composed of not more than 9 persons elected by the Church Conference to 3-year terms (divided in 3 classes), plus the Lay Leader and Pastor. The Pastor is chair of the Committee on Nominations and Leadership Development.

Responsibilities include:

- Recommending to the Church Conference a potential list of members of the Church Council, the Committee on Nominations and Leadership Development, and the Corvallis United Methodist Foundation Board. Recruiting other key leadership positions for ministry teams as needed and requested.
- Establishing a regular process for encouraging members to discern their areas of passion for ministry or spiritual gifts and helping those people connect with or form ministry teams within the church.
- Identifying and providing training opportunities for future leaders in the church.

II. Church Council

The Council consists of the following members:

- Lay Leader who is Council Chair
- Past Lay Leader, who functions as Vice-Chair
- Lay Leader Elect, who will become Lay Leader the next year
- Secretary with voice and vote
- 9 at-large members in 3 classes with 3-year terms
- A Lay Member of Annual Conference, who may be one of the at-large members
- Pastor

A. Responsibilities

1. The Church Council will be the Corporate Body of the Congregation. Its chair shall be the president of the corporation. The Church Council is responsible (and has authority) to keep the entire ministry of the congregation focused on the mission.

2. The Church Council's chief function shall be to work with the congregation to establish a guiding vision for the mission of the church. It will then translate the vision into measurable strategies and overall goals for accomplishing the vision.

3. The Church Council will be responsible for planning for and allocating the resources (financial, personnel and facilities) to accomplish the vision.

4. The Church Council will be responsible for approving the policies, ethical standards and adequate processes to set the boundaries for ministry in and by the church.
5. The Church Council will evaluate the progress of the church in accomplishing the vision and hold the pastor and the congregation accountable to the vision and report regularly to the congregation.
6. Elections – Upon recommendation of the Committee on Nominations and Leadership Development, the Council may elect people to fill offices and Council positions which become vacant during the year as authorized by the Church Conference.

B. Other tasks assigned to the Council formerly fulfilled by the Staff Parish Relations Committee (SPRC), Board of Trustees, and Finance Committee.

1. SPRC:

- a. Conduct an annual evaluation of the clergy.
- b. Make the annual recommendation on appointment
- c. Consult with the Bishop and District Superintendent when changes of appointment are made.
- d. Recommend the clergy compensation to the Church Conference.
- e. Recommend candidates for ministry to the Church Conference for approval to be sent to the District Committee on Ministry.
- f. Interpret the work of the Pastor to the congregation.
- g. Approve Personnel Policies and the Safe Sanctuary Policies.
- h. Prepare the Church's Annual Profile for the Church Conference.

2. Board of Trustees:

- a. Council Chair will sign all contracts and corporate documents.
- b. Responsible for Sale or Purchase of Church Property (See paragraphs 2540-48).
- c. Establish policies for building use and management.
- d. Responsible for receiving or refusing all bequests, trusts, and trust funds or other gifts the church may receive.
- e. Monitor the church's parsonage funds (Invested by the Foundation) and any need for a parsonage.

3. Finance Committee:

- a. Approve the annual budget for income and expenses. Develop strategies for the long-term financial health of the church.
- b. Appoint a team to develop a year-round approach to stewardship education and conduct the annual stewardship drive or other fund raising as necessary.
- c. Establish policies and procedures in the area of finances.
- d. Hear and review reports of the financial status of the Church and of the Foundation.
- e. May delegate necessary tasks to the Finance Ministry Team.
- f. Provide for an annual audit of the church books and accounts.

C. Accountability

Accountability designates the lines of responsibility and authority. Accountability establishes lines for reporting when necessary, for support and information, for a final decision if necessary, and for evaluation and selection of leaders and their removal.

The Pastor is accountable to the Church Council. The Church Council is accountable to the mission (it is God's Church), to the standards of conduct for its members (such as participation in meetings, worship, giving and so on), and to the congregation (through their annual election).

D. Meetings

Meetings shall be held at least four times a year and as needed. Meetings are open to all church members except when dealing with matters which require confidentiality. Meetings shall be announced at least 1 week ahead. The quorum shall be one more than half of the members of the Council. Minutes for meetings will be posted. The Council is encouraged to involve the congregation through town hall meetings.

E. Executive Committee

The Lay Leaders (current, past, and elect) and the Pastor form the Executive Committee. The Executive Committee schedules Council meetings and congregational town halls; develops agendas; and acts on behalf of the Council between quarterly meetings. The Lay Leaders will be available to the Pastor for consultation as needed.

III. The Personnel Ministry Team (Accountable to Pastor)

A. Team Leader (or Co-Leaders) will be chosen by the Pastor in consultation with the Committee on Nominations and Leadership Development and the Church Council, and is accountable to the Pastor. (This person may or may not be a member of the Church Council.) The Team Leader(s) will select members of the team in consultation with the Pastor.

B. Shall fulfill the following responsibilities and others assigned by the Church Council:

1. Shall be responsible for supporting the paid staff and providing evaluations of the staff.
2. Shall make recommendations on hiring and firing paid staff members to the pastor who will make the decisions on hiring and firing staff.
3. Review and recommend changes to Personnel Policies and the Safe Sanctuary Policies.
4. Monitor compliance with the Safe Sanctuary Policies.
5. Aid the Council as directed in evaluating paid staff resources and work with the pastor on writing the job descriptions for the paid staff.
6. As directed by the Council may make recommendations on staff salaries.
7. Recruit and provide care for candidates for ministry.

IV. The Property Ministry Team (Accountable to the Pastor)

A. Team Leader (or Co-Leaders) will be chosen by the Pastor in consultation with the Committee on Nominations and Leadership Development and the Church Council and be accountable to the Pastor. (This person may or may not be a member of the Church Council.) The Team Leader(s) will select members of the team in consultation with the Pastor. The Facilities Manager will be a non-voting ex-officio member of the Property Ministry Team.

B. Shall fulfill the following responsibilities and others assigned by the Church Council:

1. Supervision: They are responsible for the supervision, oversight, care and maintenance of the real property of the church and all property and equipment acquired by any organization connected to the church. This shall include proper care of the church's legal records and regular inventory of its property.
2. Insurance: Review annually the adequacy of all insurance policies of the church and arrange for purchase of the policy.
3. Contracts: Review annually all contracts for ongoing use of the church and whatever contracts for maintenance of the facilities or equipment become necessary.
4. Accessibility: Completes the annual accessibility audit. (Paragraph 2532.6)
5. Building Use: Has the final responsibility for the use of the church by outside groups (except in the area of worship). Such use must be consistent with the Social Principles of the UMC (Discipline paragraph 160-166).
6. Annual Report to the Charge or Church Conferenc : Shall make an annual report using the forms provided by the General Church.

V. The Finance Ministry Team (Accountable to Pastor)

A. Team Leader (or Co-Leaders) will be chosen by the Pastor in consultation with the Committee on Nominations and Leadership Development and the Church Council and is accountable to the Pastor. (This person may or may not be a member of the Church Council.) The Business Manager and Financial Secretary will be non-voting ex-officio members. The Team Leader will select members of the team in consultation with the Pastor.

B. Responsibilities - shall be responsible for any of the tasks listed under the Finance section of the Church Council which may be delegated to it such as:

1. Planning: Assist the Council in developing strategies for the long-term financial health of the church.
2. Accounting: Maintain account balances and records for all income and expense transactions.
3. Policies and Procedures: Execute and monitor of all church financial policies and procedures.
4. Reporting: Providing regular information to the Church Council, congregation and ministry teams on the status of the church's financial activities and to the members and supporters of the church on the status of their individual pledges and gifts.
5. Shall establish schedules for special offerings upon recommendation of the pastor and the football parking lot rentals.
6. Shall have authority to approve fund raising activities in the church with goals of less than \$5,000

VI. Corvallis United Methodist Foundation (paragraph 2533)

Administer all Endowment Funds under its supervision and seek to raise awareness in the congregation of the value of bequest and trust giving to the church's endowment. Actively seek gifts for the Endowment Funds. The Foundation operates according to its bylaws and policies. It shall report

quarterly to the Church Council and annually to the Church Conference. A member of the Church Council serves on the Corvallis United Methodist Foundation Board.

VII. The Memorials Ministry Team

The Team Leader will be chosen by and accountable to the Pastor. The Team Leader will select team members in consultation with Pastor. It shall insure that Memorials are properly recorded and acknowledged. Shall in consultation with the Pastor develop a list of potential projects and decide which shall be funded from which memorials.

VIII. Program Ministry Teams

Programs of the church which minister to the church and the community are carried out by ministry teams which may be formed for short - or long-term work.

- Each team should have a Team Leader(s). These team leaders will be accountable to the Pastor or to staff members designated by the Pastor.
- Teams may be formed at any time by completing a Program Ministry Proposal Form and receiving approval from the Pastor.
- Each ministry team ought to have a clear idea of how their work fits into the current vision of the church and the strategies and goals the Church Council is pursuing.
- Each ministry team ought to establish a few measurable goals in relation to the vision.
- Teams should coordinate their work through the Pastor or a staff person assigned to them.
- All building use should be scheduled through the church office.