

# **YANKTON FIRST UNITED METHODIST CHURCH LEADERSHIP TEAM MANUAL**

REVISED August 2021

## **MISSION STATEMENT**

**“To grow disciples of Jesus  
Christ and equip them for  
ministry in the world.”**

# INTRODUCTION

First United Methodist Church (FUMC) is established by and operates under the auspices of the *Book of Discipline of the United Methodist Church*. FUMC is a member church of the Dakotas Annual Conference, a member conference of the United Methodist General Conference.

The Book of Discipline outlines philosophy, principles, organization, etc., for all United Methodist churches in the General Conference. It is subject to amendment every four years at General Conference. However, the Book of Discipline does provide for each local church to modify their own management structure to fit the needs of the local church.

By consent of the Dakotas Annual Conference, FUMC has adopted an administrative structure to oversee the management of the church, henceforth referred to as the Leadership Team. In accordance with Dakotas Annual Conference guidelines, it is the responsibility of the Senior Pastor to assure FUMC complies with all Book of Discipline requirements pertaining to local church administrative management. This document outlines the structure and procedures the FUMC Leadership Team follows to carry out the business of the church.

The primary purpose of FUMC is to worship, serve, and learn about Jesus Christ. All Leadership Team Members are expected to conduct themselves in accordance with the vision, mission, strategy, and method of FUMC. Please refer to the **Mission Statement Documentation** for details.

## **The Church Council**

¶ 252. 1. *Purpose*—The church council (Leadership Team) shall provide for planning and implementing a program of nurture, outreach, witness, and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church. The church council (Leadership Team) shall be amenable to and function as the administrative agency of the charge conference.

**1. The United Methodist Book of Discipline, Section VI. Organization and Administration was consulted and referenced as much as possible for this manual. From The Book of Discipline of The United Methodist Church—2016. Copyright © 2016 by The United Methodist Publishing House.**

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### **Voting Membership**

The Leadership Team shall consist of 11 voting members, nine members will come from membership and selected by the Nominations Team. One of the church Lay Leaders and One Member to Annual Conference will be selected to serve on the Leadership Team and will be voting members.

### **Ex-Officio Members**

The Senior Pastor and Financial Assistant are ex-officio members of the Leadership Team; they have a voice, but no vote. In the case of a deadlocked vote, the decision-making falls to the Senior Pastor by virtue of their responsibilities to the church.

### **Length of Terms**

Each member shall serve a three-year term, except for the first two years of the new governance structure. Members should not serve more than two consecutive three-year terms. Extraordinary circumstances, at the request of the Senior Pastor, may warrant extension of terms, if it is in the best interest of the church. Members must be off the Leadership Team for a minimum of six years before they may be eligible for an additional term. Terms begin January 1 of each year.

### **Rotation of Membership**

For the first rotation, three terms will expire after one year, two years, and then three years to create an annual rotation of three expiring terms for the nine members at large. Three terms will expire each year, providing for an equal annual rotation of memberships.

### **Officers**

Each year a Vice-Chair shall be selected by the members. The Vice-Chair will be responsible for meeting minutes and will become the Chair the following year. In the event both the Chair and Vice-Chair are absent from a Leadership Team meeting, the Senior Pastor will chair the meeting.

### **Committees (Sub Teams)**

The Leadership Team will form three sub teams of three voting members each, in which all nine at large members must serve on one of the teams. The Nominating Committee will assign each member to one of the teams. The three member sub teams will meet as needed throughout the year.

1. **Staff-Pastor-Parish Relations Team (SPPRT)** – provides guidance and oversight of all personnel and practical matters affecting the work and families of the pastor and staff. They shall consult on matters pertaining to pulpit supply, pastoral compensation (travel expense, vacation, health and life insurance, pension, housing (parsonage or housing allowance)), and ministerial reviews. They shall make annual recommendations regarding these matters to the Leadership Team and report budget recommendations items to the Finance Committee.

The representative of the Staff Pastor Parish Relations Team, the Trustees Team,

and the Senior Pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance. <sup>1</sup>(¶ 258.2)

2. **Finance Team** – shall establish written financial policies to document the internal controls of the church. Policies shall be reviewed for adequacy and effectiveness annually by the team and submitted as a report to the charge conference each year. The team shall make provision for an annual audit of all church accounts. The team shall make a full and complete report to the annual charge conference. They shall recommend proper depositories for the church's funds. They shall prepare a report to the Leadership Team of all designated funds that are separate from the current expense budget annually. <sup>1</sup>(¶ 258.4.c). The Treasurer and Financial Assistant will participate in any sub team meetings in an ex-officio capacity, they will have voice but no vote.
  
3. **Trustees Team** – shall have the supervision, oversight, and care of all real property owned by the church and of all property and equipment acquired by the church. Along with the Senior Pastor, they shall grant permission to outside organizations to use church facilities, and for all long-term contracted use of the building, grounds, or equipment. All utilization of FUMC facilities and property must be consistent with the FUMC Social Principles, mission, and vision.

A representative of the Trustees Team, a representative of the Staff Pastor Parish Relations Team, and the Senior Pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance. <sup>1</sup>(¶ 2533)

4. **Nominations and Selection of Leadership Team Members** – The Senior Pastor, and three Leadership Team members, at least one from each team, if possible, will gather each year before the annual Charge Conference, to discuss potential candidate(s), certify candidate(s) membership in the church, ensure candidates are willing to serve as team members and make recommendations to full Leadership Team. The Leadership Team will discuss nominee(s), make further recommendations, if needed, and vote on Leadership Team membership. Upon Leadership Team approval, nominee(s) will be added to the annual Charge Conference agenda for church vote and approval as new FUMC Leadership Team membership.

When vacancies occur during the year, the nominating process will remain the same and the nominee will be submitted to the Leadership Team for a vote of approval. At that time, the nominee shall operate as a full voting member of the Leadership Team. Their name will be then added to the list of new members and ratified at the next annual Charge Conference. The length of the term will be determined by the vacancy created, so the rotation of terms stays intact.

**Members' Service**

Serving on FUMC's Leadership Team will be no small task. There are times when little is asked of members and there are times when much is asked. All members of the Leadership Team are vital to the success of FUMC. It is expected that Leadership Team members find places to serve within the church. This is not just exciting and rewarding but it gives the Leadership Team opportunities to see the church at work and meet with church attendees. It demonstrates that you are a FUMC leader with a vested interest in the church and the decisions that are made.

## **PROTOCOL**

### **Division of Authority**

The General Board and Dakotas Conference of the United Methodist Church empowers and requires the FUMC Leadership Team to provide authority and oversight of various church business functions. Rather than actively participate in the daily operations of the church, the Leadership Team is responsible for establishing general business policies that guide the day-to-day operations administered and facilitated by the church staff.

It is important to note many non-business activities, such as matters of faith, conducted by the church fall under the scope and direct oversight of the Senior Pastor assigned to the church by the Dakotas Conference, and therefore, do not fall within the authority of the Leadership Team. It is in the best interest of FUMC that the Leadership Team and the Senior Pastor recognize and honor this division of authority.

### **Chain of Command/Conflict of Interest**

Leadership Team members are often approached by congregation members with concerns, suggestions, etc. Leadership Team members must exercise discerning judgment, treating the matter with sensitivity, confidentiality and referring it to the proper level of staff authority when this occurs. Leadership Team members are active in various ministries within the church and may occasionally be presented with a conflict of interest between ministry and responsibility. Members should always maintain an impartial balance between various roles served and recuse themselves when a conflict occurs.

### **Confidentiality/Consensus**

It is imperative that all discussions held within the context of a Leadership Team or a sub team meeting be kept confidential when appropriate. All Leadership Team members must have a very clear understanding that when a decision is reached by a majority decision of the Leadership Team, it is then the decision of the Leadership Team and must be supported as such, regardless of any personal disagreement. No individual Leadership Team member may make decisions for a sub team, the Leadership Team, or First United Methodist Church.

### **Removal of Leadership Team Members**

If a Leadership Team member, who has been elected by the charge conference, becomes unfit to perform the duties reasonably expected of such a leader or officer, the district superintendent may call a special session of the charge conference in accordance with ¶ 246.7. The purpose of such a special session shall be stated as "Consideration for the removal of person(s) from office and the election of person(s) to fill vacancy(ies)." The Pastors and/or nominations team shall meet as soon as possible after the special session of the charge conference has been announced and shall propose person(s) who may be elected if vacancy(ies) occur at the charge conference.<sup>1</sup> (¶ 250)



## **RULES OF ORDER**

### **Meetings**

Meetings should follow, "Robert's Rules of Order", except as listed herein. Meetings will be conducted as follow:

- Sub Team Meetings – teams meet to conduct business related to the specific purpose of the team. Teams research, discuss, and recommend action to the full Leadership Team for final approval.
- Leadership Team Meetings – are held at least quarterly and in addition, may be called by Senior Pastor or Chairperson as needed. The Leadership Team reviews sub team recommendations and renders final approval. The Leadership Team will act on various business items throughout the year as needed to fulfill the church calendar.
- Charge Conferences – are held annually, or as a special meeting, to bring issues to the full membership of FUMC.

### **Quorum:**

The members present and voting at any duly announced meeting shall constitute a quorum. <sup>1</sup>(¶ 252.6)

### **Voting Requirements:**

All votes are subject to majority approval of those members present. In the event of a deadlocked vote, the decision-making falls to the Senior Pastor by virtue of their responsibilities to the church.

### **Alternative Meeting Options**

Video (Zoom, Teams, or other format) - There may be times when face-to-face meetings are not possible for majority or all of Leadership Team members. In such cases every attempt will be made to bring as many members as possible together through a media format.

Email - There may be times when a meeting in any other format is not possible for the majority of Leadership Team members. In such cases, when information and questions may be time sensitive, Leadership Team members will be contacted through email. Leadership Team members are asked to respond in a timely manner with any questions, concerns, and recommendations. \_\_\_\_\_