



FRANCONIA
UNITED METHODIST CHURCH

Leadership Team Guiding Principles

Approved: May 18, 2023

These Guiding Principles shall serve to direct the Leadership Board in the establishment of an organizational structure that promotes efficient and effective decision-making with appropriate checks and balances and levels of accountability and transparency. These Guiding Principles shall be used as a roadmap for the development of strategic plans and goals to ensure that the mission of the church is the primary focus of ministry leaders, mission and management teams, and work teams. The Guiding Principles are a “living document” and so they are subject to change.

SECTION 1: MISSION, CORE VALUES, MARKS OF A LOVING DISCIPLE, AND VISION

Our Mission at Franconia UMC: Building a community of Christ’s love to serve the world

Our Core Values

Franconia UMC is a Christ-Centered Community that strives for:

- Relevant worship, connecting to God, one another, and the world
- Radical welcome of all people
- Intentional discipleship for all ages
- Compassionate care of the whole person
- Mission-minded service to our community and the world

At Franconia UMC, the Marks of a Loving Disciple:

BELONGING to the Body of Christ by actively participating in worship and the ministries of the church.

BECOMING More Like Jesus by cultivating the attributes of Christ in your life.

BEING Christ in the World by using your God-given gifts to serve our community.

The vision of Franconia United Methodist Church is being developed and will be updated by the Leadership Board as needed.

SECTION 2: ORGANIZATION

1. Jesus Christ shall always be the Head of the Church, and the Church shall always be the Body of Christ.
2. The Pastor shall be the primary spiritual leader of Franconia United Methodist Church and also serve as the church’s Chief Executive Officer. The Pastor’s role is

Approved May 18, 2023

to Word, Order, Sacrament and Service. The Pastor is appointed to order the life of the church.

3. The Leadership Board is responsible for the duties outlined in The 2016 United Methodist Book of Discipline (BOD) for the Church Council and the Finance, Staff/Parish Relations, and Trustees committees.
4. The Leadership Board Chair is responsible for the duties outlined in ¶251.3 a-g of the BOD.
5. Except as specifically delegated, all legal authority shall vest in the Leadership Board and no person may legally bind the church to any obligation without prior approval of the Leadership Board.
6. The Leadership Board shall act on behalf of the church in accordance with the BOD and in compliance with these Guiding Principles.
7. The church shall be organized to carry out the mission, vision, and goals of the church in such a manner as to promote efficient and effective decision-making with appropriate checks and balances and levels of accountability and transparency.
8. Revisions and/or additions to these Guiding Principles may be made by the Leadership Board as the need arises. The updated Guiding Principles shall be shared with the Charge Conference annually.
9. The Committee on Nominations and Leadership Development (BOD ¶ 258.1) shall be charged with recommending to the annual Charge Conference those who will serve as members of the Leadership Board and which of those members will serve as Chairperson, Lay Leader, and Lay Member to Annual Conference. The Committee on Nominations and Leadership Development will also recommend to the annual Charge Conference Management Team Leaders, Associate Lay Leaders of Mission Teams, the Financial Secretary, and as required, designated District officers.
10. As outlined in the Book of Discipline, the Charge Conference of Franconia United Methodist Church will be composed of the members of the Leadership Board, appointed clergy (ex-officio), together with retired ordained ministers and retired diaconal ministers who elect to hold their membership in our Charge Conference, Lay members of Annual Conference, the Lay Leader, Treasurer and Finance Secretary (if non-staff), and the elected membership of the Committee on Nominations and Leadership Development.

SECTION 3: LEADERSHIP BOARD ORGANIZATION

1. The Leadership Board should consist of 12 members. The Pastor, Lay Leader and Treasurer serve as ex officio members. The Board should include a youth and a young adult.
2. The make-up of the board shall include at least 1/3 female members and 1/3 male members.
3. The term for board members will be 3 years (except for the Pastor, Lay Leader, and Treasurer). Board Members will be nominated by the Nominations and Leadership Development Committee and approved by the charge conference. They will be placed in three classes, which will have a class rotate each year. If a board member must leave their position before the 3 years, a replacement will be nominated to finish their term by the Nominations and Leadership Committee. Once a board member has rotated off the board, they cannot serve for a period of one year.

- a. First Year Only – For the formation of the initial board, board members will be placed in three classes (2024, 2025, 2026), and board members will rotate off following serving for their respective year(s).
4. Lay Member of Annual Conference will be nominated by the Nominations and Leadership Committee and approved by Charge Conference. The Lay Member will serve on the board as one of the 12 members and rotate off after their term has been served.
5. All members of the Leadership Board must be members of Franconia United Methodist Church. Church staff or immediate family members of the pastors or church staff are not eligible to serve on the Leadership Board. With the exception of the youth member, immediate family members may not serve on the Leadership Board at the same time.
6. A member may be removed for cause, including excessive absenteeism or behavior detrimental to the work of the Leadership Board, by a 2/3 vote of members of the Leadership Board.
7. The Leadership Board Chair will serve as the chair for Council, Finance, and Staff/Parish Relations Committees. At the first meeting of the calendar year, the Leadership Board will elect a Trustee Chair from among the eligible voting Trustee members of the Leadership Board. It is best practice that the Chair of the Leadership Board would also be the Trustee Chair.
8. For matters related to Finances, Staff/Pastor Parish Relations, and Trustees, three individuals (excluding Pastor, Chair, and youth member) will be named to serve in each focus area. While the entire Leadership Board serves as Finance, SPPRC, and Trustees, these team members will be responsible when work in their respective areas is required beyond the Leadership Board Meetings. These focus team members would form work groups when required, which may include additional congregational members.

SECTION 4: LEADERSHIP BOARD RESPONSIBILITIES

1. Board members will sign a covenant to hold one another accountable in their spiritual journey and board responsibilities.
2. The Board is responsible for the duties outlined by the Book of Discipline for the Staff/Parish, Finance, Trustees, and Church Council committees.
3. When needed, the Leadership Board shall appoint work groups on a task-oriented basis with at least one member of the Board participating in the group. The work group will exist until that task is completed and results/recommendations shall be presented to the Board for approval.
4. The Board Chair and the three members of the Trustee focus area of the Leadership Board will be registered with the county as the Trustees of the church. These members will be elected as part of the election of the Board at a charge conference. The Youth member cannot be listed as a Trustee.
5. The Leadership Board is responsible for visioning and strategic planning of the church. The Leadership Board shall establish annual, measurable goals for the

church, to be implemented under the direction of the Pastor. The Leadership Team is responsible to review and evaluate progress toward these goals.

6. The Leadership Board shall set budget and staffing priorities in order to best accomplish the mission, vision, and goals of the church.
7. All important documents will be reviewed annually by the Leadership Board in conjunction with the ministry team that has been tasked to review these.
8. Leadership Board members should plan to attend training events and Leadership Visioning meetings/retreats.

SECTION 5: BOARD MEETINGS

1. The Leadership Board shall meet monthly (with the possible exception of July and December) unless a called meeting is needed.
2. Board members are expected to attend meetings in person or virtually. Should a member be unable to attend a meeting, the Chairperson must be notified.
3. The Board Chairperson shall prepare and coordinate the meeting agenda in consultation with the Pastor. The Chairperson shall communicate meeting times and locations in advance to the Leadership Board.
4. The Leadership Board will be provided the following information one week before their scheduled meeting:
 - a. Agenda
 - b. Previous Board Meeting Minutes
 - c. Pastor's Report highlighting key ministry decisions from that month and what is on the horizon before the next meeting.
 - d. Treasurer and Financial Secretary Report
 - e. Updated Property Project Priority List
 - f. Any supporting material for agenda items

SECTION 6: VOTING

1. The Leadership Board will seek to work by consensus as decisions are made. Voting will take place in places where compliance with the BOD is necessary.
2. The Members present and voting at any duly announced meeting shall constitute a quorum at all meetings of the Leadership Board. In order to conduct Trustees business, the majority of Board members must be present. The youth member and pastor are not voting members for Trustee matters and do not count toward quorum.
3. The Pastor will abstain from voting on matters related to staff relations and Trustees.
4. The Leadership Board shall be empowered to hold votes by email on urgent matters outside of a scheduled meeting. All electronic votes must be submitted in an email to the entire Leadership Board so votes can be properly recorded. Once a vote reaches a majority, the Chairperson will reply with an email marking the official tally and determination of the vote results. The vote results will be reported at the next Leadership Board Meeting.

SECTION 7: COMMUNICATION AND COMMITMENT TO TRANSPARENCY

1. All Leadership Board meetings are open to the whole congregation, except for when the board is discussing business related to Staff/Parish, or other matters deemed sensitive and confidential by the Leadership Board. Notices of upcoming meetings shall be communicated to the congregation.
2. The Chairperson shall close the portion of the meeting related to Staff Parish Relations matters for an Executive Session. The Youth member may also be excused for discussion of a sensitive nature. The Chairperson has discretion to close a portion of any meeting for other subjects deemed sensitive/confidential.
3. Agendas for meetings will be made available to the congregation a week before meetings.
4. Minutes will be taken for each meeting. Minutes will be approved and made available to the congregation upon request, but Staff/Parish minutes will be confidential.
5. The board will make available to the congregation a list of those who are on the board and contact information.
6. Town Halls will be held to foster communication with the congregation.

SECTION 8: FINANCIAL AUTHORITY

1. Once the annual budget is approved by the Leadership Board, those responsible (i.e. staff and team leaders) for the various ministry areas have the authority to spend their budget to align with the objectives for their ministry area approved by the pastor. Staff and ministry leads should follow current guidelines in relation to approval needed to spend beyond certain amounts.
2. Any two members of the Leadership Board shall have authority to legally bind the church on contracts and obligations pertaining to the real property of the church provided such action has been approved by the Leadership Board and all requirements of the BOD have been satisfied.

SECTION 9: MANAGEMENT AND MISSION/MINISTRY TEAMS

1. Management Teams will be responsible for the day-to-day care and management of the building and other administrative aspects of the church. These teams will operate under the supervision of the Pastor. Management Teams are responsible for operating under the Guiding Principles and implementing the policies of the church. Management Team Leaders, nominated by the Committee on Nominations and Leadership Development and approved by Charge Conference, will lead each Management Team. They will work closely with the pastor to identify needs and elevate any areas of concern to the Leadership Board. They will provide needed information and submit reports as required. The Management Team will work closely with the Leadership Board Members in their focus area. They may be called upon to serve on work groups in their area of expertise.

- a. Building Management Team will be responsible for building maintenance, repair, and is tasked with the care and upkeep of church facilities and property.
 - b. Financial Management Team will be responsible for the payment of bills, accounting, recording of all financial contributions, sending out financial statements, and monitoring the financial health of the church. This Team will include the Treasurer, Assistant Treasurer, Financial Secretary, and Teller Coordinator.
 - c. Administration Management Team will be responsible for work related to the Church Office, communications, web management, and History.
- 2. Mission/Ministry Teams will be organized to carry out the mission, vision, and yearly goals of the church. They will operate under the supervision of the Pastor. Mission Teams will be organized around Franconia UMC's 3B discipleship plan. An Associate Lay Leader, nominated by the Committee on Nominations and Leadership Development and approved by Charge Conference, will lead each Mission Team. Associate Lay Leaders will work closely with the Pastor to structure each mission area to best implement the mission, vision, and yearly goals of the church. Standing ministry teams and focused work groups may be formed under each mission area as needed.
 - a. BELONGING to the Body of Christ--worship, fellowship, and member care
 - b. BECOMING More Like Jesus-- discipleship (adult, youth, children).
 - c. BEING Christ in the World Mission Team –outreach, witness, Race & Faith
- 3. Management Team Leaders and Associate Lay Leaders are responsible for the budget in their area and are responsible for following any related Franconia UMC guidelines and policies. They will participate in the yearly budgeting process, giving particular attention to resources needed for accomplishing yearly goals.
- 4. Management Team Leaders and Associate Lay Leaders will provide a monthly update to the Pastor on needs, highlights, and progress in their areas.
- 5. The All God's Children Preschool Director and any formed Advisory Board (§256.2c) will be a ministry team accountable directly to the Pastor.

Franconia Nominations and Leadership Guiding Principles

- 1. The Committee on Nominations and Leadership Development responsibilities are outlined in paragraph 258.1 in the United Methodist Book of Discipline.
 - a. Care shall be given that the leadership of ministries reflects inclusivity and diversity.
 - b. In consideration of the positions on the Leadership Board, the committee will take into consideration people's gifts specifically making sure there is expertise in the areas of staff/parish, trustees and finance.
- 2. The Committee on Nominations and Leadership Development is to be composed of not more than nine persons, in addition to the Pastor and the Lay Leader. The pastor

shall be the chairperson. At least one young adult elected by the charge conference should serve as a member of the committee.

3. The following positions will be nominated by this committee:
 - a. The Leadership Board including
 - i. Chair
 - ii. Treasurer
 - iii. Lay Leader
 - iv. Lay Member of Annual Conference
 - v. Youth
 - vi. Young Adult
 - b. Financial Secretary
 - c. Management Team Leaders
 - i. Building Management Team Leader
 - ii. Financial Management Team Leader
 - iii. Administrative Team Leader
 - d. Mission Team Leaders
 - i. Associate Lay Leader for Belonging to the Body of Christ
 - ii. Associate Lay Leader for Becoming More Like Jesus
 - iii. Associate Lay Leader for Being Christ in the World.
 - e. As required, Designated District Officers
 - f. The members of the Committee on Nominations and Leadership Development