



## **Simplified Accountable Structure - Leadership Council Guiding Principles**

**Mission:** The mission of Baylake UMC is to make Disciples of Jesus Christ for the transformation of the world.

**Vision:** We will live out our mission through our vision to connect with the Military, Families, Millennials, Boomers living in our community through praying, asking (inviting), worshiping, and serving.

### **Leadership Council Structure:**

- The Leadership Council shall be a nine-to-eleven-person team that will abide by the By-laws and perform the administrative duties of the church including Trustee, Finance, Staff/Parish Relations, and Church Council. The team will need a designated leader (Lay person).
- All references to the Church Council, Board of Trustees, Staff/Parish Relations Committee, Endowment Committee, and Finance Committee, in all policies as of September 1, 2021, and in all references in the Book of Discipline of the United Methodist Church, shall be understood to refer to the Leadership Council beginning September 1, 2021.

### **Leadership Council Members:**

- The Leadership Council members are nominated by the Lay Leadership Team, a six-person team that will prayerfully discern people for leadership roles, chaired by the pastor, and elected by the Charge Conference as described in the Book of Discipline.
  - Family members cannot serve on the Leadership Council together. Due to Leadership Council serving as the congregation's Staff Parish Relations Committee, no immediate family member of the pastor or other paid staff person may serve as a member of the Leadership Council.
  - Due to serving as the congregation's Board of Trustees, only Leadership Council members over the age eighteen will have voting privileges in matters of property, incorporation, legal matters, contracts, insurance, investments, or other matters described in the Book of Discipline paragraphs 2525-2551.
  - The Senior Pastor has a non-voting seat on the Leadership Council.
- The Leadership Council members will have a three-year term with one-third of the Council rolling off each year. After being off the Council for one-year, the person can roll back onto the Council if elected by the Lay Leadership Team. This allows for both continuity, historical preservation, and including new leaders each year.

### **Leadership Council Organization:**

- The Leadership Council Chair will be elected by the Council. A person will be designated as Trustee Chair and the Personnel Committee Chair will serve as liaison to the District Superintendent.
- A Recording Secretary will be elected by the Council.

### **Leadership Council Functions:**

#### **Strategy:**

- The Leadership Council will cast the vision for the church and establish annual and long-term goals that align with the mission and vision.

#### **Financial:**

- The Leadership Council will establish the church's annual budget.
- Once the budget is approved, responsible persons (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 that are approved by the pastor. No further approval is needed to access the budget in their area of responsibility. \*
- The pastor is responsible for reviewing line items with staff and ministry team leaders for accountability to the Leadership Council.

- Any member of the Building Maintenance Team has the authority to purchase supplies for building maintenance and improvement up to \$1,000 without approval.
- The Building Maintenance Team leader can authorize purchases for building maintenance and improvement up to \$1,000.
- Any purchases over \$5,000 need the Leadership Council approval unless the expenditure is already approved in a capital expenditure line item in the approved budget. \*
- Purchases up to \$100 can be approved by the pastor.
- Any expenditure over \$ 5,000 will require two bids. Preference will be given to hire local companies offering competitive bids within 5 percent of other bids. If the expenditure is already approved in the budget and meets the previous criteria, there is no further approval needed. \*

#### **Staff / Personnel:**

- The Pastor and Personnel Sub-Committee has the power vested to hire and terminate employees of the church.
  - The pastor shall have the authority to interview and recommend candidates to fill open staff positions.
  - The Leadership Council shall approve the number of staff positions and related salaries.
  - The Pastor and Personnel Sub-Committee approve job descriptions for each staff member, and set the salary paid to each staff member.
  - The Leadership Council delegates to the pastor the authority to supervise, discipline, and manage paid staff.
  - The pastor, in conjunction with the Personnel Sub-Committee, will review all paid staff annually using the approval evaluation process in the employee manual dated XXX

#### **Policies:**

- The Leadership Council recognizes and approves the Building Usage Policies dated January 8, 2019.
- The Leadership Council recognizes and approves the Building Security and Key Policies dated XXX.
- The Leadership Council recognizes and approves the Financial Policies dated May 14, 2019.
- The Leadership Council recognizes and approves the Safe Sanctuary policies dated January 1, 2018.
- The Leadership Council recognizes and approves the Human Resource policies dated January 1, 2012.

#### **Meetings:**

- All meetings of the Leadership Council shall be open to the public, 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 Leadership Council will go into executive session.
  - Minutes of the executive session agenda items concerning personnel matters will be kept separately as part of the Personnel Committee files.
- Leadership meeting minutes, as appropriate, shall be communicated through a newsletter and other channels to the church's congregation.

#### **Tenants:**

- Baylake Academy is fully amenable and accountable to the Leadership Council and shall quarterly meet with the Leadership Council to discuss any issues, concerns and shall submit an annual financial statement. The day-to-day contact will be the pastor.

#### **Revisions to Guiding Principles:**

- These Guiding Principles are open to edits and additions as needed in the future,

\*The Treasurer must be consulted concerning any single purchase or expenditure over \$5,000 for purposes of cash flow. The treasurer does not approve or deny purchases but rather confirms large purchases will not create cash flow issues.