

Grace Leadership Board - The Basics

I. Overview: The Grace Leadership Board is a 10-member board of devoted Christians who lead the ministry of Grace UMC in two primary ways. First, the board directs the vision, plan, implementation, and evaluation of Grace United Methodist Church's mission and ministry. Second, it provides for the administration of the church including monitoring and managing her finances, facilities, and staff.

II. Board Make-up/Composition:

1. The board shall consist of 10 voting members. The Senior Pastor will serve as an ex-officio member. There will be representation of a lay member of annual conference, lay leader, church treasurer, a youth, and a young adult.
2. The term for board members will be 3 years. The 10-member board (9 adults and 1 youth) will be nominated by the Nominations and Leadership Development Committee and approved by an annual church conference.
3. Members will be elected in 3-member classes. The youth member will be elected annually, serving no more than 3 years. Once a board member has rotated off the board, they must take a sabbath year off before being elected again.
4. *First Year Only* – As we nominate the first board members, they will be placed in 3 classes of 3 with different terms. (One class will rotate off in June 2022, one in June 2023, and one in June 2024).
5. All voting members of the Leadership Board will be members of Grace UMC. People related to one another may not be voting members on the Leadership Board at the same time. Staff and people related to staff members may not serve as voting members on the Leadership Board.
6. The Board Chair and three voting members of the 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.

III. The Work of the Board

1. The board meets monthly (with possible exception of December) unless a called meeting is needed. If the leadership board needs to take action before the next meeting, the members will be contacted, a vote taken and actions will be reported at the next Leadership Board Meeting. Votes can be taken electronically when needed. If the Chair calls a meeting and less than 60% will be in attendance, the meeting will be rescheduled.
2. The Board is responsible for the duties outlined by the Book of Discipline for the Staff/Parish, Finance, Trustees, and Church Council committees summarized in the "Overview" section of this document.
3. Board members will sign a mutual covenant in July each year to hold one another accountable in their spiritual journey and board responsibilities.
4. When needed, the Leadership Board shall appoint work teams on a task-oriented basis with a member of the Board participating on the team. The team will exist until that task is completed and results/recommendations shall be presented to the Board for approval. All other ministry teams are outlined in the ministry framework.
5. Relevant church-wide policy documents will be reviewed annually (e.g. Personnel Policy, Financial Policies and Procedures, and Child Protection Policy). The board will review these annually or appoint another person or body to do so.
6. The Leadership Board will be provided the following information one week before their scheduled meeting:
 - a. Monthly Agenda
 - b. Pastor's Report highlighting key ministry decisions from that month and what is on the horizon before the next meeting.
 - c. Financial Report
 - d. Facilities Report

III. Board Member Responsibilities

1. Be present and participate in all Grace Leadership Board meetings “whenever not prevented.”¹
2. Before each monthly meeting, review the meeting packet and agenda. Arrive prepared to engage fully.
3. Serve as a role model for the rest of the congregation
 - a. By your prayers (developing a regular prayer practice)
 - b. By your presence (especially in weekly worship)
 - c. By your giving (approaching or exceeding a tithe)
 - d. By your service (on the Board and beyond the Board)
 - e. And by your witness (with the help of God, reflecting Christ in all you do and finding ways to help more people encounter, engage, and embrace Grace).

IV. Sample Board Meeting Agenda

- i. Opening Prayer/Spiritual Formation - 15 minutes
- ii. Review of New People - 5 minutes
- iii. Review/Measurement/Evaluation of any active objectives - 5 minutes
- iv. Packet and Consent Agenda items - 5 minutes
- v. Generative and Strategic Work -30-45 minutes
- vi. Communication and Action Items - 5 minutes
- vii. Closing Prayer

¹ This phrasing is how often John Wesley told members of Methodist societies to attend worship.

IV. Annual Responsibilities of the Board (in calendar form)

July

- Elect Trustees Chair and 3 other Trustees to file with the governing authorities (at least $\frac{1}{3}$ men and $\frac{1}{3}$ women).
- Board Orientation, Founding Document Review

August

- Annual Grace Leadership Board Retreat
- Evaluate, review and/or revise church mission statement, and church-wide vision documents, clarifying and communicating any objectives for the coming ministry year including measurable benchmarks.

September

- Quarterly Town Hall (late September)

October

- Approve an annual budget as the final step in the below budget process.
 1. Clarify the vision for ministry in the coming year including any specific goals/objectives
 2. Based on this vision, budget line item requests are submitted to the Financial Manager by ministry team leaders.
 3. A budget is drafted by at least the Financial Manager and Senior Pastor if not the Financial Monitoring Team or an ad hoc Budget drafting team.
 4. Budget is reviewed by the Leadership Board, and any agreed upon revisions are made.
 5. Budget is approval by Leadership Board.
- Review plans for Annual Giving Campaign

November

- Quarterly Fellowship Meal

December

- No meeting scheduled

January

- Evaluate Christmas.
- Evaluate Finances of previous year, manage any surplus.
- Evaluate the ministry of the last year according to the year's objectives and their measurable benchmarks. Celebrate and Communicate wins.
- Support Launch of Annual Giving Campaign.
- Staff Appreciation
- Quarterly Town Hall

February

- Review Book of Discipline requirements for Church Council, Trustees, Finance, and Staff Parish Relations Committee for Grace Leadership Board compliance.
- Review Personnel Policy
- Review Financial Policies and Procedures
- Review Child Protection Policy
- Quarterly Fellowship Meal

March

- Annual Facility Assessment according to Facility Maintenance Process

April

- GCLC Annual Report and Review
- Quarterly Town Hall

May

- Any ministry-specific annual reports and evaluations (GCLC, Discipleship Ministry, Youth Ministry, Missions)
- Staff Evaluations according to Staff Supervision Process and Strategic Staffing Plan.
- Pastor Evaluations according to Pastor Evaluation Process
- Fellowship Meal

June

- Church Council and Board Elections