

**THE FIRST UNITED METHODIST CHURCH OF WEST LAFAYETTE, INDIANA  
OPERATING PRINCIPLES OF THE GOVERNANCE BOARD**

**Preamble**

The Operating Principles of the Governance Board (hereafter called GB) of the First United Methodist Church of West Lafayette, Indiana (hereafter called FUMC) have been written to comply with the spirit of the current edition of *The Book of Discipline of the United Methodist Church* (hereafter called *Discipline*). The affairs of the GB shall be conducted subject to the *Discipline*, the FUMC articles of incorporation, and these Operating Principles of the GB. References to details about administrative requirements in the *Discipline* are indicated by the corresponding paragraph number (e.g. ¶340). In the event of a conflict, the *Discipline* shall supersede the FUMC Operating Principles of the GB.

**Article I: The Governance Board**

1) Purpose/Function

- A) The GB has oversight of all administrative procedures and programs of FUMC. The GB acts solely in the interest of the members of FUMC based on the church's mission and vision.
- B) The GB shall nurture the mission and vision of the church. With the help of the other members of the staff, the Sr. Pastor shall be responsible for the programming, ministry, and day-to-day planning, and administration of the church (¶340).
- C) The GB shall establish annual goals to move FUMC forward in achieving its mission, vision, and principles.
- D) The GB acts in the capacity of the Board of Trustees as required in the *Discipline* (e.g. ¶244, 2529.2, 2541-2544). Thus the GB directs and authorizes the purchase, sale, mortgage, encumbrance, construction, maintenance, and remodeling of any and all property of the local church.
  - i) The GB and the Sr. Pastor shall annually review the adequacy of the property and liability insurance coverage (¶2533.2) on church-owned property, buildings, and equipment. The purpose of these reviews is to ensure that the church and its properties are properly protected against risks.
  - ii) The Sr. Pastor shall determine the use of FUMC property for religious services or other purposes recognized by the law, usages, and customs of the United Methodist Church. The use of FUMC property for religious services or other purposes must have the consent of the Sr. Pastor, who will consult with the GB for requests from entities outside of FUMC staff or membership.
- E) The GB acts in the capacity of the Staff Parish Relations Committee (hereafter called SPRC) as required in the *Discipline* (¶244 and 258.2).
  - i) The GB shall ensure that all duties related to pastoral appointment are fulfilled (¶258). The GB shall have the authority to recommend to the District Superintendent and the Bishop a desired change in pastoral appointment.
  - ii) The interviewing and hiring of all staff members is handled by the Sr. Pastor in coordination with the GB.
  - iii) The GB reviews the Sr. Pastor and the effectiveness of his/her/their leadership yearly.

- iv) The GB approves personnel policies.
  - v) The GB makes recommendations and gives advice to the Sr. Pastor as it relates to personnel issues.
  - vi) The GB reviews and sets compensation for the appointed pastoral staff.
  - vii) The Sr. Pastor makes salary recommendations to the GB for staff members under his/her/their supervision.
- F) The GB acts in the capacity of the Finance Committee as required in the *Discipline* (§244 and 258.4).
- i) The GB has oversight of the finances of FUMC, including but not limited to reviewing the financial records of FUMC monthly to ensure fit with the annual Operating Plan and financial stability.
  - ii) The GB ensures that adequate safeguards are in place to protect the fidelity of the counting, recording and disbursement of funds and that an annual financial audit is executed by an outside accounting firm in accordance with the *Discipline*.
  - iii) FUMC shall have a treasurer who shall be a member of the GB. The treasurer shall be nominated by the Nomination and Leadership Development Committee and ratified by the Church Conference.
  - iv) The Sr. Pastor, the staff, the finance representative, and the treasurer shall recommend the annual Operating Plan needs to the GB. The GB shall submit a proposed Operating Plan to the Church Conference (as defined in the *Discipline*, §246-248) for approval in October.
- G) The GB holds the duties and responsibilities pertaining to the receipt and disbursement of memorials and endowments held by FUMC.
- H) The GB shall participate in an annual leadership training and/or orientation training.
- 2) GB Eligibility, Nomination, and Election
- A) Eligibility to be nominated and participate as a member of the GB includes:
    - i) Having been a member of FUMC for at least 2 years.
    - ii) Regularly attending FUMC worship services and participating in FUMC events.
  - B) The Nomination and Leadership Development Committee shall nominate candidates for upcoming GB vacancies by September.
    - i) The Nomination and Leadership Development Committee shall consist of three members from the FUMC membership who are not currently on the GB, one member from the FUMC GB, and the appointed pastoral staff. The Sr. Pastor will serve as chairperson of the Nomination and Leadership Development Committee.
  - C) Nomination of new members of the GB shall be submitted to the Church Conference for election (§249) in October. Other nominations can be made from the floor.
- 3) Membership, Roles, and Term of Office
- A) The minimum membership of the GB shall include the appointed pastor(s), the treasurer, and 9 lay members.
    - i) The minimum lay membership and terms of the GB shall consist of 9 people in 3 classes, each serving three-year staggered terms.

- ii) Up to four additional lay members may serve a three-year term in order to meet the required positions and work of the GB.
  - B) The following roles are filled by the GB (§ 252.5).
    - i) The chairperson of the GB.
    - ii) The lay leader.
    - iii) A representative of SPRC.
    - iv) A representative of Finance.
    - v) A representative of Trustees.
    - vi) The church treasurer.
    - vii) A lay member(s) to the annual conference.
    - viii) A representative of the United Methodist Women.
    - ix) A representative of the United Methodist Men.
    - x) A young adult representative.
    - xi) A representative of the United Methodist Youth.
    - xii) The pastor(s).
  - C) A lay member of the GB may hold more than one role, including the chairperson.
  - D) Lay members of the GB may serve two consecutive terms.
    - i) In the case of a member serving two consecutive terms, a minimum of a one-year sabbatical will be observed before that person may serve again.
  - E) Only one person from an immediate family residing in the same household shall serve on the GB.
  - F) Any member of the GB who is related to a staff person (paid or non-paid) shall recuse himself or herself prior to discussion or decisions involving said person.
  - G) All members of the GB are voting members.
    - i) Exception: The pastor(s) do not vote during performance and salary review.
- 4) Officers
- A) Officers shall consist of a chairperson, vice-chairperson, and secretary.
  - B) The vice-chairperson and secretary shall be elected annually at the Church Conference in October. The vice-chairperson becomes the chairperson in the subsequent year.
  - C) The chairperson, vice-chairperson, and secretary of the GB and the church treasurer shall serve as officers of the FUMC Corporation (§2530).
- 5) Character
- A) Members of the GB shall be persons who love Jesus Christ and are committed to the mission and vision of FUMC.
- 6) Ad Hoc Committees
- A) The GB shall have the authority to form ad hoc committees to study issues related to mission and vision of the church.
    - i) The term and initial membership of an ad hoc committee will be established at the time of committee creation.
    - ii) The chairperson of the GB appoints ad hoc committee members.
    - iii) Ad hoc committees shall report to the GB.

- iv) Membership is limited to members of FUMC and professionals/consultants that may be required to complete the work of the committee.
- v) Any professional/consultant fee must be approved by the GB.
- B) In the case of a vote by an ad hoc committee, committee members who are members of FUMC are eligible to vote. Professionals/consultants are non-voting committee members.
- C) Notification of ad hoc committee meetings shall be given to the members of FUMC in writing (paper and/or electronic) at least seven days prior to the meeting date.
- D) Ad hoc committee meeting minutes shall be kept for all committee meetings and must contain the same information as the minutes of GB and Church Conference.

## **Article II: GB Meetings**

### 1) Purpose

- A) GB meetings shall be public and address progress towards and future work on goals, spiritual formation, and issues needing decision by the GB.
  - i) The GB shall provide written reports as the Board of Trustees, SPRC, and Finance Committee.
  - ii) The GB shall request financial reports, agendas, and minutes from teams/committees as needed for GB meetings.
  - iii) The GB shall present a report on the progress towards or realization of annual goals for achieving the FUMC mission, vision, and principles in May and October.
- B) The GB may hold non-public meetings for training/orientation, team-building, and as the SPRC.

### 2) Frequency and Announcement of Meetings

- A) GB meetings shall be held at least quarterly at an announced time and location.
  - i) A meeting shall be called by the chairperson of the GB in agreement with the Sr. Pastor.
- B) Notification of GB meetings shall be given to the members of FUMC in writing (paper and/or electronic) at least twenty days prior to the meeting date, except in the case of an emergency as determined by the GB chairperson or the Sr. Pastor.
  - i) Agenda items shall be submitted by any member of FUMC to the GB chairperson at least fourteen days prior to the meeting date.
  - ii) An agenda and supporting documents (e.g. reports, written requests) shall be given to the members of FUMC in writing (paper and/or electronic) at least seven days prior to the meeting date.
- C) Notification of GB trainings/orientations, GB team-building, and SPRC meetings shall be given to the members of FUMC in writing (paper and/or electronic) at least ten days prior to the meeting date, except in the case of an emergency as determined by the GB chairperson or the Sr. Pastor.

### 3) Quorum

- A) Fifty percent of the members present at a GB meeting, either by physical presence or via electronic media (videoconferencing, phone, etc.), shall constitute a quorum.

4) Minutes

- A) Minutes of all GB meetings shall be kept for all GB and Church Conference meetings.
  - i) The minutes will include a list of GB members in attendance, a list of FUMC members in attendance, the topics discussed and actions taken on each topic, and the outcome of any votes taken.
  - ii) The minutes will be kept and made available to all FUMC members.

**Article III: Ministry Teams**

1) Purpose

- A) Ministry Teams are established to allow members of the congregation to participate in the life of the church and to contribute their time and talents to moving FUMC forward in achieving its mission, vision, and principles (see the Operating Principles of the Ministry Teams document for more information).

2) Types of Ministry Teams

- A) Administrative Ministry Teams address essential administrative duties for the functioning of the church and for achieving the mission, vision, and principles of FUMC.
  - i) Administrative Ministry Teams shall have specified duties and a specified chairperson.
  - ii) Administrative Ministry Teams shall report to the GB and Sr. Pastor.
- B) Specialty Ministry Teams are self-formed teams that wish to address a specific type of ministry.
  - i) Specialty Ministry Teams shall report to the GB and Sr. Pastor or an appropriate Administrative Ministry Team.
  - ii) Specialty Ministry Teams shall have a designated chairperson.
  - iii) Specialty Ministry Teams shall last as long as there is volunteer interest.

**Article IV: Replacement of Members Unable to Complete GB Terms**

- 1) If at any time a member of the GB cannot complete his/her/their term of office, a replacement will be made.
  - A) The Nomination and Leadership Development Committee shall nominate a replacement member to the GB.
  - B) The GB shall ratify the nomination or request a different nomination.
  - C) The replacement member to the GB serves only until the Church Conference in October.
  - D) At the time of the Church Conference in October, there shall be an open election for the replacement of any GB member who could not complete his/her/their term.
    - i) GB members who served as replacement appointments may stand for election at the Church Conference in October.
    - ii) The member elected at this time shall be considered a member of the class of the GB member who did not complete his/her/their term, according to AI.3.A.i, and may stand for re-election to a second term.

**Article V: Ratifying and Amending the Operating Principles of the GB**

- 1) Ratification of the Operating Principles of the GB shall be voted on at the Church Conference. Ratification requires a simple majority of votes cast by members of FUMC present at the Church Conference.
  - A) The Operating Principles of the GB shall be announced to the members for comment at least one month prior to the vote.
  - B) Voting shall be conducted by paper ballot or electronically. The results shall be announced in a regular FUMC communication and at the next GB meeting.
  
- 2) Written proposals to amend the Operating Principles of the GB may be offered by any FUMC member (including GB members) and must carry at least an additional five signatures of FUMC church members who are not members of the GB.
  - A) Proposals to amend shall be submitted to the chairperson of the GB at least two months prior to the Church Conference in October.
  - B) Proposals to amend shall be announced to the members at least one month prior to the Church Conference in October.
  - C) Amendments thus proposed and announced shall be discussed and voted on by members present at the Church Conference in October.
  - D) Amendments to the Operating Principles of the GB shall be accepted by a simple majority of eligible voters at the Church Conference in October.

ADOPTION:

These Operating Principles of the GB of FUMC are adopted by the duly authorized Church Conference held at West Lafayette, Indiana on the \_\_\_\_\_ day of \_\_\_\_\_ .

By:  
Governance Board Chairperson

By:  
Governance Board Secretary