

CROSBY UNITED METHODIST CHURCH

BOARD OF STEWARDS

GUIDING PRINCIPLES AND OPERATING GUIDELINES

To more effectively fulfill our mission of making disciples of Jesus Christ for the transformation of the world, Crosby United Methodist Church (CUMC) shall be organized into a single governing Board of Stewards, in accordance with ¶244 and ¶247.2 of the 2016 United Methodist Church (UMC) Book of Discipline. The functions of the former administrative committees, i.e. Administrative Council, Finance, Staff Parish Relations, and Trustees, have been combined into a single board, which shall be called the Board of Stewards (also referred to herein as the Board). The primary responsibility of the Board of Stewards is to champion the mission, vision, and core values of Crosby United Methodist Church as well as to oversee the administrative needs of the church as defined through these Guiding Principles and Operating Guidelines.

ARTICLE 1: MISSION PRINCIPLES (MP)

Defining what difference this church will make for whom and to what extent

MP 1.0: COMPREHENSIVE MISSION STATEMENT

The Mission of Crosby United Methodist Church ("CUMC") is to make disciples of Jesus Christ for the transformation of the world.

MP 1.1: VISION STATEMENT

To develop and strengthen supportive relationships with God, our Community and our Congregation.

MP 1.2: STRATEGIES FOR CARRYING OUT OUR MISSION

- **GROWING IN CHRIST** - Our desire is to be a congregation growing in our relationship with Christ as we serve and share our faith with others.
- **SERVING OTHERS** - We shall be an outwardly focused church whose primary passion is to actively invest into the lives of our neighbors in order to bring them into a relationship with Jesus Christ.
- **SHARING OUR FAITH** - We strive to provide opportunities for people of all ages to experience a new and growing relationship with Jesus Christ and to incorporate that growing faith into every aspect of life, work, play, relationships, and parenting, during the good times as well as the difficult times and struggles.

Our goal is to become a church that is:

- Growing spiritually and numerically
- Actively pursuing God's will above our own desires
- Proud of our heritage while embracing the future
- Willing to change to better achieve our mission
- Creating engaging ways to share the stories of God's grace
- Vigorously embracing new people into our relationships
- Unashamedly sharing our struggles with one another
- Willing to take risks to meet the needs God sends our way
- Caring for those who are struggling in our community

ARTICLE 2: BOUNDARY PRINCIPLES (BP)

Defining the limits of acceptable means that the Senior Pastor is authorized to use in achieving the Mission

BP 1.0: ETHICAL COMPREHENSIVE STATEMENT

The Senior Pastor shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, unethical, or unbiblical.

BP 1.1: BIBLICAL INTEGRITY STATEMENT

By upholding the highest standards of Biblical teaching and morality, the Senior Pastor shall use and promote conditions, procedures, and decisions that are safe, personal, and provide protection for confidentiality and privacy. Additionally, the Senior Pastor shall maintain personal and professional practices that adhere to the "Texas Annual Conference Sexual Ethics Policy".

BP 1.2: FINANCIAL MANAGEMENT STATEMENT

The Senior Pastor, in consultation with the staff and ministry team leaders shall provide next year budget requests to members of the Board of Stewards designated to address finances and prepare an annual budget for the following year. The Senior pastor is responsible for managing the annual budget that is approved by the Board of Stewards.

BP 1.2.1 Expenses Over Budget: Year to date deviations from the budget that do not result in an increase of the total budgeted expenses of greater than \$1,000 per functional area (as set forth in the budget) may be approved by the Senior Pastor, but must be reported to the member(s) of the Board of Stewards designated to address finances. The total of all such budget changes shall not exceed 2% of the total budget without Board approval.

A year to date budgeted expense increase of greater than \$1,000 per functional area must be submitted by the Senior Pastor to the Board for their approval.

All budget variances must be approved by the Senior Pastor if funds are to be spent in excess of the approved budget. The Senior Pastor shall inform the members of the Board designated to address finances of any staff or volunteers that wish to spend beyond their budget.

Budget deviations shall be reviewed quarterly by members of the Board designated to address finances and shall be reported to the whole Board. Deviations shall be measured by year to date results.

BP 1.2.2 Real Property: The Senior Pastor shall not acquire, encumber, or dispose of real property, except as may be authorized by the Board of Stewards and in compliance with the Book of Discipline.

BP 1.2.3 Asset Protection: The Senior Pastor in conjunction with the Trustees representatives to the Board shall annually review, but shall not amend the insurance policies unless authorized by the Board of Stewards and in compliance with the Book of Discipline. The Senior Pastor shall maintain proper protection for all CUMC intellectual property, information and files, whether paper or electronic.

BP 1.2.4 Financial Stewardship: As spiritual leader over the congregation, the Senior Pastor shall encourage generous giving to support the mission and vision of CUMC.

BP 1.2.5 Financial Reporting: The Senior Pastor shall ensure that Financial Reports are generated no later than the 15th of the month following the month being reported. The Financial Reports shall meet the needs of the Board of Stewards and include comparisons to Budget on a monthly and YTD basis.

BP 1.2.6 Contracts: The Senior Pastor shall not obligate CUMC via contracts without approval of the Board of Stewards, save and except for routine maintenance and service contracts with terms of one year or less and annual expense not to exceed \$1,000.

BP 1.3: SENIOR PASTOR - CONGREGATION RELATIONS STATEMENT

The Senior Pastor is responsible for the day-to-day operations of the church. He/she shall be the spiritual leader for the congregation. The Senior Pastor shall plan and conduct, in conjunction with the worship team, the various worship services, including sermon preparation and working with others who lead and participate in worship.

The Senior Pastor shall guide all church leaders by articulating the vision of the church and focusing the work of the whole congregation toward the accomplishment of that vision.

The Senior Pastor shall work with Board of Stewards and Ministry Teams on the planning and implementing of programs that help further the mission and vision of CUMC.

BP 1.3.1 Safe Sanctuary: The Senior Pastor shall ensure that all staff and volunteers who work with children under the age of 18 years of age adhere to the most current version of the "Texas Annual Conference Safe Sanctuary Policy." This includes ensuring that the backgrounds of all staff and volunteers are properly checked.

BP 1.3.2 Ministry Management: The Senior Pastor and Spiritual Formation Team shall ensure that systems and ministries are in place to effectively move people into a deeper relationship with Jesus Christ through study and service. The Senior Pastor shall order all ministries around the mission and vision statements. The Senior Pastor shall manage all staff, who in turn empower and train the laity to help accomplish the mission.

BP 1.4: SENIOR PASTOR - STAFF RELATIONS STATEMENT

The Senior Pastor is directly responsible for the staff. The Senior Pastor directs and orders the staff for outreach ministry with annual goals that align with the mission and vision of CUMC. The Senior Pastor is primarily responsible and held accountable for the staff's overall job performance.

BP 1.4.1 Responsibilities for Staff: The Senior Pastor shall execute all major staff decisions in accordance with due process as defined in the CUMC Employee Handbook, and in collaboration with the members of the Board of Stewards Staff Parish Relations representatives.

BP 1.4.2 Job Descriptions: The Senior Pastor shall maintain appropriate job descriptions, as well as conduct an annual review for all staff.

BP 1.4.3 Staff Issues: The Senior Pastor shall seek counsel with Staff Parish Relations Representatives of the Board of Stewards to address staff issues, and if necessary, shall come before the entire Board of Stewards to discuss issues.

BP 1.4.4 Grievance against the Senior Pastor: If a staff person has a grievance with the Senior Pastor, and after having tried to reconcile the issue directly with the Senior Pastor, the Senior Pastor shall not prevent him or her from bringing their grievance to the Lead Staff Parish Relations representative of the Board of Stewards for her/his review. If necessary, the Lead Staff Parish Relations representative shall bring the issue before the Board of Stewards. The Senior Pastor shall be notified by the Chairperson of the official grievance brought before the Board of Stewards. The Board of Stewards shall implement a just resolution for the staff person and Senior Pastor. If a satisfactory resolution cannot be reached the Board of Stewards shall consult with the District Superintendent for guidance through this process.

BP 1.5: SENIOR PASTOR - BOARD OF STEWARDS RELATIONS STATEMENT

The Senior Pastor is held accountable by the Board of Stewards to ensure that these Boundary Principles are upheld and implemented.

BP 1.5.1 The Board as a Discipleship Atmosphere: The Senior Pastor shall create a disciplined atmosphere at the Board of Stewards level, ensuring that every member, including the Senior Pastor, is growing in their devotion to Jesus Christ.

BP 1.5.2 Board of Stewards Meetings: Board of Stewards meetings shall be open to the congregation except for those meetings held in Executive session at which time confidential matters may be addressed. The congregation shall bring issues and requests to the Board of Stewards Chairperson or in their absence the Vice Chairperson of the Board of Stewards who will determine if it requires Board of Stewards attention. The Chairperson is to notify the Senior Pastor in advance that there is a need for a congregation member to address the Board and the Chairperson or the Senior Pastor will communicate this to the Board prior to the meeting. The Senior Pastor and Chairperson shall ensure that meetings are focused on material that does not result in micro-managing by the Board, but rather allows the Board to think strategically about the future of CUMC.

BP 1.5.3 Communication and Support to the Board of Stewards: The Senior Pastor shall communicate with the Board of Stewards in a manner to keep them fully informed and supported in their work.

BP 1.5.4 Board of Stewards Training: The Senior Pastor, as the Board of Stewards member responsible for Nominations, and Chairperson shall ensure that Board of Stewards members are fully aware of their responsibilities and roles. They shall ensure appropriate training for Board of Stewards members.

BP 1.5.5 Senior Pastor Succession: The Senior Pastor shall support the Book of Discipline's denominational rules governing the succession of pastors and make sure the Board of Stewards is familiar with the process and any issues and processes the Senior Pastor may be involved in at the time of succession.

BP 1.5.6 Accountability: The Senior Pastor shall be held accountable by the District Superintendent, in communication with the Board of Stewards, for effectively managing all staff and ministry leaders that results in accomplishing annual ministry goals that align with the mission and vision of CUMC. A detailed accountability structure is outlined in the Accountability Principles.

ARTICLE 3: ACCOUNTABILITY PRINCIPLES (AP)

Defining the standards to uphold for enforcing the integrity and fulfillment of the Board of Stewards process

AP 1.0: Comprehensive Accountability Statement

The responsibility of the Board of Stewards before God and on behalf of the unchurched in our community and members of CUMC, is to ensure that CUMC, through the leadership of its Senior Pastor, achieves fulfillment of the Mission Principles by bringing

people into personal relationships with Jesus Christ and offering opportunities to grow in their faith through study of God's Word and to build relationships with other believers.

AP 1.1: Administrative Oversight and Interface with the Crosby Methodist Weekday School

- The Board of Stewards shall provide leadership guidance and oversight to the Weekday School Board through the active participation of three representatives from the Board of Stewards, namely a Trustees representative, a Staff Parish Relations representative, and a Finance team representative, plus a clergy representative.
- The Board of Stewards, in consultation with the Weekday School Director and Weekday School Board, shall review a Covenant Agreement between the Weekday School and CUMC each year which deals with responsibilities of the school and church as it relates to shared facilities, operating expenses, and staff.
- Regular financial reports from the Weekday School shall be submitted quarterly to the Board of Stewards.

AP 1.2: Board of Stewards Code of Conduct

On an annual basis, the members of the Board of Stewards shall sign the Board of Stewards Covenant (see Appendix 1) as a means to govern their own spiritual and leadership development, as well as to ensure that members of the Board of Stewards are maintaining a life of holiness.

AP 1.3: Disciplining the Process of the Board of Stewards

The Board of Stewards shall govern under the following guidelines:

- maintaining an outward vision rather than internal preoccupation
- encouragement of a variety of viewpoints
- strategic leadership rather than administrative detail
- creating and maintaining clear distinctions between the roles of the Board of Stewards and the staff
- collective decision making rather than decisions made by individuals
- emphasis on future rather than the past or present
- being proactive rather than reactive

AP 1.4: Responsibility of the Chairperson

The Chairperson shall prepare and coordinate the meeting agenda with the Senior Pastor. The Chairperson shall give all Board members and CUMC members notice of a regular meeting at least 14 days prior to the meeting with time and location. The Chairperson enforces the integrity and fulfillment of the Board's process, including the reviewing of the Senior Pastor's performance. The Chairperson is authorized to use a reasonable interpretation of the Accountability Principles as she or he acts to ensure the integrity of the Board of Stewards' process.

AP 1.5: Responsibility of the Recording Secretary

On an annual basis the Board of Stewards shall appoint a Recording Secretary to maintain accurate minutes of meetings, as well as ensure that Board materials are documented and stored in the appropriate manner. The Recording Secretary shall

ensure that copies of the Board meeting minutes are available to any member of CUMC and are posted on CUMC's website.

AP 1.6: Board of Stewards Church Communication Plan

- Periodic "town hall" meetings will be held to review church health - financial and ministry
- Submission of annual budget to the congregation
- Publication of dates of Board meetings will be placed in weekly bulletins, monthly newsletters, and the church website.
- Publication of the minutes of Board meetings will be placed on the church website.
- Identification of Board members with contact information, including email addresses, to be placed in various church publications and online
- Responsibility of all Board members for active communication with the congregation
- Create an open process for input and inclusion of agenda items prior to meetings
- Identification of Board communication representatives with responsibility for two-way communication with congregation members.

AP 1.7: Financial Management

The Finance representatives, in conjunction with the Trustees and Staff Parish Relations Representatives, shall prepare and submit to the Board of Stewards an annual budget for review and approval. The Board representatives for Finance are responsible for monitoring and initiating actions related to the management of the budget.

AP 1.8: Contract Management

The representatives for Trustees shall review and make recommendations to the Board of Stewards all contracts for investment and services to the Church for review and approval.

AP 1.9: Personnel Management

The Staff Parish representatives shall review staff evaluations for appropriate action.

AP 1.9.1 Hire/Termination of Staff: The Board of Stewards shall approve hiring and terminating staff consistent with the recommendations of the Senior Pastor. Board representatives from Staff Parish Relations and Finance shall review the initial paychecks of every new staff member as well as existing staff members when a change occurs in their paycheck amount to insure the proper payment is being made.

AP 1.10: Role of Committee on Nominations and Leadership Development

In order to comply with the standards set forth in the Book of Discipline, the Committee on Nominations and Leadership Development shall recommend to the Annual Charge Conference members to fill the expiring positions on the Board of Stewards in equal number to the number of members rolling off the Board. In addition, the Committee on Nominations and Leadership Development shall recommend to the Charge Conference:

Lay Leader
Lay Member to the Annual Conference

AP 1.11: Roles and Responsibilities of the Board of Stewards

The Board of Stewards shall elect annually the following roles for Board Members:

- 3 Trustee Representatives (including a Lead Trustee Representative) – to oversee matters of facility management
- 3 Finance Representatives (including a Lead Finance Representative) – to oversee financial policy governance, budgeting, and other fiscal matters
- 3 Staff Parish Relations Representatives (including a Lead Staff Parish Relations Representative) – to oversee Staff Handbook governance, as well as the Senior Pastor's accountability
- Recording Secretary
- Board Chairperson
- Board Vice Chairperson

Members of the Board may serve in multiple roles if called upon to do so by the Chairperson or Vice Chairperson of the Board. The Board has the sole authority to approve matters of Finance, Trustees and Staff Parish Relations except as delegated to an appropriate team or sub group. The number of voting members of the Board shall be 13 - 15.

AP 1.12: Use of Board of Stewards Task Teams

Board of Stewards Task Teams may be formed from time to time at the discretion of the Board of Stewards, and shall be assigned discrete tasks to assist the Board of Stewards in performing its duties, but never to interfere with the delegation of authority from the Board of Stewards to the Senior Pastor, or with the work of the staff. Task Teams shall be led by appropriate members of Board of Stewards and may include both members of the Board of Stewards, CUMC members, and outside advisors as needed.

AP 1.13: Responsibility of the Senior Pastor for Visionary Leadership

The Senior Pastor has the responsibility, authority, and accountability to serve as the primary leader of the church congregation and staff. If a question arises with regard to these Guiding Principles, the Senior Pastor shall seek the counsel of the Board of Stewards or the District Superintendent.

AP 1.14: Annual Goals of the Church:

The Senior Pastor, in conjunction with the Board of Stewards, will establish measurable goals that advance the mission of the church in the coming year. The Board will evaluate and discuss these goals and then the Board will adopt these goals (perhaps as amended and agreed by both the Board and Senior Pastor) as the goals of the church for the coming year. Ideally, this should be done prior to the annual Charge conference when the next year's budget is approved but in no case should it be later than the last meeting of the Board in the current calendar year.

AP 1.15: Evaluating the Performance of the Senior Pastor:

The Board will at a minimum annually review the church's progress on its goals as adopted in AP 1.13 and in collaboration with the District Superintendent and review the Senior Pastor's effectiveness in leading the church toward its goals for the year. Furthermore, the Board will evaluate all appointed staff in writing as required by the District Superintendent and the Texas Annual Conference.

ARTICLE 4: ORGANIZATIONAL PRINCIPLES (OP)

Defining how the church will be organized for optimal operational efficiency and effectiveness

OP 1.0: The Head of the Church

Jesus Christ shall always be the Head of the Church and the Church shall always be the Body of Christ. All church leaders are to keep their eyes focused on Jesus Christ.

OP 1.2: Comprehensive Operational Statement

The church shall be organized in such manner as to promote efficient and effective decision-making with appropriate boundaries for checks and balances and appropriate levels of accountability.

OP 1.3: The Role of the Board of Stewards

The Board of Stewards shall function in the role of the Board of Directors of the church. Except as shall be specifically delegated, all legal authority shall vest in the Board of Stewards and no person may legally bind the church to any obligation without the prior approval of the Board of Stewards. The Board of Stewards shall act on behalf of the church in accordance with the Book of Discipline and in compliance with these Guiding Principles. In the event of a conflict between these Guiding Principles and the Book of Discipline, the Book of Discipline shall take precedence.

OP 1.3.1 Contractual Authority: The Chairperson, Vice Chairperson, and the Lead Representative of the Trustee's task team of the Board shall have authority to legally bind the church on contracts and obligations upon approval of the Board of Stewards, subject to the Book of Discipline.

OP 1.4: The Role of the Senior Pastor

The Senior Pastor shall hold the office of President and shall serve as the Chief Executive Officer of the church overseeing the day-to-day operations of the church and working toward the spiritual growth of the congregation, members and community.

OP 1.5: Eligibility to be a Member of the Board of Stewards

Individuals nominated to be a member of the Board of Stewards shall be a member of CUMC, shall not be an immediate family member of any of the pastors, employees, or other Board of Stewards members. The Board of Stewards may make recommendations to the Committee on Nominations and Leadership Development. Board of Stewards members shall demonstrate faithfulness to God and the church by

participating actively in worship and study, demonstrating a commitment to prayer, attendance, tithing, service, and witness.

OP 1.6: Voting Requirements

Each member of the Board of Stewards shall have one vote. The Board of Stewards may only take action requiring a vote when a quorum of over 50% of the voting members are present at a meeting. A two-thirds vote in the affirmative of those members of the Board of Stewards who are present at a meeting shall be required for passage of any item requiring a vote. At the discretion of the Chairperson, a vote on certain matters may be conducted by audio or video conference, or by electronic mail. A quorum must be present on any audio or video conference for action to be taken. A quorum of the Board of Stewards must respond to any electronic mail vote. The Board of Stewards Recording Secretary shall keep such responses the same as minutes of a meeting.

OP 1.7: Removal from the Board of Stewards

Upon the recommendation and approval of the Board of Stewards, a member of the Board may be removed for cause. In this case, "cause" is defined to include, but not be limited to, excessive absenteeism from meetings or other functions of the Board of Stewards, failure to take an active role in Board of Stewards functions, harassing or undermining the authority of staff or clergy, or any other act or inaction deemed by the other members of the Board of Stewards to be detrimental to the accomplishment of the Mission Principles. Excessive absenteeism is defined as 4 absences in a calendar year.

OP 1.8: Board of Stewards Vacancies

Any vacancy on the Board of Stewards whether caused by voluntary or involuntary circumstances shall be filled by the Board of Stewards following OP 1.5. The Senior Pastor shall nominate, in consultation with the Committee on Nominations and Leadership Development, and by a majority vote of the Board, an eligible church member to fill the vacancy. If the vacated term extends beyond the calendar year of the vacancy, the choice of this person shall be placed before the annual Church Conference along with the new Board members for approval.

OP 1.9: Board of Stewards Accountability

The Board of Stewards is accountable to the membership of Crosby United Methodist Church through the annual or called charge conference.

APPENDIX 1

Crosby United Methodist Church Board of Stewards Covenant

As a faithful disciple of Jesus who has answered the call of leadership by serving on the CUMC Board of Stewards, I make the following covenant.

As a leader of CUMC, I commit to the following:

To live a life of holiness by growing in my love and devotion to Jesus Christ through daily discipleship practices.

To love and glorify God through my life and service in and outside of CUMC.

To always seek what is best in fulfilling CUMC's mission and when necessary, putting my own personal preferences aside in order to accomplish that mission.

To enthusiastically support our pastors and staff by refusing to micromanage their work, but to hold the Senior Pastor accountable to the mission and vision as outlined in The Guiding Principles of the Board of Stewards.

To support and encourage the work of the laity by calling all members to serve in the life of the church.

To actively participate in various ministries outside of the Board of Stewards meetings.

To maintain total confidentiality regarding the contents of Board of Stewards proceedings that have been deemed confidential.

To take the initiative to resolve any conflict that might arise between myself and other members of the church. Even in times of disagreement, to treat all people with kindness, gentleness, and respect.

To pray daily for fellow Board/Team members, pastors, staff, and members of the Church.

To actively participate in leadership development opportunities throughout the year.

To welcome open communication and courteous disagreement as part of healthy decision making.

To fully support all Board of Stewards decisions outside of meetings.

To make every effort to faithfully attend and fully participate in Board of Stewards meetings.

To continually fulfill my membership vows by generously giving of my time, talents, gifts (including working toward tithing), service, and witness, as well as calling upon my sisters and brothers in Christ to fulfill their membership vows.

Signed: _____ Date: _____