



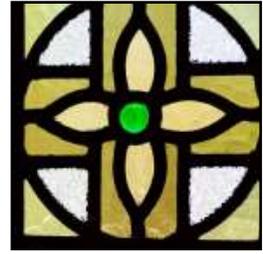
Photo by Vera Kratochvil, publicdomainpictures.net

Simplified Board

2017 Annual Church Conference

December 16, 2017

Adapted from *Mission Possible* by Kay Kotan



SIMPLIFIED BOARD

Imagine...

Imagine feeling energized, empowered and spiritually fed as a disciple at Green Street Church. Imagine exploring God's call in your life and being mentored by those who can help you to grow into your purpose. Imagine partnering with other disciples at Green Street Church to create a new ministry, to undertake a new mission, to learn/teach a longtime passion, to reach out to a group that is on your heart. Imagine a church whose primary purpose is to nurture and support you in this work.

This is why we have been looking at the organizational structure of Green Street Church. Are there leadership models that could better support our church's purpose? Many United Methodist churches are turning to the Simplified Board model for inspiration.

The Simplified Board consolidates the work of the Trustees, Finance Committee, SPPRC, and Church Council. It shifts the church's focus from committee meetings to ministry teams.

Under the Simplified Board Model:

- The Board plans, sets goals, and evaluates our shared purpose.
- Church leaders spend less time at meetings and in administrative duties.
- The administrative work of the church is more efficient.
- The pastor has more time to nurture new ministry ideas and to partner peoples' passions with the resources to transform the world.
- Board leaders mentor new members, passing on their wisdom and skills.
- Board leaders ensure that institutional knowledge is passed to new generations.
- Church leaders have breaks for spiritual renewal.
- More time is generated for creative, Holy Spirit-led ministries.
- Spiritual gifts and passions are unearthed and nurtured.
- The Nominations & Leadership Development Committee spends less time on nominations and more time on lay leadership development.

The existing committee structure has been strained for some time. We have too few people for the number of positions required. Those willing to volunteer often feel overloaded. Some people are filling positions as a matter of obligation and several positions have gone unfilled. Our current leadership model is unsustainable. The Simplified Board model addresses these realities and develops a strong leadership model for the future.

The Role of the Board

The Church Board is responsible for strategic visioning, alignment of activities and policies with the mission of the church, accountability, and administration. This is a leadership role focused on governance rather than on management details. The Board continually monitors the effectiveness of the church in making disciples, and

GREEN STREET UNITED METHODIST CHURCH

keeps the goals of the church on the front burner. This can happen because the management tasks are done by smaller ministry teams and staff rather than by the whole board.

The Church Board has three main areas of responsibility:

1. Fiduciary responsibility for the care and management of the church's assets;
2. Responsibility for generating new ministry by proactive planning and guiding into the future;
3. Strategic responsibility for seeing that there are systems and procedures in place to align the activities of the church with its mission.

In the traditional committee structure at Green Street, four administrative committees operate separately with specific areas of responsibility: Church Council, Finance Committee, Board of Trustees, and SPPRC. In the Simplified Board Model, the members of the single Church Board are jointly responsible for serving all of the functions listed in the United Methodist Book of Discipline for these four administrative committees. This does not mean that the new Church Board would do everything these four committees have been doing! The Board focuses on the decision-making and leadership aspects. Most of the management aspects of these four committees will be done by smaller ministry teams or staff. Many people at Green Street will continue to meet the needs of the church in the same way they do now, but with a different sense of authority and accountability, and a more effective system of relating to each other.

The Simplified Board's role includes: Overseeing church property, both real and financial; Setting and communicating guiding principles and church policies; Setting the church budget; Reviewing financial reports from treasurers; Setting annual goals; Holding the pastor accountable and conducting the pastor evaluation; Holding congregational meetings for listening and communication; Reviewing needs and effectiveness of ministry teams, and their alignment with the church mission.

Board Members

Chair

The Chair facilitates all meetings of the Board. The Chair meets with the Lay Leader and pastor monthly to set the agenda for upcoming meetings and retreats. The Chair recruits leadership from the Board for necessary tasks and goals. The Chair serves for one year, and then serves on the Board for an additional year as the Communications Liaison. The Chair is presented by the Nominations & Leadership Development Committee for election at the Annual Church Conference.

Lay Leader / Vice Chair

The lay leader represents the laypeople in the congregation in working with the pastor for the mission and vision of the congregation. The lay leader meets regularly with the pastor to discuss the state of the church and the opportunities for ministry. The lay leader works with the pastor and other leaders to launch or strengthen ministries that build discipleship, and, with the pastor, serves as a bridge between the congregation and the community. The Lay Leader also serves as the Vice Chair of the Board, meeting with the Chair and pastor to set the agenda for upcoming meetings and retreats, and facilitating meetings in the absence of the Chair. The Lay Leader/Vice Chair serves on the Board for one year and becomes Chair the following year. The Lay

Leader is presented by the Nominations & Leadership Development Committee for election at the annual Church Conference.

Past Chair / Communications Liaison

After serving as the Chair, this individual remains on the Board as Past Chair for one year in order to assist and mentor the present Chair. The Past Chair serves as the Communications Liaison. Following every meeting, the Communications Liaison will communicate Board actions to the congregation, and notify congregation, community and denomination representatives of pertinent information, dates, and decisions. The Past Chair is presented by the Nominations & Leadership Development Committee for election at the annual Church Conference.

Lay Delegate to Annual Conference

The Lay Delegate to Annual Conference attends annual conference sessions as a member from the congregation and interprets the actions to the congregation. The delegate informs the congregation about The United Methodist Church in the conference and around the world, and builds the connection between the congregation and all United Methodist churches. The delegate serves as a voting member of the Board, serving for a three year term. The delegate is presented by the Nominations & Leadership Development Committee for election at the annual Church Conference.

Board Members

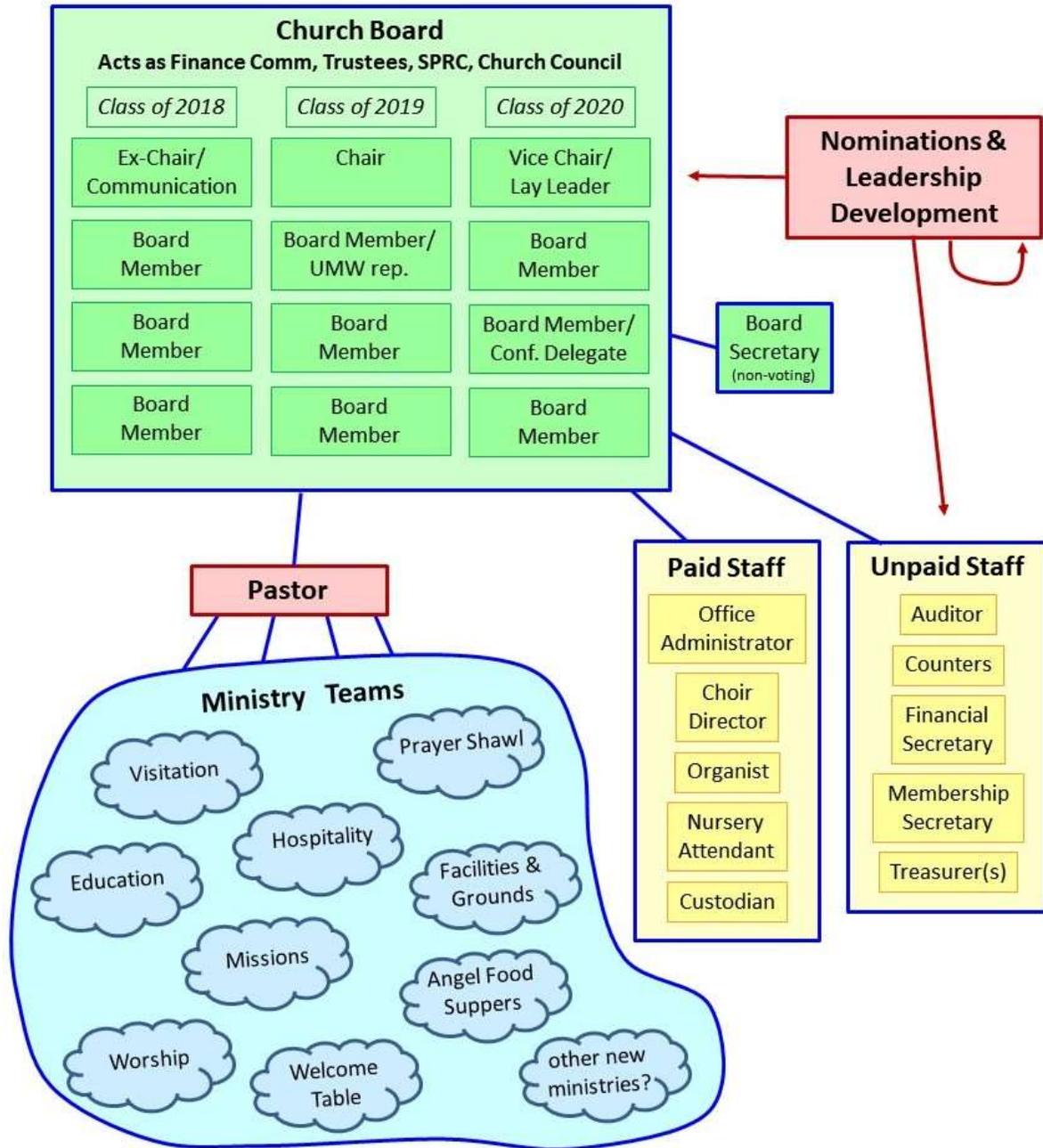
All Board members will serve as representatives of Finance, Trustees, SPRC, and Church Council. Board members are presented by the Nominations & Leadership Development Committee for election at the Annual Church Conference. Board members commit to serve for three years.

UMW & UMM Representatives

United Methodist Women and United Methodist Men may request to have a representative on the Board. These representatives are voting members of the Board and serve in the same capacity as Board Members listed above. UMW and UMM will request that the Nominations & Leadership Development Committee present a representative for election to the Board at the Annual Church Conference meeting.

Board Secretary

The Secretary will record the minutes of all Board meetings and forward them to the office administrator for distribution. The Board Secretary is a non-voting member of the Board. The Board Secretary will report to the Past Chair/Communications Liaison. The Board Secretary is presented by the Nominations & Leadership Development Committee for election at the annual Church Conference. The Board Secretary serves for a three year term, and may serve for a second consecutive term.



Nominations and Leadership Development

The NLDC will identify, develop, deploy, evaluate, and monitor Christian spiritual leadership for the local congregation. The NLDC will guide the Board on matters regarding leadership of the congregation so as to focus on the mission and ministry of the church. The NLDC will also guide the Board in the development and training of spiritual leaders; and assist the Board in assessing changing leadership needs. The NLDC is to consist of up to nine persons, plus the pastor and lay leader. The pastor will serve as chair of the NLD Committee. (The United Methodist Book of Discipline, 2016, para. 258.1) Reports will be made to the Board as requested, and there will be at least one joint meeting each year between the NLDC and the Board. The NLDC presents names of NLDC committee members for election at the annual Church Conference.

Ministry Teams

Ministry Teams will manage much of the hands-on ministry at Green Street. Examples of current ministry teams include the Choir, Visitation Team, and the Garden Giveaway. Some current committees, such as Worship, Missions, and Education, will also be considered ministry teams. In most cases they will continue to function as they have been; however, the Simplified Board structure recognizes their role as managing church ministries rather than governing the church body.

When a person or group feels called to a new ministry, they will:

1. Meet with the pastor to pray, reflect on this call, develop a Statement of Purpose, and clarify the ministry team process and expectations.
2. Submit a written statement to the Church Board. The Board will discern, in person or through e-vote, whether to approve presentation of the proposal to the congregation.
3. Present their proposed ministry team to the full church.
4. If commitment and/or support is received from at least three people, the ministry team may seek official approval from the Church Board.

From time to time, the Church Board may also appoint or invite ministry teams to form, such as a Building & Grounds team to assist with the hands-on work of facility maintenance, or a Stewardship team to prepare an annual giving campaign.

The pastor serves as a liaison between each ministry team and the Church Board. The pastor supports the ministry and team leader, and is available to share reflection, discernment, and training. Each Ministry Team leader meets bi-monthly with the pastor to share the ministry's celebrations and frustrations, and to be in prayer and discernment together for the ministry. Each ministry team will submit reports to the Board quarterly and/or as requested by the Board. Reports will include: ministry activities, individuals served, spiritual growth, and stories of transformation. Each Ministry Team will submit a report to the Annual Church Conference.

Ministry teams can request funding from the Church Board at the time of their formation. This funding will be from the date of founding to the end of the year. Each fall, Ministry Teams can submit a budget request for the new year. Approved funds will be reimbursed by the Church Treasurer. Receipts must be submitted for reimbursement. (As the church applies for grants and outside ministry support, accurate accounting records are required.) Approved funds can be requested from the Treasurer three weeks in advance, and will be given as a check. Receipts are still required. Failure to submit receipts will jeopardize future funding.

Staff

In the Simplified Board Model, all the people who take care of managing the regular church operations are referred to as staff. Staff includes anyone, paid or unpaid, with specific responsibility and authority to do certain administrative tasks or to lead a ministry team. The role of staff is management, seeing that things get done!

Unpaid Staff Positions

Auditor

The Board shall make provision for an annual audit of the financial statements of the local church and all its organizations and accounts and shall make a full and complete report to the annual charge conference. (2016 Book of Discipline, para. 258.4)

Counters

At least two persons not of the immediate family residing in the same household will be designated to count the weekly offering. The counters report to and work under the supervision of the Financial Secretary. A record of all funds received will be given to the Financial Secretary and the Treasurer(s). The counters may be recruited by the Finance Secretary and/or the Board. (2016 Book of Discipline, para. 258.4)

Financial Secretary

The Financial Secretary will receive, record, and deposit all funds received by the congregation in a timely, thorough, and confidential manner. The Financial Secretary works with the Board to develop policies and procedures so that funds can be made available to support the ministries of the congregation. (umcdiscipleship.org) The Financial Secretary is presented by the Nominations & Leadership Development Committee for election at the Annual Church Conference. The Financial Secretary reports to the Board, with a designated Board member serving as contact person.

Membership Secretary

The membership secretary maintains baptismal, membership, marriage, and funeral records for the church. The membership secretary reports to the office administrator and submits an annual report to the Church Conference. The Membership Secretary is presented by the Nominations & Leadership Development Committee for election at the Annual Church Conference.

Treasurer(s)

The church treasurer(s) shall disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the Board may determine. The treasurer(s) shall make regular and

detailed reports on funds received and expended to the Board. (2016 Book of Discipline, para. 258.4). The Treasurer is presented by the Nominations & Leadership Development Committee for election at the annual Church Conference. The treasurer(s) report to the Board, with a designated Board member serving as contact person. The Current Expense Treasurer will serve for four years. During their first year of service they will be mentored by the outgoing Treasurer; during the fourth year of their service they will mentor the incoming Treasurer. The ex-Treasurer will continue as the back-up signer until the next incoming Treasurer takes position.

Paid Staff Positions

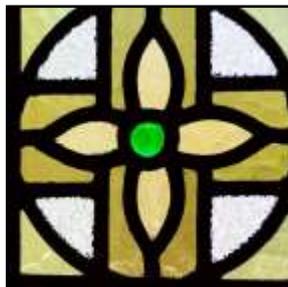
Paid staff positions include the pastor, office administrator, choir director, organist, custodian, and nursery attendant. The pastor is a non-voting member of the Board. Other paid staff may serve on the Board, but will recuse themselves during SPRC-related matters. For daily work, staff will report to the office administrator or pastor. Each paid staff person will have a designated liaison on the Board to whom they report. The pastor's liaison will be the Chair of the Board.

Schedule and Agendas

The Church Board will meet monthly, on the third Tuesday of each month, with the exception of January when Board members meet for an extended planning and spiritual retreat. Agendas and reports will be available to the whole congregation one week prior to the meeting. All persons are welcome to attend Church Board meetings. During SPRC discussions, the Board may move into Executive Session, during which only voting members, the Board Secretary, and the pastor will be present in the room. Paid staff who also serve as voting members of the Board and/or retired clergy will recuse themselves from SPRC decisions.

A proposed agenda for monthly meetings is:

- 5:30 pm - Potluck Dinner & Worship
- 6:15 pm - Visioning / Leadership Development
- 7:00 pm - Business
- 7:45 pm - Review Commitments (who's doing what)
Review Communication (who needs to be notified about what)



A proposed annual calendar is:

January

- Leadership Retreat

February

- Monthly Meeting
 - Review facility, list of jobs, supplies, volunteers
 - Summer outreach
 - Plan Lenten retreat for Board
 - UMW Treasurer report

March

- Monthly Meeting
 - Review finances
 - Plan town hall meeting
 - Missions Treasurer report
- Town Hall Meeting

April

- Monthly Meeting
 - Stewardship campaign
 - Plan community service activity for Board
 - Audit report
 - Trustees Treasurer report

May

- Monthly Meeting
 - Pastoral & Congregational evaluation
 - Review goals

June

- Monthly Meeting
 - Review policies and procedures
 - Review job descriptions
 - Review employee manual
 - Review guiding principles

July

- Monthly Meeting
 - Meet with Nominations and Leadership
 - Advent outreach
 - Plan town hall meeting
- Town Hall Meeting

August

- Monthly Meeting
 - Staff evaluations
 - Plan for leadership retreat
 - Memorial Gifts Treasurer report

September

- Monthly Meeting
 - Review goals
 - Review facilities work

October

- Monthly Meeting
 - Budget requests
 - Church Conference preparation
 - Hannaford Treasurer report

November

- Monthly Meeting
 - Budget
 - Church Conference preparation

December

- Monthly Meeting
 - Plan state of the church meeting
 - Budget
 - Town Hall Meeting
 - State of the Church
 - Review year
 - Share goals
 - Celebrate ministries
-
