

Operating Guidelines *Cypress Trails United Methodist Church*

These are the operating guidelines under which the Administrative Board, Sr. Pastor, Staff and Congregation shall operate. These guidelines may be changed by a majority vote of the Administrative Board, if the Board believe the guideline is not functioning as intended.

Principles and Boundaries:

- 1) The Administrative Board's responsibility to God on behalf of people in our community who need the saving grace of Christ's love and to those who have joined this church is to ensure that this body of Christ
 - a. fulfills the mission, vision, and values of Cypress Trails United Methodist Church
 - b. holds the Senior Pastor accountable for promoting and effectively implementing the mission, vision, and values
 - c. functions within its rules and guiding principles
 - d. approves major ministry decisions as typically required by the Book of Discipline
 - e. receives, and reviews as needed, existing policies and updates from Finance, Trustees, and Staff/Parish Relations; additional guidelines for the regular execution of these areas basis are in this document and should be reported to the Administrative Board by the Senior Pastor when necessary
 - f. communicates decisions impacting this body of Christ to the members of this body
- 2) The Sr. Pastor has the responsibility and authority to serve as the primary leader of CTUMC. The Sr. Pastor is accountable to the Administrative Board and shall not cause or allow any practice, activity, decision or organizational circumstance that is unlawful, imprudent, unethical or un-scriptural. The Sr. Pastor is responsible for the daily operations of CTUMC and should report to the Administrative Board as required in this document.
- 3) The staff's responsibility is to work with the Sr. Pastor to equip, train and recruit the people for the effective completion of its mission and vision.
- 4) The Congregation's responsibility to God is to go out into the community, and their everyday life to share and invite others in the community to receive Christ's saving grace and love.
- 5) The Operating Guidelines of the Board shall be reviewed at least annually. They can be amended by a majority vote of the Board.
- 6) The Congregation shall be informed of the actions of the Board through communications from the pastor in the pulpit, in conversation, and/or in writing, through active communication from Board members to the congregation, and through an at least once yearly "town hall" that will review the church health, both financial and ministry.

Administrative Board Meeting Structure:

- 1) A meeting schedule should be established at the beginning of the year and placed on the church calendar.
- 2) Additional meetings may be called at the request of the Bishop, District Superintendent, Sr. Pastor, or the chairperson of the committee. Any member the church can speak with the Bishop, District Superintendent, Sr. Pastor or chairperson to request a meeting be called.
- 3) The agenda shall be set by the chairperson of the Board in consultation with the Sr. Pastor. To have an item placed on the agenda, any member of the Board or congregation may make a request with the chairperson or the Sr. Pastor.
- 4) A written notice of meetings and an agenda will be provided to Board members at least five days before the meeting. Board members are expected to read all materials, including financial statements, in advance of the meeting and come prepared with questions and for discussions.
- 5) The Board will identify experts willing to provide their assistance/consultation in certain areas (such as finance, building maintenance, etc.) that can be included on working teams as well as provide expertise and consultation for the Sr. Pastor as needed.
- 6) Board meetings are open to members of the church, except when the Board is discussing matters pertaining to staffing and personnel.
- 7) A subset of the Board will help set the Sr. Pastor's goals annually. If needed, this subset may include other members of the congregation that would be helpful conversation partners. The Board will review these goals annually.

Staff/Parish Relations Duties and Guidelines:

- 1) The Administrative Board shall conduct an Annual Review of the Sr. Pastor. This review shall be turned into the District office at the appropriate time.
- 2) The Administrative Board will recommend clergy compensation to the church conference.
- 3) The Sr. Pastor shall conduct yearly staff reviews of all salaried staff and report to the Administrative Board.
- 4) The Administrative Board will consult with the Sr. Pastor on staffing decisions as needed. The Sr. Pastor is responsible for setting and maintaining job descriptions. The Sr. Pastor may hire hourly employees provided that there is no increase in cost to the church without the consultation of the Administrative Board. The Sr. Pastor will include the Administrative Board in decisions about hiring and firing salaried staff or in proposals to increase staffing. The Sr. Pastor will include an Ad Board member in staff conversations that require discipline or may result in termination.
- 5) All increases to salary/pay or benefits to the staff must be included in the annual budget, and the Sr. Pastor shall discuss the salary packages for staff each year. Any pay increase exceeding 2% must have the approval of the Board.
- 6) In the event of a pastoral change, the Administrative Board shall work with the annual conference and district superintendent throughout the process.

Finance Duties and Guidelines:

- 1) The Sr. Pastor, in consultation with the financial secretary and the staff, shall oversee the development of the yearly budget reflecting the mission, vision, and values of CTUMC. The budget shall be presented to the Administrative Board for review and approval before being approved by the church conference.

- 2) The financial secretary shall submit a monthly financial report to the Sr. Pastor and the Administrative Board for review.
- 3) All deviations from the budget must be approved by the Sr. Pastor, in consultation with the financial secretary.
- 4) The Sr. Pastor shall request a vote of approval of the Administrative Board for any expenditures in excess of 1% of the total budget.
- 5) The Administrative Board shall approve all financial policies of the church, including but not limited to policies pertaining to church endowments, designated funds, fundraisers, and benevolence monies.
- 6) The Sr. Pastor shall coordinate the annual stewardship campaign and any capital campaigns with the help of the Board. The Board may designate a member or team to assist this effort. The Sr. Pastor shall report the results of all campaigns.

Trustee Duties and Guidelines:

- 1) The Sr. Pastor shall not allow the assets of the church to be unprotected, inadequately maintained, or unnecessarily risked. The Sr. Pastor shall inform the Board of significant financial issues regarding the maintenance and protection of the assets of the church, and cannot acquire or dispose of real property unless authorized by the Board, the congregation, and district/conference as required.
- 2) The Sr. Pastor is authorized to negotiate and approve contracts for the maintenance and repair of the building, provided that the contract is within the budget and that the expenditure for repair does not exceed 1% of the yearly budget.
- 3) The Administrative Board shall approve any major repairs, renovations, or significant capital projects.
- 4) The Nominations Committee shall continue to appoint a Facilities Team, on whom the Sr. Pastor can call for help with regard to the maintenance of the building or expertise around facilities contracts.
- 5) The Sr. Pastor, in consultation with the Administrative Board and Facilities Team, shall prepare for long-term capital and maintenance projects, including but not limited to HVAC repairs, building repainting, and roofing needs.

Insert any additional guidelines/policies here