

Manor Memorial United Methodist Church

Simplified and Accountable Structure Charter

Executive Summary:

As Manor Memorial United Methodist Church (MMUMC) matures in age and ministry it has become difficult with limited resources to not only manage the affairs of the church, but also to reach out in service and ministry to our communities in accordance with the mission of the church. Positions of leadership and ministry, both Clergy and Lay, have become more difficult to fill.

As a result of these shortfalls of leadership and able bodies recruited to the ministry and management of the church, the Committee on Nominations and Leadership Development (CNLD), with the concurrence of the pastor and district superintendent, initiated a process of discernment, planning, implementation, evaluation and reflection, called the Simplified Accountable Structure (SAS), which would more effectively address the true ministry and mission of Manor Memorial United Methodist Church to make disciples for Jesus Christ.

The intent of the SAS is to minimize the expenditure of human, spiritual and capital resources in managing the corporate church while maximizing the expenditure and accountability of those same resources to the mission, ministries and outreach of MMUMC.

As such, the Committee on Nominations and Leadership Development of MMUMC, under the leadership of its chair, Pastor Stephen Creech, and with our SAS coach, Gordon Meriwether, with the initial approval to proceed given by the District Superintendent (DS) of the Harrisonburg District of the Virginia Conference of the United Methodist Church, has been meeting on the SAS structure since September 9th, 2020.

This charter is the result of the documentation associated with the discernment process, the numerous meetings held by the MMUMC Committee on Nominations and Leadership Development, as well as two congregational inquiry meetings to discuss SAS and its potential application to mission and ministry of MMUMC.

What follows represents the draft planning for the implementation of SAS at MMUMC. The proposed implementation date is January 1st, 2022.

Organization:

Governing Board:

The Governing Board will be responsible for the governance, strategic planning and accountability for the church which will be made up of 9-13 members. The Governing Board will be responsible for the duties of the existing Finance Committee, Staff/Pastor Parish Relations Committee (SPPRC), Trustees, and Church Council. All the functions, roles and responsibilities that are currently vested in these committees will be placed upon the Governing Board. If the Governing Board is approved by the DS and subsequently approved by the congregation through a Church Conference, these existing four

committees will disband and a new Governing Board will be nominated by the Nominations and Lay Leadership Development Committee and elected by a Charge Conference.

Key Responsibilities:

- Accountable to Jesus Christ for the Great Commission - leading the church to make disciple makers who transform the world.
- Confirm the vision cast by the pastor and congregation to establish annual and long-term goals for the church.
- Establish and maintain Guiding Principles as the foundation of the church structure and operating procedures.
- Empower the pastor to lead.
- Conduct an annual strategic ministry planning retreat every fall to evaluate and set goals for the forthcoming year.
- Working partnership via the pastor with programs and ministries to ensure all ministries and teams fulfill the mission and vision of the church.
- Establish and monitor the church's annual budget ensuring assets are aligned and leveraged to fulfill the mission, vision, core values, and annual goals (If core values have not been identified, it is the role of the Governing Board to do so).
- Partner with the District Superintendent to hold the pastor accountable for the SAS structure and active management.
- Establish and adhere to a Leadership Covenant each year.

Guidelines:

- Members and Chair are selected by the Committee on Nominations and Leadership Development (CNLD).
 - Lay Leader and Lay Delegate are voting members of the Governing Board although not included in the nine rotating membership selected by the CNLD and elected by the Charge Conference.
 - Pastor is always a Member of the Governing Board and classified as ex-officio (non-voting member). The Pastor is the only church staff who will serve on the Governing Board.
 - Financial Secretary and Treasurer will not serve as members on the Governing Board.
 - Other than the Lay Leader and Lay Delegate no members of the CNLD can be appointed to the Governing Board. If a member of the CNLD would be elected to the Governing Board he/she would be required to vacate their current term on the CNLD.
- Members will serve a three-year term (except initial members) in classes and must be absent from the Governing Board one-year prior to reinstatement; with the exception of the Lay Leader and the Lay Delegate, who will continue on the Governing Board as long as holding the Lay Leader and Lay Delegate positions.
 - Terms are to be structured where one-third of the Governing Board rotates on/off annually.

- Members of the same household cannot serve on the Governing Board.
- Members must be eighteen years of age to serve in a trustee role.
- Members that have family as church staff will be excluded in SPPRC discussions/voting and will remove themselves during SPPRC discussions.
- The title of Trustee Chair as required by the UMC Book of Discipline is elected annually by the Governing Board (who now has responsibility and authority as trustees). It is recommended that the Governing Board Chair serve as the “trustee chair.”
- Governing Board will meet monthly until defined Guiding Principles and Leadership Covenant are established.
- All meetings will be an open forum except when discussing SPPRC issues or negotiations on legal items as outlined in BOD.
- Official votes require the majority of the total Governing Board.

Pastor:

The pastor will be responsible for the adherence to and implementation of the Guiding Principles established by the Governing Board. This will include directly managing both paid/unpaid staff and the ministry team leaders to support the church mission.

Key Responsibilities:

- Accountable to the Governing Board for leading the church in its mission and vision through the identified annual goals.
- Cast the church’s vision through a congregational involved process.
- Hire, supervise, evaluate, mentor and if necessary terminate paid/unpaid staff and ministry team leaders.
- Hold paid/unpaid staff and ministry team leaders accountable for leading their ministry areas and fulfilling the mission and vision of the church through the established goals and strategies.
- Conduct a (paid/unpaid) staff and ministry teams retreat following the Governing Board’s strategic ministry planning retreat in the early fall to help staff establish ministry strategies based on the goals set for the forthcoming year as well as formulated budget requests based on those goals and strategies.
- Monitor the accomplishments of the church goals and strategies and make adjustments as required to ensure achievements of those goals.

Guidelines:

- Ensure that the Guiding Principles are understood and followed by staff and ministry team leaders.
- Ensure that ownership of critical tasks and expectations are assigned.
- Provide a regular progress report to the Governing Board on the annual goals established by the Governing Board.

Ministry Teams:

The ministry teams will be the critical role to fulfilling the church mission of making disciples of Jesus Christ. The ministry teams will be the core focus groups for specific missions of the church and front line leaders within the church and community. The ministry teams will be smaller focus groups around a specific ministry focus (examples: Youth/Family, Worship, Food Pantry, Evangelism, Buildings and Grounds, Hospitality, Stewardship, etc.). The teams will be formed in alignment of the mission, vision, goals, objectives, and core values. The pastor will identify, recruit, equip and deploy team leaders. Team leaders will be held accountable by the pastor for accomplishment of their identified strategies.

Key Responsibilities:

- Act as the face of MMUMC within the church and community.
- Financially responsible for budget requests and spending as approved by the Governing Board via the pastor through the Guiding Principles.

Guidelines:

- Each ministry team will have identified strategies via the team leaders coming from the annual staff retreat that aligns the ministry team's work with the mission, vision, goals, and core values of the church. Team leaders identify expectations of team members to include meeting schedule, annual milestones and expected reporting structure and assignments.
- The pastor monitors the ministry area budgets in alignment with the goals and strategies established via the team leader.

Methodology and Schedule:

The SAS structure was reviewed and discussed within the Committee of Nominations and Leadership Development (CNLD) with the overall goal to simplify the church structure and to increase accountability of the committees within the church. MMUMC had several of the same members on the Finance Committee, Staff/Pastor Parish Relations Committee (SPPRC), Trustees, and Church Council where a simplified structure not only would align church vision and reduce committee members' time but also streamline decision making within the church. The CNLD approved moving forward with the SAS evaluation and official request to the Council on September 9th 2020.

Initial Inquiry (September 2020 to November 2020):

- CNLD requested the Council to approve the evaluation of the SAS structure.
- District Superintendent was notified of the SAS evaluation in October of 2020.
- District assigned Gordon Meriwether as the SAS coach.
- CNLD read and discussed Mission Possible.

Discernment (November 2020 to June 2021):

- Discerned SAS impact on MMUMC and shared idea with congregation.
- Communications:
 - 12/13/2020: shared the SAS information in the church service with referenced videos.

- 2/1/2021: Provided the information in church newsletter.
- 2/4/2021: First congregational Zoom meeting for questions and answers.
- 2/25/2021: Second congregational Zoom meeting for questions and answers.
- CNLD to complete implementation structure and vision as described in current charter.
- CNLD will recommend approval of SAS to the Church Council for their approval.
- Church Council will consider recommendation and vote.
- If approved by Church Council, the pastor, lay leader, and Council Chair will submit official letter to the District Superintendent for SAS implementation at MMUMC.
- District Superintendent will conduct a Church Conference with a resolution for MMUMC to move to SAS (document will be prepared and distributed ahead of time).

Equipping (July 2021 to December 2021):

- CNLD will select nominees to Governing Board.
- Charge Conference vote to elect members of Governing Board & Nominations Committee.
- SAS Certified Coach will conduct a leadership training workshop in November or December after the Church/Charge Conference to elect leadership is held.
- Draft Guiding Principles & update policies in compliance with SAS to be completed by December 31st elected Governing Board.

Implementation (January 2022):

- Seat Governing Board January 1, 2022.
- Governing Board drafts the initial Guiding Principles & creates their Leadership Covenant.
- Governing Board adopts operational procedures (meeting packets, agenda, leadership & spiritual development plans).
- Continue working with SAS Coach throughout 2022.
- Communicate with congregation through quarterly Town Hall Meetings.

Conclusion:

In conclusion, the CNLD of MMUMC recommends moving forward with the Simplified Accountable Structure. The CNLD believes SAS will streamline the decision-making process and provide better alignment of our resources to enable the church to increase its effectiveness in its mission of making disciples to transform the world. The CNLD also recommends that MMUMC begins the transition to SAS with a projected launch occurring in January of 2022. This recommendation carries with it the goal of creating a Governing Board for the church to insure accountability within all board members as we unite in the shared mission of creating more disciples for Jesus Christ.