

Organization of a Single Governing Board
Board of Stewards
Caldwell Methodist Church

SECTION I: INTRODUCTION

To more effectively fulfill our mission to make disciples of Jesus Christ and better manage the temporal affairs of the church, Caldwell Methodist Church, shall be organized into a single governing board in accordance with ¶337, ¶342 and ¶343 of the *Transitional Book of Doctrines and Discipline* (referred to with the ¶ notation.)

This single governing board shall fulfill all the functions, duties and responsibilities of the former administrative committees including Church Council, Board of Trustees, Finance Committee and Staff Parish Relations Committee.

The Committee on Nominations shall remain and function as outlined in ¶344.

The name of this board shall be called the Board of Stewards, (also referred to as the Board). The Board shall be amendable to the Church Conference in accordance with the *Transitional Book of Doctrines and Discipline*. These are the rules under which the Board, Senior Pastor, appointed clergy, staff and congregation will function effective January 1, 2023.

SECTION II: PURPOSE

The primary responsibility of the Board of Stewards is to protect and champion the Church's mission, vision, core values and statement of faith, as well as, make significant ministry decisions and oversee the administrative needs of the church.

As leaders of the church, members of the Board should be men and women of deep Christian faith, spiritual maturity and have demonstrated a commitment to the life and ministry of Caldwell Methodist Church.

Members of the Board should exemplify the biblical qualifications for church leadership in 1 Timothy 3.8-13: "Church officers should be serious. They must not be liars, heavy drinkers, or greedy for money. And they must have a clear conscience and hold firmly to what God has shown us about our faith. They must first prove themselves. Then, if no one has anything against them, they can serve as officers.... Those who serve well as officers will earn a good reputation and will be highly respected for their faith in Christ Jesus." (Contemporary English Version)

SECTION III: ORGANIZATION

The Board of Stewards shall be composed of eleven members, ten lay persons (who are professing members of Caldwell Methodist Church) and the church's Senior Pastor. Each Board member shall have one vote, including the Senior Pastor. ¶343

The Chairperson of the Board shall be one of the lay members and shall be elected by the Church Conference upon the recommendation of the Committee on Nominations.

The Board shall designate three different members of the Board, who are not the Senior Pastor, Lay Leader, or a board officer, one to serve as the chair of Staff-Parish Relations, of Finance and of Trustees. These individuals are responsible to ensure those functions are successfully accomplished by the Board as a whole. ¶346

Only one person from an immediate family shall serve on the Board (spouse, parent, child, sibling or in-law). **No relative or in-law of an appointed clergy or staff member may serve on the Board.**

Other appointed clergy, staff members or church members may be part of the Board as it determines, but only with voice and no vote.

It is recommended each lay member serve a term of three years and not immediately repeat a three-year term, until they have rotated off the Board for at least one year. ¶339.6. Exceptions to this recommendation may be allowed as outlined in ¶345.3 and ¶346.1. The Board shall be organized into three classes and staggered in such a way that one third of the Board rotates off every year.

No person on the Board shall serve on the Lay Leadership Committee at the same time, except for the Lay Leader and the pastor, per the Transitional Book of Doctrines and Discipline. ¶344

SECTION IV: MEETINGS

The Board shall meet monthly unless voted otherwise by a simple majority of the board. It shall meet additionally at the request of the Bishop, the Presiding Elder, the Senior Pastor, or the Chairperson of the Board.

A quorum shall be considered more than 50% of the voting members. No business shall be conducted if a quorum is not present. There are no proxy votes. In the case of email voting, all voting members must be included in the email, and a majority of responses for or against will be all that is needed to consider a vote binding. In the event of a meeting called by the Bishop or Presiding Elder, a quorum shall be considered those members present.

The Board shall adopt an annual covenant of expectations for participation on the Board.

Notice shall be given to all Board members of a meeting at least three days prior to the meeting. If it is necessary to call a special meeting, notice shall be given to all Board members by email, phone call, text message, or other personal notification.

The Board shall not meet without the knowledge of the Senior Pastor or Presiding Elder. The Senior Pastor shall be present at all meetings unless he or she voluntarily excuses him or herself. The Board may meet with the Presiding Elder without the Senior Pastor present as long as the Senior Pastor is informed in advance of such meeting and shall be brought into consultation immediately thereafter in accordance of ¶345.

Any member/s of Caldwell Methodist Church may request to be added to the agenda of the meeting up till three days prior to the meeting. Any member present in such a capacity shall have a voice, but not a vote. The Board may enter into executive or closed session to consider personnel matters, staff salary discussions, potential litigation, contract negotiations and other items allowed in ¶345.

Any member of Caldwell Methodist may speak during a Board of Stewards meeting in the open forum session even if they are not on the agenda, though the concern may not be addressed at that specific meeting if it is not on the agenda for that meeting.

A copy of the agenda will be publicized a week prior to the meeting, and can be changed up to three days prior to the meeting, with the minutes being made available within a week after.

SECTION V: POWERS AND RESPONSIBILITIES

The Board shall encompass the duties and responsibilities of the former administrative committees listed above, including but not limited to setting the annual church budget, staff salaries, recommending appointed clergy salaries to the Charge Conference for approval, annual evaluation of the Senior Pastor, setting staff and other church policies, ensuring an annual audit and review of the church's finances, attending to the maintenance and repairs of church property, entering into contracts on behalf of the church and other duties included in the former administrative committees of Staff/Parish Committee, Finance Committee and Board of Trustees.

The Board may organize itself with additional policies and procedures as needed, as long as these policies and procedures do not conflict with this document or the *Transitional Book of Doctrines and Discipline*.

The Board may create other committees, sub-committees and task forces from time to time as needed.

The Board shall create a plan to communicate regularly its activities and decisions with the church.

The SPRC members of the board shall manage the appointed clergy and staff as outlined in ¶345, including being responsible for the hiring, termination and evaluation of the staff, unless otherwise designated by the Board. The Board may set specific policies and procedures for the Senior Pastor to follow as needed.

SECTION VI: NOMINATIONS TO THE BOARD

The Committee on Nominations, as described in ¶344, shall nominate all members of the Board of Stewards. The Senior Pastor shall be the chair of the Committee on Nominations ¶344c. The Lay Leader shall be an ex-officio member of the Committee on Nominations. No other current member of the Board shall serve on the Committee on Nominations. Nominations from the floor of the Church Conference may also be made to the Board.

To ensure proper accountability to the church, the Board shall request that the Presiding Elder call an annual Church Conference to consider Board nominations in place of the annual Charge Conference as outlined in the *Transitional Book of Doctrines and Discipline*. If the Presiding Elder chooses not to call a Church Conference in place of the annual Charge Conference, the Senior Pastor should call a church-wide meeting to discuss the proposed nominations to the Board prior to the Charge Conference meeting.

In the event that a Board member resigns or is unable to fulfill his or her term, the Senior Pastor shall nominate, in consultation with the Committee on Nominations, 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. In the event the Senior Pastor becomes incapacitated or unable to serve, the Presiding Elder may designate one of the appointed clergies to serve on the Board in his or her place.

SECTION VII: CHURCH CONFERENCE APPROVAL

Changes in this organizing document must be approved by the Presiding Elder and a duly called Church Conference of Caldwell Methodist Church as outlined in the *Transitional Book of Doctrines and Discipline*.

Approved on this _____, 2024 in a called session of the Church Conference of Caldwell Methodist Church with _____ of the Trinity Conference of the Global Methodist Church, as the Presiding Elder.

Trinity Conference GMC Presiding Elder

Secretary of Church Conference

Rev. Kevin McMachen, Senior Pastor

Michael Bennett, Lay Leader