##### Leadership Team Guiding Principles

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*At Howell First United Methodist Church (Howell FUMC) we believe that every person deserves to be welcomed as a cherished part of a community. We nurture through spiritual, emotional and physical health.*

*Our vision is guided by three words from 1 Corinthians 13:13*

***Faith****: Faithful to God, the Church and one another*

***Hope****: Living out God’s calling in our lives*

***Love****: Caring for one another and the world*

**GUIDING PRINCIPLES**

ARTICLE 1: GUIDING MINISTRY PRINCIPLES (MP)

*“Defining the nature and make up of ministries in accomplishing the mission of the church.”*

**MP 1.0 COMPREHENSIVE GUIDING STATEMENT**

Howell First United Methodist Church (Howell FUMC) exists to SEEK the unchurched, NURTURE Disciples, and TRANSFORM the World.

*We shall pursue this with the following strategy:*

* SEEK the Unchurched – Howell FUMC shall be an outwardly focused church, whose primary responsibility is to actively connect with the unchurched in the community in order to draw them into a saving relationship with Jesus Christ.
* NURTURE Disciples – Howell FUMC shall be a discipling congregation by actively connecting members and participants in discipling ministries to strengthen their relationship with Jesus.
* TRANSFORM the World – Howell FUMC shall be a missional community that encourages, equips and empowers members and participants to change the community and world through service.

*Our dream is to become a church:*

* that is growing spiritually and numerically;
* that unapologetically offers Jesus’ love and grace to the lost, hurting, and oppressed;
* that actively engages the surrounding community in order to bring the unchurched into relationship with Jesus Christ;
* that nurtures and cares for the souls of those who are a part of our worshiping community.

**MP 2.0** **Externally Focused/Mission Driven**

Howell FUMC shall be externally focused on making disciples rather than internally focused on being served. The driving force for ministry teams shall be mission and vision fulfillment.

**MP 2.1 Fruitfulness**

The Pastor at Howell FUMC shall ensure alignment of ministry teams such that each ministry understands and embraces its part in the overall mission; are not unnecessarily competing or limiting each other; and that gaps in ministries are addressed.

The Pastor shall manage all paid and volunteer staff, who in turn empower and train the laity to help accomplish this mission.

**MP 2.2 MINISTRY TEAMS**

**2.2.1 Team Leaders:** Every Ministry Team Leader at Howell FUMC shall be considered a staff person, whether paid or volunteer. Ministry Team Leaders shall be responsible for organizing the work of the specific ministry and focusing the team on goals and evaluating outcomes.

**2.2.2 Team Members:**  The ministries at Howell FUMC shall be made up of teams of people who have personal commitment to do the ministries in which they are involved.

**MP 2.3 Description/Benefit**

The Pastor and Leadership Team at Howell FUMC shall maintain a list of current ministries and goals. The descriptions shall include statements of accountability, authority, and responsibility. Those benefiting from the ministry shall be clearly spelled out.

## ARTICLE 2: BOUNDARY PRINCIPLES (BP)

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

### BP 1.0 ETHICAL COMPREHENSIVE STATEMENT

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

### BP 1.1 BIBLICAL INTEGRITY STATEMENT

By upholding the highest standards of Biblical teaching and morality, the Pastor shall use and promote conditions, procedures, and decisions that are safe, dignified, personal, and, when appropriate, provide protections for confidentiality and privacy.

### BP 1.2 FINANCIAL MANAGEMENT STATEMENT

The Pastor, with the assistance of the staff and member(s) of the Leadership Team designated to address finances, shall prepare and submit to the Leadership Team an annual budget for review and approval. The Pastor is responsible for overseeing the budget.

***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 per functional area\*, not to exceed 2% of that budget area, may be approved by the Pastor, but must be reported to the member(s) of the Leadership Team designated to address finances. The total of all such budget changes shall not exceed 2% of the total budget without the approval of the Leadership Team.

\*Functional Area:

* Staff
* Program Expenses
* Operating Expenses

Budget deviations shall be reviewed at least quarterly by member(s) of the Leadership Team designated to address finances and reported to the Leadership Team.

***BP 1.2.2 Financial Stewardship:*** As spiritual shepherd over the congregation, the Pastor shall encourage tithing and generous giving to support the mission and vision of Howell FUMC.

***BP 1.2.3 Financial Reporting:*** The Pastor shall ensure that Monthly Financial Reports are generated by no later than the 15th of the month following the month being reported. The Monthly Financial Reports shall meet the needs of the Leadership Team and include comparisons to Budget.

***BP 1.2.4 Debt or Contracts:*** The Leadership Team is responsible for the authorization of any contract or debt. The Leadership Team Chairperson or designee will sign for said contract or debt in accordance with the Book of Discipline.

### BP 1.3 PASTOR -­‐ CONGREGATION RELATIONS STATEMENT

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

The Pastor shall work with ministry teams on the planning and implementing of programs that help further the mission and vision of Howell FUMC.

### BP 1.4 PASTOR -­‐ STAFF RELATIONS STATEMENT

The Pastor is directly responsible for the paid and volunteer staff. The Pastor directs and orders the staff for fruitful ministry. The Pastor is primarily responsible and held accountable for the staff’s overall job performance.

***BP 1.4.1 Hire/Termination of Staff:*** The Pastor shall hire and terminate staff consistent with goals and budgets approved by the Leadership Team. The Pastor shall implement all major staff decisions in accordance with due process as defined in the Howell FUMC Employee Handbook, and in collaboration with the member(s) of the Leadership Team designated to address staff issues.

***BP 1.4.2 Job Descriptions:*** The Pastor and the Leadership Team shall develop and maintain job descriptions for paid staff. These descriptions will be available in the church office. An annual review of said job descriptions shall be conducted.

**BP 1.4.3** All staff shall have a written annual review. The review will be kept in a secure location.

***BP 1.4.4 Major Staff Issue:*** Any major staff issue shall be brought to the member(s) of the Leadership Team designated to address staff issues and, if necessary, shall come before the entire Leadership Team.

***BP 1.4.5 Grievance against the Pastor:*** If a staff person has a grievance with the Pastor, and after having tried to reconcile the issue directly with the Pastor, the Pastor shall not prevent him or her from bringing their grievance to any member of the Leadership Team for her/his review. If necessary, the member shall bring the issue before the Leadership Team. The Pastor shall be notified by the Chairperson of the official grievance brought before the Leadership Team. The Leadership Team shall implement a just resolution for the staff person and Pastor. The Leadership Team shall consult with the Heritage District Superintendent for guidance through this process.

### BP 1.5 PASTOR -­‐ LEADERSHIP TEAM RELATIONS STATEMENT

The Pastor is held accountable by the Leadership Team to ensure that these Boundary Principles are implemented and upheld.

***BP 1.5.1 Accountability:*** The Pastor shall be held accountable by the Leadership Team for fruit-­‐bearing ministry and managing the effectiveness of all staff and ministry leaders. A detailed accountability structure is outlined in the Accountability Principles found in article 3.

***BP 1.5.2 Leadership Team Meetings:*** The Pastor and Chairperson shall ensure that meetings are focused on material that does not create a   
micro-­‐managing atmosphere by the Leadership Team, but rather allows the Team to think strategically about the future of Howell FUMC. All normal Leadership Team meetings shall be open meetings for congregational members to observe if they wish. It is preferred that observers notify the Pastor or Chairperson in advance of their intention to address the Leadership Team and for the Pastor or Chairperson to communicate this to the Team prior to the meeting. Leadership Team meetings shall only be closed meetings when the Leadership Team must go into an Executive Session (this includes, but is not limited to conversations about staffing issues, staff salaries, and the annual review of the Pastor).

***BP 1.5.3 Leadership Team Training:*** The Pastor and Chairperson shall ensure that Leadership Team members are fully aware of their roles and responsibilities. They shall ensure appropriate training for Leadership Team members.

***BP 1.5.4 Pastor Succession:*** The Pastor shall support the Book of Discipline’s denominational rules governing the succession of pastors and make sure the Leadership Team is familiar with the process and any issues the Pastor may be involved in at the time of succession.

## ARTICLE 3: ACCOUNTABILITY PRINCIPLES (AP)

*Defining for the Chairperson and Leadership Team the standards to uphold for enforcing the integrity and fulfillment of the Leadership Team’s process*

### AP 1.0 Comprehensive Accountability Statement

The responsibility of the Leadership Team before God, and on behalf of the unchurched in our community and members of Howell FUMC, is to ensure that Howell FUMC, through the leadership of its Pastor, (i) achieves the fulfillment of the Mission Principles, and (ii) avoids violation of the Boundary Principles.

**AP 1.0.1** **Leadership Team accountability**

Mission accountability will be established through written, measurable goals at the beginning of each calendar year and will assist any sub-teams in establishing their goals in a like manner. Those goals will then be communicated to the congregation, with performance status updates as appropriate. A written interim performance report will be included in the annual church conference meeting. A final year end summary of performance to the goals will be published for congregational review.

### AP 1.1 Leadership Team Code of Conduct

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

### AP 1.2 Disciplining the Process of the Leadership Team

The Leadership Team shall govern under the following guidelines:

* maintaining an outward vision rather than internal preoccupation;
* encouragement of diversity in viewpoints;
* strategic leadership more than administrative detail;
* creating and maintaining clear distinctions between the roles of the Leadership Team, staff and sub teams in order to avoid micromanagement.
* collective decision making rather than decisions made by individuals;
* emphasis on future rather than the past or present;
* being proactive rather than reactive.
* all Leadership Team actions are to be considered unanimous.

### AP 1.3 Responsibilities of the Chairperson

* prepare and coordinate the meeting agenda and packet with the Pastor.
* ensure the meeting packet and agenda is forwarded to the Leadership Team for review at least one week in advance of the meeting.
* enforce the integrity and fulfillment of the Leadership Team’s process including the monitoring of the Pastor’s performance.
* use a reasonable interpretation of the Accountability Principles as he or she acts to ensure the integrity of the Leadership Team’s process.

### AP 1.4 Responsibility of the Recording Secretary

On an annual basis the Leadership Team shall appoint a Recording Secretary to maintain accurate minutes of meetings, as well as ensure that Leadership Team materials are documented and stored in the appropriate manner. The Recording Secretary shall ensure that copies of the Leadership Team minutes are available to any member of Howell FUMC. The Recording Secretary is a voting member of the Leadership Team.

### AP 1.5 Roles and Responsibilities of the Leadership Team

### The primary goal of the Leadership Team is fruitfulness in making disciples.

### The functions of the Team will be to oversee all staffing, church property, and church finances. The Leadership Team (seven to nine members) will be elected annually at the fall church conference. Elected Team members will assign individual team role responsibility at their January meeting. A Team member may be assigned more than one role. Roles will include:

### Chairperson

### Vice Chair

### Recording Secretary

### Lay Leader

### Finance

### Trustee

### Staff Parish Relations

Additionally, in order to comply with the standards, set forth in the Book of Discipline, the Pastor is automatically, a member of the Leadership Team.

***AP 1.5.1 Use of Leadership Team Sub-­‐Teams:*** Leadership Team Sub-­‐ Teams, if used, shall be assigned so as to reinforce the wholeness of the Leadership Team’s responsibilities and never to interfere with the delegation from the Leadership Team to the Pastor or with the work of the staff.

### AP 1.6 Monitoring the Performance of the Pastor

The Leadership Team’s sole official connection to the operating organization of the church, its achievement, and conduct shall be through the Pastor.

***AP 1.6.1 Unity of Control****:* Only decisions of the Leadership Team are binding on the Pastor.

***AP 1.6.2 Accountability of the Pastor****:* The Pastor is solely responsible for the conduct and performance of staff member paid and unpaid.

***AP 1.6.3 Delegation to the Pastor:*** The Leadership Team shall instruct the Pastor through written Ministry Principles that prescribe the mission to be achieved. It shall establish the boundaries allowing the Pastor~~,~~ in consultation with the Chairperson of the Leadership Team (see AP 1.3), to use any reasonable interpretation of these principles.

***AP 1.6.4 Performance of the Pastor:*** A systematic and rigorous monitoring of the Pastor's job performance with regard to annual goals, accomplishment of the Ministry Principles, and operating within the Boundary Principles shall be conducted by the Leadership Team.

* The Pastor shall be required to establish measurable goals annually in conjunction with the Leadership Team.
* The Leadership Team shall review the results achieved by the Pastor on each of the annual goals.
* If the goals have not been met the Leadership Team, in consultation with the District Superintendent, may establish a performance plan to boost effectiveness to an acceptable level.

## 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 is the Head of the Church and the Church is the Body of Christ. All church leaders are to keep their eyes focused on Jesus Christ.

### OP 2.0 The Role of the Leadership Team

The Leadership Team 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 Leadership Team and no person may legally bind the church to any obligation without the prior approval of the Leadership Team. The Leadership Team 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 3.0 Eligibility to be a Member of the Leadership Team

Individuals desiring to be a member of the Leadership Team shall be: a member of the church; shall not be an immediate family member of the pastor(s), employees, or other Leadership Team members: shall be required to submit a leadership application; and shall be interviewed by the existing Leadership Team and/or a sub-­‐team created by the Leadership Team. (For the application, see Appendix 2)

***OP 4.0. Term Limits****:* Terms are defined as three years and shall be staggered to ensure consistent leadership. Leadership Team members shall not serve more than six consecutive years.

### OP 5.0 Voting Requirements

All members of the Leadership Team, including the Pastor and the Chairperson, shall have voting privileges. A 66% vote in the affirmative of those who are voting shall be required for passage. A quorum shall be defined as at least 51% of the Leadership Team members. Members need to be present to vote, either physically or through a conference video or audio call while the meeting is in session.

***OP 5.0.1 Acton in Writing Without Meeting:*** Any action that could be taken by the Leadership Team may be taken in writing without a meeting. A 66% vote in the affirmative of those who are voting shall be required for passage. A quorum shall be defined as at least 51% of the Leadership Team members. Any such action requested shall be mailed or emailed to all members of the Leadership Team and responses can be by mail, email, video or phone. The Recording Secretary shall keep such responses the same as minutes of a meeting.

### OP 6.0 Removal from the Leadership Team

Upon the recommendation and approval of the Leadership Team, a member of the Leadership Team may be removed from the Leadership Team for cause. In this case, “cause” is defined to include, but not be limited to:

* Absences of more than 25% in a calendar year from meetings or other functions of the Leadership Team.
* Failure to take an active role in Leadership Team functions.
* Any other act or inaction deemed to be detrimental to the accomplishment of the Guiding Principles.

### OP 7.0 Leadership Vacancies

Any elected leadership vacancy, whether caused by voluntary or involuntary circumstances, shall be filled by the Leadership Team following OP 5.0. The person selected to fill the vacancy shall serve for the full-­‐unexpired term of the replaced member.

### OP 8.0 Administrative Committees under Paragraphs 258 and 2525 of the Book of Discipline (Available in the church library)

The Leadership Team shall assume and perform all duties and functions of the Administrative Committees that are set forth in Paragraphs 258 and 2525 of the Book of Discipline. The Leadership Team may take on the authority and duties of any of these committees as described in the Book of Discipline.

**Appendix 1**

**Howell FUMC**

**Leadership Team Covenant**

As a faithful disciple of Jesus who has answered the call of leadership by serving on the Howell First United Methodist Church (Howell FUMC) Leadership Team, I make the following covenant.

As a leader of Howell FUMC, I commit to the following:

1. To live a life of holiness by growing in my love and devotion to Jesus Christ through daily discipleship practices.
2. To love and glorify God through my life and service in and outside of Howell FUMC.
3. To always seek what is best in fulfilling Howell FUMC’s guiding statement to “Seek the Unchurched, Nurture Disciples, and Transform the World,” and when necessary, putting my own personal preferences aside in order to accomplish that mission.
4. To enthusiastically support our pastor(s) and staff by refusing to micromanage their work, but to hold the pastor accountable to the mission and vision as outlined in The Guiding Principles of the Leadership Team.
5. To support and encourage the work of the laity by calling all members to serve in the life of the church.
6. To actively participate in various ministries outside of the Leadership Team meetings.
7. To maintain total confidentiality regarding the contents of the Leadership Team that has been deemed as confidential.
8. To take the initiative to resolve any conflict that might arise between myself and other members of the church. Even in times of disagreement, I treat all people with kindness, gentleness, and respect.
9. To pray daily for fellow Team members, pastors, staff, and members of the church.
10. To actively participate in leadership development opportunities throughout the year such as an annual retreat for goal setting.
11. To welcome open communication, constructive criticism and courteous disagreement as part of healthy-­‐decision making.
12. To fully support all Leadership Team decisions outside of meetings.
13. To make every effort to faithfully attend and fully participate in Leadership Team meetings.
14. To continually fulfill my membership vows by generously giving of my time, talents, gifts (tithing or working toward tithing), service, and witness, as well as calling upon my sisters and brothers in Christ to fulfill their membership vows.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Signature:

Date:

**Appendix 2**

**Howell FUMC**

**Leadership Team Candidate Application**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Please respond to the following:

1. Tell us a little about yourself. How long have you been at Howell FUMC? When did you become a Christian?
2. What do you do to grow deeper in your faith? How have you grown over the past few years?

1. How have you served at Howell FUMC? What ministries are you currently involved in?

1. Our guiding statement at Howell FUMC is to “SEEK the unchurched, NURTURE Disciples, and TRANSFORM the World.” How are you helping the church accomplish its mission? What are your strengths and weaknesses?

1. The foundation of the new Leadership Team is to be a discipling team where the Pastor and Leadership Team members challenge each other to be more like Jesus. Are you willing to commit to being in an environment where discipling is a key priority?

1. Do you feel called by God to be part of this team? If so, why?

1. The Leadership Team will often be discussing extremely sensitive issues. It is critical that these issues remain confidential; that they be shared with no one outside the Team (even a spouse). What are your feelings about this type of confidentiality? Are you able to commit to absolute confidentiality in this leadership role?
2. Are you willing to commit to regular monthly Team meetings and make this time a priority?
3. At least once a year, the Leadership Team and Staff will attend a training event or retreat designed to help us understand leadership dynamics, church growth, and to set annual church goals. Are you in a position to commit to attending an annual training event if you become part of the Leadership Team, which may include an overnight stay?
4. Is there anything, now or in the past that might disqualify you from serving on the Leadership Team?

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_