**Sango United Methodist Church**

**Guiding Principles**

**ARTICLE 1: MISSION**

As part of the family of Jesus Christ, Sango United Methodist Church seeks to grow spiritually by living out the Word of God through faithful study, humble service, and sacred prayer.

**ARTICLE 2: ORGANIZATION**

1. Jesus Christ shall always be the Head of the Church, and the Church shall always be the Body of Christ.
2. The Pastor shall be the primary spiritual leader of Sango United Methodist Church and serve as the church’s Chief Executive Officer.
3. The Leadership Board shall serve as the Board of Trustees of the church and shall function in the role of the Board of Directors of Sango United Methodist Church. Except as specifically delegated, all legal authority shall rest in the Leadership Board and no person may legally bind the church to any obligation without prior approval of the Leadership Board.
4. The Leadership Board shall act on behalf of the church in accordance with the Book of Discipline and in compliance with these Guiding Principles. Revisions and/or additions to the Guiding Principles can be recommended by the Leadership Board and ratified at the next annual Charge Conference.
5. The church shall be organized in such a manner as to promote efficient and effective decision-making with appropriate checks and balances and levels of accountability and transparency.
6. The Committee on Nominations shall be charged with recommending to the annual Charge Conference those who will serve as members of the Leadership Board and which of those members will serve as Board Chairperson and Lay Leader.

**ARTICLE 3: LEADERSHIP BOARD ORGANIZATION**

1. The Leadership Board shall consist of fourteen (14) members in the following positions:

* Chairperson (determined by the Committee on Nominations)
* Vice Chairperson (determined by the Committee on Nominations)
* Lay Leader (determined by the Committee on Nominations)
* Delegate to Annual Conference (determined by the Committee on Nominations)
* 2 Finance Representatives (determined by the Committee on Nominations)
* 2 Trustee Representatives (determined by the Committee on Nominations)
* 2 Staff Parish Relation Representatives (determined by the Committee on Nominations)
* Worship Representative (determined by the Committee on Nominations)
* Outreach Representative (determined by the Committee on Nominations)
* Nurture Representative (determined by the Committee on Nominations)
* Pastor (a non-voting member except in the event of a tie)

1. Members of the Leadership Board shall each serve three-year terms. To assure continuity and experience, the Leadership Board will be comprised of three rotating classes of at least four members each. One class will roll off each year while a new class is added by the Committee on Nominations.
2. The Committee on Nominations shall annually recommend the new members to the Leadership Board, and any other replacements for resignations or removals for Charge Conference approval.
3. A member may be removed for cause, including excessive absenteeism or behavior detrimental to the work of the Board, by a 2/3 vote of members of the Leadership Board.
4. Any vacancy on the Leadership Board shall be filled by the Committee on Nominations, and the person selected shall serve for the remainder of the vacant term.
5. No member of the Leadership Board should serve more than three consecutive years, except when allowed by the Book of Discipline or unless the Committee on Nominations determines that there exists an exceptional and unique reason to do so. A former Board member may again serve after an absence of at least one year upon nomination of the Committee on Nominations and approval of the Charge Conference.
6. Each member of the Leadership Board must be a member of the church, shall not be a church employee or an immediate family member of the pastor, any church employee, or other Leadership Board member. (According to the BOD page 196 – section D and 197 section A)
7. The Leadership Board shall serve as the (i) Administrative Committee and/or Church Council, (ii) the Staff Parish Relations Committee, (iii) the Board of Trustees, and (iv) the Finance Committee of the church and shall assure that all the duties of each of the above committees are performed.
8. The Leadership Board Chairperson shall not serve as the Staff Parish Relations Committee Chairperson.
9. No Board Member may serve on the Nominations Committee until their term on the Board is complete.

RESPONSIBILITIES

1. The Leadership Board shall function in the role of the governing body of the church. Essential responsibilities of the Leadership Board are to serve both the congregation and the community, to implement the Guiding Principles with emphasis on strategic leadership alongside administrative detail, and to evaluate the performance of the Pastor.
2. The Leadership Board shall maintain an outward vision, seek out diversity in viewpoints and experiences, strive for collective decision making, and place emphasis on the future rather than the past or present. They shall determine how the mission will be achieved and the boundaries within which to operate.
3. The Leadership Board, in conjunction with the Pastor, shall establish annual, measurable goals for the church to be implemented under the direction of the Pastor, and shall provide regular reviews and evaluations of the Pastor’s progress in implementing such goals.
4. Each member of the Leadership Board shall be expected to attend monthly meetings. Should a member be unable to be present, the Chairperson must be notified. The Chairperson shall determine if attendance by teleconference or other electronic method shall be made available.
5. The Leadership Board Chairperson shall prepare and coordinate the meeting agenda in consultation with the Pastor. The Chairperson shall communicate meeting times and locations in advance to the Leadership Board. The Chairperson is authorized to use a reasonable interpretation of the Guiding Principles as she or he acts to ensure the integrity of the Leadership Board’s process.
6. The Record Keeper, as an ex-officio member of the Leadership Board, will attend all meetings, and will ensure accurate minutes.
7. The Treasurer, as an ex-officio member of the Leadership Board, can attend all meetings other than meetings which are closed as permitted under the Discipline or these Guiding Principles.

COMMITMENT TO TRANSPARENCY

1. All Leadership Board meetings shall be open to the congregation.
2. Notices of upcoming meetings shall be communicated to the congregation.
3. The Chairperson shall close the portion of the meeting related to Staff Parish Relations matters. The Chairperson has discretion to close a portion of any meeting for other subjects deemed sensitive/confidential. In doing so, the Chairperson must always be steadfast in his/her commitment to transparency.
4. Agendas and summaries from previous meetings will be available to the congregation.

CONTRACTUAL AUTHORITY

Any two members of the Leadership Board shall have authority to legally bind the church on contracts and obligations pertaining to the real property of the church provided such action has been approved by the Leadership Board and all requirements of the Discipline have been satisfied.

PASTORAL CONNECTION

1. The Leadership Board’s official connection to the operation of the church shall be through the Pastor.
2. The Pastor has authority over and accountability for the staff.
3. The Pastor is bound first by direction and decisions made by the Leadership Board before any other group, team, committee, or staff member.
4. The Leadership Board shall conduct an annual performance review of the pastor and determine compensation recommendations for Charge Conference approval.

WORK TEAMS

1. The Leadership Board will annually provide a list of “Work Teams” (possible examples: Worship, Facilities, Bereavement, United Methodist Women).
2. At any point during the year, the Leadership Board can form a new “Work Team” or “Task Force” as needed and name the Chairperson of that team.
3. Work Teams will be under the strategic direction of and be held accountable to mission fidelity, goal setting, and achievement by the Leadership Board.
4. The Pastor and staff will coordinate with the Work Teams to accomplish the strategic plan and goals set forth by the Leadership Board.

VOTING

1. A quorum will exist when a majority of Leadership Board members are physically present. The Pastor, Record Keeper, and Treasurer do not have a vote on the Leadership Board and do not count toward a quorum. If a quorum is established, then votes made by email or text by Leadership Board members unable to attend in person shall be recorded/counted.
2. The Leadership Board shall be empowered, at the discretion of the Chairperson, to waive the requirement for an in-person meeting and hold votes by email on urgent matters outside of a scheduled meeting. All electronic votes must be submitted in an email to the entire Leadership Board so votes can be properly recorded. Once a vote reaches a majority, the Chairperson will reply with an email marking the official tally and determination of the vote results. These votes will be made public as part of a special addendum to the Leadership Board’s meeting minutes.

**ARTICLE IV: TRANSITION PROVISIONS**

In order to accomplish an orderly transition to this governance structure for the church on January 1, 2022, the Leadership Board will use these Guiding Principles, realizing that it is a living document and may need updating as times change.

**ARTICLE V: REVISION HISTORY**

Date Description