

POLICY GOVERNANCE BOARD TRANSITION DOCUMENT (DRAFT DOCUMENT#6)

Prescription 6 of University UMC Vital Church Initiative (VCI) Consultation Report states:

University UMC will adopt a policy governance model of accountability, responsibility and authority for faithful and fruitful accomplishment of shared vision, mission and values. Effective policy governance includes establishing boundaries within which the pastor, staff and ministry leaders function. The adoption process shall include the following:

- A. The Administrative Board will transition to a policy governance board by the 2018 slate of officers.*
- B. During the transition period, the pastor and the Lay Leadership Team (Nominations Committee) will nominate 8-10 people who “sense the call of Christ upon their lives” to serve on a policy governance board (See “Leadership and Organization for Fruitful Congregations”, by Stephan Ross p. 29). Those selected will include a balance of generations, creativity and practical skill sets. This transition will follow the steps outlined in “Leadership and Organization for Fruitful Congregations” by Stephan Ross. The quarterly meetings of the policy governance board shall be consistent with the design in the Stephan Ross text referenced above. The sequence shall include visioning the future, setting policies and boundaries, assuring goal alignment and the allocation of resources.*
- C. This policy governance board plan will be presented for approval no later than the fall of 2017 Church Conference. At that time, the Former Administrative Board will be celebrated and dissolved.*
- D. The coach, or designee, will facilitate the first training, by February 25, 2018.*

STATEMENT OF PURPOSE

This document represents the transition from an Administrative Board structure to a Policy Governance Board as adopted in prescription #6 of University UMC’s Vital Church Initiative report. The Policy Governance Board will function according to the United Methodist Book of Discipline (Paragraph 243) and the laws of the State of Michigan. This document is intended primarily for transitional purposes and may be altered or improved by the Policy Governance Board with the approval of the Charge Conference.

The Policy Governance Board (Board) will be responsible for and accountable to the vision, mission and values of University UMC. The Board will also ensure that all ministry and other work of the church be done in accord with the vision, mission and values of University UMC.

NEW GOVERNANCE STRUCTURE

The Board shall be made up of nine (9) voting members and the pastor and a Board secretary. The pastor and secretary will have voice but no vote. The pastor’s term on the Board will be for the duration of the pastor’s appointment. The Church Administrator shall serve as the secretary of the Board. The secretary will also serve for the duration of his/her employment. For the purpose of this transition, an effort will be made to carry over 2-3 members of the present Administrative Board, 2-3 members of the Policy Governance Board Task Force and 2-3 members at large (newly elected). The membership will be organized into 3 classes (staggered) with current Administrative Board members serving 1 year; Governing Board Task Force members serving 2 years and members-at-large serving 3 years.

Subsequent Board members will be elected annually at the Church Conference and organized into 3-year terms. In the event there is more than 1 pastor appointed to the church, only the pastor in charge will serve on the Board.

The Board will elect its own Chair and Vice Chair on an annual basis. The Vice-Chair may or may not succeed the Chair. Mid-term vacancies will be filled at the discretion of the Board. A mid-term replacement must complete the "Requirements for Election to the Board" and sign the "University United Methodist Church Policy Governance Board Covenant". A Board member filling a mid-term vacancy will complete the remainder of the term and may choose to stand for election to a new 3-year term. Board members elected to a 3-year term may not succeed themselves. Such persons are eligible to run for election after a 1-year hiatus.

The Staff-Parish Relations Committee (SPRC), Finance Committee and Board of Trustees will be reduced to five members by the time of the Church Conference 2018. Each will be accountable to the Policy Governance Board and related to the Board through a Board member assigned to act as a liaison to each of these Committees/Board. The Policy Governance Board, in the future, may bring a motion to the University UMC Charge Conference to abolish any or all of the following committees: Staff-Parish Relations Committee, Finance Committee and Board of Trustees with the Policy Governance Board then assuming full responsibility for these functions.

These 3 groups as well as all other ministry teams in the church, the pastor and the staff will be accountable to the Policy Governance Board for carrying out the vision and mission of University UMC. The Staff-Parish Relations Committee, Finance Committee, Trustees, Endowment Fund Committee and ministry teams and any others requested by the Board may be asked to report to the Board in person and submit written reports prior to Governing Board meetings.

Requirements for Election to the Policy Governance Board

- Board members will be elected annually by the Church Conference.
- Applicants to the Board will:
 - Complete the required documents including a statement of call and why they desire to serve. Failure to do so will prevent one's name from appearing on the ballot.
 - Take a spiritual gifts assessment.
 - Have been University UMC members for 2 or more years prior to election.
 - Demonstrate a consistent pattern of giving to the church.
 - Sign and adhere to the "University United Methodist Church Policy Governance Board Covenant".
 - Sign and adhere to the "Policy Governance Conflict of Interest Policy".
 - Be able to attend regularly scheduled Board meetings.
- The pastor, staff members and current board members will encourage members to apply for this leadership role.
- If there are more candidates than vacancies, persons receiving the highest number of votes at church conference will be elected.
- New Board member must attend an annual Leadership Training.

Resignations from the Board

- In the event that a member is unable to fulfill their commitment to the Board, a written resignation shall be made to the Board Chair.
- The Board will request the resignation of Board members unable to honor the “University United Methodist Church Policy Governance Board Commitment Covenant”.
- The Board may also suspend or terminate a Board member whose conduct is contrary to the vision, mission and values of University UMC. This will be done by a majority vote of the Board.

Board Meetings

- The Board will meet five (5) times a year for 4-6 hours per meeting.
- Prior to Board meetings, the secretary will call for written reports from all staff, committees and ministry teams.
- Board meetings will be closed. Guests may petition the Board Chair to get onto the agenda and address the Board for a specific matter. The Board may invite guests from which it needs input.
- Board members will not discuss votes outside the meeting.
- If a Board member is unable to voice support for a decision then the member should consider resigning from the Board (*Governance and Ministry* by Dan Hotchkiss, p. 74).
- The Policy Governance Board may elect to form an executive committee to make decisions between meetings.
- A simple majority of the elected Board members present at a meeting will constitute a quorum.
- The Board may elect to operate using “*Roberts Rules of Order*”, a consensus model, a discernment model or other decision-making model deemed appropriate by the Board.

Strategic Planning and Goal Setting

The Policy Governance Board will follow the design for visioning, setting policies and boundaries, assuring goal alignment and allocation of resources as set forth in “*Leadership and Organization for Fruitful Congregations*” by Stephan Ross. Every year the Board will review the strategic plan and set goals and benchmarks for University UMC.

Meeting Minutes

Meeting minutes will be made available to the congregation in print or electronically through the church website or available on request through the church office. Confidential matters will be held in Executive Session.