

ADMINISTRATIVE REORGANIZATION PLAN
FIRST UNITED METHODIST CHURCH – EUSTIS

January 2017

A. Background

The Book of Discipline of the United Methodist Church (hereinafter, the *Discipline*) indicates (§243) that “the local church shall be organized so that it can pursue its primary task and mission in the context of its own community” and that, in carrying out this task, that it should be organized to provide for six basic responsibilities.

Each church is charged with developing a plan for organizing its administrative and programmatic responsibilities (§244 of *Discipline*), and organizational plans that are alternatives to the basic structure set forth in the *Discipline* may be developed (§244.2). The *Discipline* goes on to say that “when membership size, program scope, mission resources, or other circumstances so require, the charge conference may, in consultation with and upon the approval of the district superintendent, modify the organizational plans, provided that the provisions of §243 are observed.” This authorization of alternative organizational plans allows churches to utilize models of decision-making and mission implementation that are more appropriate to local circumstances.

B. Purpose

The leadership of First United Methodist Church of Eustis has concluded that its administrative and programmatic responsibilities can be better fulfilled with a more unified governing structure. This determination is the result of several findings.

1. The loss of church membership has reduced the number of persons available and willing to serve in leadership positions.
2. The decentralized nature of the current organizational structure can:
 - a. Result in significant delays in important decision-making.
 - b. Potentially result in significant decisions being made outside the knowledge of- and without the agreement of the church’s principal governing body.

As a result, the church feels that it would be better served by a more consolidated decision-making model involving principal team leaders in its various areas of responsibility.

C. Plan of Organization

1. Overall Structure. The church organizational plan will consist of the following bodies:
 - a. *Church Council*.
 - b. *Executive Committee*.
 - c. *Facilities Team*.
 - d. *Human Resources Team*.
 - e. *Finance Team*.
 - f. *Nurture and Outreach Team*.
 - g. *The Nominating Committee*.

- h. *Other Committees, Teams, and Offices.* In addition, the Church Council may, from time to time, create such other committees or task groups that it deems necessary to accomplish the task and mission of the church and may designate individuals to carry out specific responsibilities within the church.

D. Church Council

1. General. The Church Council will be the governing and decision-making body of the church, subject only to the authority of the charge conference, and other bodies of the church will function solely as advisory to the church council, unless specific tasks or responsibilities are delegated to them by the church council or this plan. The members of the Church Council will be elected by the charge conference, and all other appointments to positions or offices and all other designations of responsibility shall be made by the Church Council.
2. Church Council Composition. The Church Council shall be composed of fourteen (14) members elected at charge conference. The members of the church council will be as follows:

Church Council Chair	Church Lay Leader
Facilities Team Leader	Facilities Team Assistant Leader
Human Resources Team Leader	Human Resources Team Assistant Leader
Finance Team Leader	Finance Team Assistant Leader
Nurture and Outreach Team Leader	Nurture and Outreach Assistant Leader
At-Large Council Members (three)	Senior Pastor
3. Church Council Powers and Responsibilities. The Church Council shall be the governing body of the church and shall have the following powers and responsibilities:
 - a. *Mission Responsibility.* To accomplish of the primary task and mission of the church as set forth in ¶243 of the *Discipline*.
 - b. *Church Council Duties.* To fulfill the powers, duties, and responsibilities of the church council, as set forth in ¶252, sections 1, 2, and 4 of the *Discipline*. This includes the establishment of sound policies for the governance and operation of the church.
 - c. *Board of Trustees Duties [including facilities and other matters].* To fulfill the powers, duties, and responsibilities of the board of trustees, as set forth in ¶2525 through ¶2533 of the *Discipline* and any other duties assigned to the board of trustees by the *Discipline*, except as otherwise delegated herein or by the church council.
 - d. *Endowment Committee Duties.* To perform the responsibilities of any permanent endowment and planned giving committee established by the church.
 - e. *Property Acquisition and Control.* To fulfill any requirements relating to the purchase, sale, disposition, transfer, lease, or mortgage of church property.
 - f. *Staff-Parish Matters [including all human resources matters].* To hire, evaluate, discipline, and terminate personnel, and to make recommendations to the conference regarding the retention of pastors. [¶258.2]
 - g. *Financial Management and Control.* To approve annual budgets and budget amendments. To approve all contracts and all expenditures from designated funds and reserve funds. The church council may designate those persons authorized to carry out expenditures and may require, at its discretion, that it approve all expenditures over a certain threshold and/or of a particular type.

4. Terms, Vacancies, and Removals. Each member of the church council who accepts election shall be a member of the church and should be prepared to serve a minimum term of two years. If vacancies occur due to resignation, relocation, or other causes, the church council may elect another person to serve for the remainder of the year. Church council members may be removed for failure to attend at least 75 percent of the meetings in any 12-month period or for other good cause, upon the vote of two-thirds of the other council members.
5. Meetings. The Church Council shall meet at least quarterly upon call by the chair, unless another regular schedule of meetings has been established. Special meetings may be called by the chair or any four members of the council. Discussions regarding personnel or property acquisition matters may be conducted in closed session if so determined by the chair or a majority of the council. Minutes shall be kept of all church council meetings. The minutes shall be prepared by the chair or by a person designated by the chair to carry out this responsibility.

E. Core Leadership Positions and Bodies

1. Church Council Chair. [□ 251.3] The responsibilities of the Church Council Chair shall be as follows:
 - a. To lead the council in fulfilling its responsibilities.
 - b. To prepare and communicate the agenda of council meetings in consultation with the pastor, lay leader, and other leaders.
 - c. To review and assign responsibility for implementing the actions of the council.
 - d. To communicate with members of the council and others as appropriate so the council can make informed decisions.
 - e. To coordinate the various activities of the council.
 - f. To provide initiative and leadership for the council as it does planning, establishing goals and strategies, and evaluating.
 - g. To participate in leadership training offered by the annual conference and district.
 - h. To serve as the church's lay representative to the annual conference, unless another representative is chosen to represent the church at the chair's request. [□ 251.2]

The church council shall select, from among its membership, a person to serve as vice chair and perform the duties of the chair in his or her absence.

2. Lay Leader. [¶ 251.1] The lay leader shall foster awareness of the role of laity within the congregation and its ministries, meet regularly with the pastor to discuss the state of the church and the needs for ministry, serve as an interpreter of actions of the annual conference and the general Church, be involved in study and training opportunities to develop understanding of the Church's mission and types of ministry that will effectively fulfill the mission, advise the church council of opportunities and needs for a more effective ministry of the church through its laity in the community, and inform the laity of training opportunities offered by the district and conference, as well as attend training opportunities to strengthen his or her own work.
3. Facilities Team. The Facilities Team shall consist of a Facilities Team Leader and a Facilities Team Assistant Leader, as well as any other persons appointed by the Church Council or the

team leader. Whenever possible, the Facilities Team Leader, Assistant Team Leader, and other team members shall include persons with particular experience and/or knowledge in the areas of construction, property maintenance, property management, contracting, and/or risk management. The team shall not normally exceed five members and shall have the following responsibilities, as well as any other related responsibilities or duties delegated to the team by the Church Council:

- a. To advise the church council with respect to the purchase, sale, mortgage, encumbrance, construction, repair, remodeling, maintenance, and replacement of all property and equipment of the church.
- b. To annually review and advise the church council with respect to matters of risk management, including the adequacy of property, liability, crime, and personnel insurance.
- c. To develop and recommend to the church council policies relating to the use of church property, including policies to appropriately protect the facilities and to insure that use is consistent with the Social Principles [¶ 160-166] of the Church.

The church council may delegate to the Facilities Team certain decision-making responsibilities with regard to property repairs and maintenance within such monetary or other guidelines and limitations as it deems appropriate.

4. Human Resources Team. [¶ 258.2] The Human Resources Team shall consist of a Human Resources Team Leader and a Human Resources Team Assistant Leader, as well as any other persons appointed by the Church Council or the team leader. Whenever possible, the Human Resources Team Leader, Human Resources Assistant Team Leader, and other team members shall include persons with particular experience and/or knowledge in the areas of personnel management and supervision, personnel policies, and personnel compensation and benefits. The team shall not normally exceed five members and shall have the following responsibilities, as well as any other related responsibilities or duties delegated to the team by the Church Council:
 - a. To help communicate goals and values for the ministry, as well as priorities for leadership and service.
 - b. To advise the church council with regard to the recruitment, hiring, compensation, evaluation, discipline, and termination of paid staff.
 - c. To carry out functions relating to recruitment, such as placement of advertising and conducting background checks.
 - d. To develop and recommend policies relating to personnel management and compensation.
 - e. To serve as mediators and liaisons between the pastors, staff, church council, and congregation.
 - f. To encourage and support the pastor and staff and their families.
 - g. To confer with and counsel the pastor and staff in matters related to the effectiveness of ministry and relationships with the congregation.
 - h. To communicate and interpret to the congregation the nature and function of ministry in the United Methodist Church.
 - i. To consult with the pastor and staff regarding continuing education, work-life balance, personal health and wellness and spiritual renewal.
 - j. To recommend to the church council, after consultation with the pastor, the professional or other staff positions necessary to carry out the work of the church.

- k. To confer with the church council on matters regarding the performance, retention, or change of the pastor or other staff members.

All discussions regarding individual staff members shall be conducted in closed session, and the team may close other discussions as necessary to preserve confidentiality and the privacy of affected persons.

- 5. Finance Team. [¶ 258.4] The Finance Team shall consist of the Finance Team Leader, the Finance Team Assistant Leader, the Treasurer, and the Financial Secretary as well as any other person appointed by the church council or the team leader. Whenever possible, the Finance Team Leader, Assistant Team Leader, and other team members shall include persons with particular experience and/or knowledge in the areas of stewardship, fundraising, financial management and supervision, budgeting, financial policies, banking and investment, and financial analysis. The team shall not normally exceed five members and shall have the following responsibilities, as well as any other related responsibilities or duties delegated to the team by the Church Council:
 - a. To plan and implement ways to generate resources for the mission of the church and its ministries; to promote generous giving and tithing.
 - b. To compile annually a proposed budget for the church for submission to the church council for review and adoption.
 - c. To administer the budget and funds received in accordance with the directions of the church council.
 - d. To recommend depositories for the funds of the church.
 - e. To properly administer designated funds for their intended purpose.
 - f. To develop policies and procedures for the sound management of- and accounting for church funds, including counting, deposits, disbursements, accounting, internal control, and regular reporting on financial condition.
 - g. To make provision for an annual audit of the financial statements of the church.
 - h. To periodically analyze financial trends and conditions and to report such analyses to the Church Council.
- 6. Nurture and Outreach Team. [¶ 252.2(a-c)] The Nurture and Outreach Team shall consist of the Nurture and Outreach Team Leader as well as any other persons appointed by the Church Council or the team leader. The team shall not normally exceed five members and shall have the following responsibilities, as well as any other related responsibilities or duties delegated to the team by the Church Council:
 - a. *Nurture*. To support and generate education, worship, Christian development, membership and congregational care, small group development, and stewardship.
 - b. *Outreach*. To promote ministries of compassion, justice, and advocacy, as set forth in the Social Principles of the church. [□ 160-166]
 - c. *Servant Ministries*. To promote faithful service through servant ministries – in the local community, in the nation, and in the world – as patterned by the servanthood of Jesus, who cared for the sick, fed the hungry, and befriended the outcast. [□ 133, □ 256.1(c)].
 - d. *Missions*. To identify and evaluate local, national, and global mission opportunities and to make recommendations regarding the allocation of mission resources.
 - e. *Witness*. To develop and strengthen sharing of personal and congregational stories of Christian faith, experience, and service, as well as other witnessing for Jesus Christ.

7. Church Council At-Large Members. Up to three at-large (not ex-officio) members may be elected to serve on the church council. These at large members may be – but are not required to be – persons serving in other church offices or positions of responsibility.
8. Executive Committee. The Executive Committee shall consist of the Church Council Chair, the Facilities Team Leader, the Human Resources Team Leader, the Finance Team Leader, and the Senior Pastor. The Executive Committee may act upon matters normally decided by the Church Council when necessary to expedite the conduct of church business, provided that any such decisions shall be reported to the Church Council no later than its next meeting and are subject to revision by the Church Council.
9. Nominating and Leadership Development Committee. [¶ 258.1] The Nominating Committee shall consist of the Senior Pastor (as chair), the members of the Executive Committee, and any other persons who may be appointed by the Church Council. The team shall not normally exceed seven members and shall have the following responsibilities, as well as any other related responsibilities or duties delegated to the team by the Church Council:
 - a. To recommend to the charge conference the names of persons to serve as the members of the Church Council.
 - b. To promote the ongoing preparation and development of lay and clergy leaders for the ministry of the church.

F. Other Church Committees and Offices

The Church Council shall appoint persons to serve in the following additional offices. Persons serving in these roles, as well as in any other offices created by the church council, may serve as at-large members of the church council if elected to same, but are not ex-officio members of the church council.

1. Treasurer. [*Discipline*, ¶ 258.4(b)] The church treasurer shall disburse all money for expenses authorized in the church budget, as well as such other funds and contributions as the church council may determine. The treasurer shall regularly remit all conference apportionments authorized in the budget and benevolence funds for their intended purpose. The church treasurer shall make regular and detailed reports on funds received and expended and shall make regular reports on the status of the budget, designated funds, and the balance sheet to Finance Team and the church council. The treasurer may be a volunteer, a staff member, or a person contracted to perform the duties of the treasurer.
2. Financial Secretary [*Discipline*, ¶ 258.4(a)] The financial secretary shall receive records of all offerings, shall supervise those persons designated to count the offerings, and shall keep records of all contributions, including payments made in fulfillment of pledges.
3. Membership Secretary. [*Discipline*, ¶ 230-234] The membership secretary shall maintain a membership record for each baptized or professing member, shall prepare an annual membership report, shall recommend to the charge conference the names of persons to be removed from the membership rolls, and shall maintain the permanent church membership record.

4. Historian. [*Discipline*, ¶ 247.5a] The church historian shall provide for the preservation of essential church records and historical materials no longer in current use, shall keep local church historical records up to date, shall cooperate with the annual conference commission on archives and history, and shall research historical records when needed.
 5. Other Leadership Bodies and Positions. The Church Council may establish or approve other leaders, groups, or committees to help carry out the mission of the church, including but not limited positions and groups such as: missions team and team leader, Sunday school coordinator(s), United Methodist men's group(s); United Methodist women's group(s), children or youth coordinators, youth fellowship groups, and communications and/or marketing leaders.
- G. **Records**. All teams and bodies created under this plan shall keep minutes or other records of their proceedings, shall report same to the church council, and shall insure that such records are submitted for the permanent records of the church.
- H. **Amendments**. Amendments and revisions of this plan of governance for First United Methodist Church of Eustis shall be made by presentation to- and approval of the charge conference or a church conference. Interim amendments and revisions may be effected upon the approval of two-thirds of the church council, pending confirmation at the next charge conference or a church conference.

Important Note: Bracketed references in this plan to provisions of the *Discipline* – that is, references shown within brackets – are connective references to the derivation of provisions in this plan, but are not intended to replace, substitute for, or supersede the language of this plan. In some instances, a reference to a provision of the *Discipline*, when included in the body of a sentence, is intended to incorporate a provision of the *Discipline* by reference.