

# **Administrative Board Organizational Agreement**

Administrative Board of  
First United Methodist Church, DeKalb

## **SECTION I: INTRODUCTION**

To more effectively fulfill our mission to make disciples of Jesus Christ and better manage the administrative affairs of the church, First United Methodist Church (“the Church”) shall be organized into a single governing board in accordance with ¶244 and ¶247.2 of the 2016 *Book of Discipline* (referred to with the ¶ notation).

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

The Committee on Nominations shall remain and function as outlined in ¶258.1.

The Endowments Committee as created by the Charge Conference shall remain as organized according to ¶2534.

The name of this board shall be called the Administrative Board, (also referred to as “Board”).

The Board shall be amendable to the Church Conference in accordance with the *Book of Discipline*. These are the rules under which the Board, Senior Pastor, appointed clergy, staff and congregation will function effective July 17, 2023.

## **SECTION II: PURPOSE**

The primary responsibility of the Administrative Board 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 and responsibility to the life and ministry of First United Methodist Church. Members of the Board should exemplify the biblical qualifications for church leadership as set forth in 1 Timothy 3.8-13

### SECTION III: ORGANIZATION

The Board shall consist of twelve members made up of the following persons and shall have the following voting powers:

<u>Members</u>	<u>Votes</u>
Chair/Lay Leader	1
Delegate to Annual Conference	1
2 SPRC Representatives	2
2 Trustee Representatives	2
2 Finance Representatives	2
Ministry Team Coordinator	1
Communications Liaison	1
Recording Secretary	1

**Total: 11 voting members**

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

No more than two persons from an immediate family may serve on the board. No relative or in-law of an appointed clergy or staff member may serve on the Board. However, where more than one person from the immediate family serves on the board they would be entitled to one vote between the two. Each Operating Body (as defined below) is only entitled to one vote between the two representatives, but only one of the two representatives needs to be in attendance to vote.

Except for at the initial creation of the Board, each lay member shall serve a term of three years and shall not immediately repeat a three-year term, until they have rotated off the Board for at least one year. The Board shall be organized into three classes and staggered in such a way that one third of the Board rotates off every year.

During the first meeting, the Board shall adopt and implement written guidelines to ensure effective and efficient meetings. No implemented rules can be contradictory to this Organizational Agreement.

## **SECTION IV: MEETINGS**

The Board shall meet at least quarterly. It shall meet additionally at the request of the Bishop, the District Superintendent, 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. Proxy votes are not permitted. By agreement of the Chairperson and Senior Pastor a matter may be voted on by email. In the case of email voting, all voting members must be included in the email, and a majority of votes for or against will be all that is required to consider a vote binding. In the event of a meeting called by the Bishop or District Superintendent, a quorum shall be considered those members present.

Notice shall be given to all Board members of a special 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 District Superintendent. The Board may meet with the District Superintendent without the Senior Pastor present as long as the Senior Pastor is informed in advance of such a meeting and shall be brought into consultation immediately thereafter in accordance with ¶258.2e.

All meetings of the Board shall be open to any member of the church in accordance with ¶722. The Board may enter into executive or closed sessions to consider personnel matters, staff salary discussions, potential litigation, contract negotiations and other items allowed in ¶722.

## **SECTION V: POWERS AND RESPONSIBILITIES**

As noted in Section 1 above, the Board shall include the duties and responsibilities of the former administrative committees consisting of Staff/Parish Committee, Finance Committee and Board of Trustees (the "Operating Bodies"). The two representatives from each Operating Body shall select individuals to serve as members of each Operating Body, at their discretion, with approval of the Board. On the date of this Organizational Agreement, the members comprising each

Operating Body shall continue to serve as members for the first full year to the extent such two representatives desire for those members to continue.

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 Book of Discipline.

The Board may create 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 Senior Pastor shall manage the day to day operations of staff and clergy. 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 ¶258.1, shall nominate all members of the Administrative Board, including the Chairperson of the Board who will serve as the Lay Leader of the Church. The Senior Pastor shall be the chair of the Committee on Nominations ¶258.1c. The Lay Leader shall be an ex-officio member of the Committee on Nominations. No more than four members 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.

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, a replacement member. By a majority vote of the Board, an eligible church member shall fill the vacancy.

**SECTION VII: CHURCH CONFERENCE APPROVAL**

Material changes in this organizing document must be approved by the District Superintendent and a duly called Church Conference of First United Methodist Church as outlined in the *Book of Discipline*.

Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2023 in a called session of the Church Conference of First United Methodist Church with Rev. Steve Woody, Superintendent of the North District of the Texas Annual Conference, as the Presiding Elder.

\_\_\_\_\_  
Rev. Steve Woody, District Superintendent

\_\_\_\_\_  
Rev. Amanda Stratton, Senior Pastor

\_\_\_\_\_  
Robby Bates, Lay Leader

\_\_\_\_\_  
\_\_\_\_\_, Secretary of Church Conference

## Appendix

The 2016 Book of Discipline includes the following provision on creating an alternate organizational plan for the local church:

¶247.2: the charge conference, the district superintendent, and the pastor shall organize and administer the pastoral charge and churches according to the policies and plans herein set forth. When the 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.

The primary tasks of the local church as outline in the 2016 Book of Discipline:

¶ 243. Primary Tasks—the local church shall be organized so that it can pursue its primary task and mission in the context of its own community—reaching out and receiving with joy all who will respond; encouraging people in their relationship with God and inviting them to commitment to God’s love in Jesus Christ; providing opportunities for them to seek strengthening and growth in spiritual formation; and supporting them to live lovingly and justly in the power of the Holy Spirit as faithful disciples.

In carrying out its primary task, it shall be organized so that adequate provision is made for these basic responsibilities: (1) planning and implementing a program of nurture, outreach, and witness for persons and families within and without the congregation; (2) providing for effective pastoral and lay leadership; (3) providing for financial support, physical facilities, and the legal obligations of the church; (4) utilizing the appropriate relationships and resources of the district and annual conference; (5) providing for the proper creation, maintenance, and disposition of documentary record material of the local church; and (6) seeking inclusiveness in all aspects of its life.