

**University Heights United Methodist Church
Governance Structure
January, 2025**

I. Purpose

The governance structure of University Heights United Methodist Church (UHUMC) is designed so that UHUMC may fulfill its stated mission/vision and to comply with the United Methodist Church (UMC) and its bylaws as outlined in the Book of Discipline (hereafter referred to as the BoD). In the event of conflict, the BoD shall supersede the UHUMC By-Laws. This is accomplished through the empowering of clergy, staff, and laity; providing for efficient management of resources and providing clearly defined leadership and accompanying responsibilities.

The Leadership Team shall be responsible for upholding the mission and vision of the church as well as the strategic planning, fiscal oversight, and overall policymaking for UHUMC.

All portions of the meetings shall be open to church members, with the exception of Staff Parish matters which are kept confidential.

The church's administrative and fiscal year is the calendar [or some other 12-month period].

II. The Leadership Team

[If not part of the unified Council,] The Pastor-Parish Relations Committee will meet every three months. Its members may serve a three-year term. Members must be church members. No staff (other than the lead pastor) or immediate family members of staff may serve, nor may more than one person from a family residing in the same household.

A. CHARGE CONFERENCE

1. A Charge Conference is convened by the Conference Superintendent annually where the church's officers are elected and the pastor's salary is approved. It also is where candidates for ministry are recommended. It approves the removal of people from the membership rolls after they have been listed

two consecutive years. Membership consists of Church Council members and active and retired clergy. A quorum is those members present and voting.

B. CHURCH CONFERENCE

2. A Church Conference is convened by the Conference Superintendent for very specialized church issues that they deem, in consultation with the lead pastor, important enough to have all church members eligible to vote. These could include voting on closing the church, changing the church's structure, electing church Trustees, taking out a significant loan for building purposes, etc.

C. CHURCH MEMBERSHIP

3. A pastor is responsible for determining when a person is ready for church membership. A member can be removed for chargeable offenses as listed in *The Book of Discipline*, following the process it provides.

The Leadership Team is comprised of the following:

- 1) Lead Pastor, tenure is duration of employment.
- 2) Associate Pastor – if any, tenure is duration of employment.
- 3) Treasurer.
- 4) Eleven at-large members:
 - a) During transition (first three years) tenure will be as follows:
 - i) One-third of the Leadership Team will have their tenure expire at the end of 2025, 2026, and 2027, respectively, unless requested otherwise by clergy and the Nominations Team.
 - ii) Subsequent “classes” will serve three-year terms.
 - b) The eleven at-large members will provide for a Chairperson, a Vice-Chairperson, a Secretary, and a Lay Leader.
 - i) Officers are elected annually by the Charge Conference with terms following the calendar year (January 1 – December 31).
 - ii) The Vice-Chair shall be elected from a class differing from that of the Chairperson.
 - c) A Chair for each of Finance, Trustees, and Staff Parish will be provided from the eleven at-large members. However, any of these

chairs may not serve as the Chairperson, Vice-Chairperson, or Secretary of the Leadership Team simultaneously.

- d) A Lay Member to Annual Conference, a liaison to the Children's Center, and Chairs for Endowment, Discipleship, Worship, and Missions/Social Principles will be provided from the members above and may overlap with the positions listed above (with the exception of Treasurer and Chairperson).
- e) With the exception of those noted in "a" above, at-large members will serve for three years in three "classes" of individuals with staggered terms so that no more than one "class" of individuals will rotate off in any given year.
- f) Further, the Treasurer will also serve a three-year term, which may be extended to duration of position.
- g) Individuals who rotate off after their term has ended may again participate on the Leadership Team after taking a one-year respite.

III. Criteria to Serve on the Leadership Team

- 1) Must be a disciple of Jesus Christ.
- 2) Must support the mission and vision of UHUMC.
- 3) Must be a member of UHUMC.
- 4) No family members may serve simultaneously; nor those related to paid staff.
- 5) Persons paid for their service to UHUMC, including clergy and relatives, have voice "but no "vote."
- 5) Shall be trustworthy with sensitive and confidential information.
- 6) At least 1/3 must be made up of females and males.

IV. Nomination and Selection of At-Large Members

- 1) The Nomination Team shall consist of seven members: the lead pastor, three members of the current Leadership Team, three UHUMC members (selected by the Leadership Team) currently engaged in ministry.
- 2) A member of UHUMC may be nominated to the Leadership Team by his/her name being provided to the Nominations Team via:
 - i) An existing team or ministry.
 - ii) Self-nomination.
 - iii) A current member of the Leadership Team.

- 3) The Nomination Team, with the Lead Pastor acting as chair, will select candidates from the nominations provided to fill the at-large member positions for the class, including any mid-year vacancies.
- 4) The Leadership Team will contact those selected to verify agreement to serve on the team.
- 5) The names of those nominated and selected to the Leadership Team are submitted to Charge Conference for confirmation.
- 6) The Leadership Team will establish a procedure for equipping/training new leadership.
- 7) One member of Nominations must be a young adult church member, if available.

V. Responsibilities of the Leadership Team

- 1) It shall facilitate the execution of the necessary vision, mission, and ministry to allow UHUMC to achieve its mission.
- 2) Its focus is to be on strategic leadership rather than day-to-day detail of the operations of UHUMC.
- 3) The Leadership Team delegates day-to-day planning, administration, and staff oversight to the Lead Pastor.
- 4) The Leadership Team works with the Lead Pastor to develop a Ministry Action Plan and identify Ministry Teams (on-going teams, as well as periodic teams, entrusted with specific tasks) and leaders needed to achieve the plan. Ministry team leaders are accountable to the Lead Pastor.
- 5) The Leadership Team acts in the interest of the members of UHUMC and represents the members of UHUMC at Charge Conference.
- 6) Provide support to the Lead Pastor as needed and when requested.
- 7) Hold the clergy accountable for accomplishing the goals of UHUMC through measurable means in conjunction with the Leadership Team.
- 8) The Leadership Team shall meet as needed, but not less than once every other month.
 - a) Minutes will be kept on record and made public to any member of UHUMC, with the exception of those minutes relating to Staff Parish issues.
 - b) Changes to the established meeting schedule must be given in writing (paper or electronic) ten days prior and may not take place without the agreement of the Lead Pastor.
 - c) At least seven members must participate via physical presence or electronic media (such as Zoom or otherwise) to constitute a quorum.

- d) Decisions of the Leadership Team will require a consensus of at least two-thirds of present members
- 9) In order to comply with the BoD, the Leadership Team shall include:
 - a) Church Council – The Leadership Team shall carry out the duties and purposes of Church Council, as defined by the BoD
 - i) It shall have general oversight (but NOT day-to-day management) of the administration and programs of UHUMC.
 - b) Trustees – The Leadership Team shall be accountable and will have final approval for the purchase, sale, mortgage, encumbrance, construction, and remodeling of all church real and unbudgeted personal property over \$1,000.
 - i) The Leadership Team shall annually review the adequacy of all insurance coverage on church-owned buildings, contents, and equipment to ensure that UHUMC is properly protected against risk.
 - ii) Charge Conference approval is required for any construction or remodeling costs that exceed 25% of the values of the existing structure. Charge Conference approval is also required if mortgage financing is used in the construction.
 - iii) The Leadership Team shall oversee the lease agreement with the University of Indianapolis and assume responsibility for any changes made to the agreement.
 - c) Staff Parish – The Leadership Team shall carry out the role of Staff Parish consistent with the requirements found in the BoD.
 - i) Works in an advisory capacity for potential clergy appointees.
 - ii) Performs an annual review of the Lead Pastor.
 - iii) Works with the Lead Pastor in the hiring of any staff member.
 - iv) Works with the Lead Pastor to annually evaluate the effectiveness of existing staff.
 - v) Works in an advisory capacity regarding any personnel issue brought before it.
 - vi) Working with the Lead Pastor, the Leadership Team reviews and sets compensation for the staff, including the Lead Pastor.
 - vii) Reviews personnel policies and the benefit and insurance structure for all employees every three years or as needed.
 - d) Finance – The Leadership Team will act as and/or appoint a team to fulfill the responsibilities detailed in the BoD.
 - i) A Finance Advisory Group will prepare an annual budget for presentation to the Leadership Team and approval of the same.

- ii) The Leadership Team exercises final authority over approval of the budget.
 - iii) Review monthly financial reports provided by the Financial Secretary and provide guidance to the Financial Secretary regarding the content and format of said reports.
 - iv) Holds responsibility for the receipt and disbursement of memorial and endowment contributions.
 - v) Establishing written financial policies to document the internal controls of the church and Children’s Center in alignment with the BoD, including guidelines for counters.
 - vi) Conducting an annual internal financial review in accordance with UMC requirements.
 - vii) Providing for annual stewardship education, which may be an advisory group appointed annually for this purpose.
- e) Endowment – Functioning in accordance with the Endowment Fund Resolution.

VI. Criteria for Modifying the Governance

- 1) This structure may be rescinded, changed, or amended by a majority vote of a University Heights United Methodist Church Conference, calling in accordance with the Book of Discipline.
- 2) A written notice of each proposed amendment shall be sent to each church member not less than thirty days prior to the Church Conference at which time such amendment is voted on.

Adoption: This structure of the University Heights United Methodist Church has been duly adopted on

the _____ day of _____, 2024.

By: _____
(Chairperson, Church Council)

By: _____
(Secretary, Church Council)