

NEWMAN UNITED METHODIST CHURCH

"Our Mission is to Love God, Love People and Serve the World."

CHURCH COUNCIL PROCEDURES AND POLICIES

PURPOSE: The Church Council is responsible for keeping the entire ministry of the congregation focused on the mission.

- It sets the basic policies within which the congregation lives out its vision. Policies include allocation of resources (including budget), ethical standards and adequate processes (such as financial practices and audits).
- It establishes goals for the overall effectiveness of the congregation in fulfilling its mission.
- It holds the Pastor accountable to fruitfulness in meeting the missional goals set for the congregation.

The Church Council is accountable to the mission, to the standards of conduct for its members and to the congregation.

MEMBERSHIP: The Council consists of up to twelve elected officers:

- 1 Lay Leader
- 1 Lay Member to Annual Conference
- 1 At-large member
- 3 Members for each group with 3-year terms (one per class)
 - Financial Management Ministry Group
 - Property and Endowment Management Ministry Group
 - Personnel Management Ministry Group

The Pastor is also a member for a total of 13 voting members.

A quorum shall consist of at least 9 members.

The Council shall elect a Chair at the first regular meeting of the year. The Chair shall conduct all meetings. If Chair is absent, the Council may designate a temporary Chair.

The Council shall declare a position vacant if a member is absent from three regular scheduled meetings in a calendar year.

VACANCIES: The Committee on Nominations and Leadership Development shall make nominations for regular and interim vacancies.

EXECUTIVE COMMITTEE: An Executive Committee may include the Council Chair, the Pastor and the Lay Leader. If the Lay Leader is the Council Chair, another member shall be chosen. This group may work between scheduled meetings of the Church Council to prepare agendas, remind members of assignments, consult with the Pastor about decisions between meetings, and determine need for special meetings.

MEETINGS: Scheduled meetings of the Council will be on the 3rd Monday of the month.

The Council Chair or Pastor may call Special Meetings. A group of three council members may request a special meeting. The request may be submitted to the Council Chair or the Pastor.

The Council may schedule Town Halls, Focus Groups and an annual All-Church meeting.

DECISION-MAKING: The Church Council functions together as Trustees, Finance and SPRC. It shall make all decisions (outside of designated management policy) as a whole.

POLICIES: The Church Council shall set policies in the following areas:

1. Employees and employment – refer to NUMC EMPLOYEE MANUAL
2. Safe Sanctuary Practices – refer to current adopted policy
3. Facilities – Building use; repairs – refer to MANAGEMENT DUTIES, RESPONSIBILITIES AND AUTHORITIES
4. Financial – refer to MANAGEMENT DUTIES, RESPONSIBILITIES AND AUTHORITIES
5. Delegation of policies to staff – refer to MANAGEMENT DUTIES, RESPONSIBILITIES AND AUTHORITIES
6. Structure of the congregation –
7. Volunteer church leadership -
8. Values – how are participants in the church expected to behave toward one another

Revisions to policy shall be presented at one meeting and require a 2/3 vote of approval by the Council at the second reading of the policy. The Council may deem the revision to be an immediate need. A unanimous vote of the Council will be required for this action

Adopted August 27, 2014