

BUFORD FIRST UNITED METHODIST CHURCH
CHURCH BOARD GUIDING PRINCIPLES

ARTICLE 1: MISSION

The mission of Buford First United Methodist Church is “Shine the light of Jesus so that children, youth and adults grow in the knowledge and love of God through missions, evangelism, worship, nurture and Christian education.

ARTICLE 2: ORGANIZATION

1. Jesus Christ shall always be the Head of the Church, and the Church shall always be the Body of Christ.
2. The Senior Pastor shall be the primary spiritual leader of Buford First United Methodist Church and also serve as the church’s Chief Executive Officer.
3. The Church Board shall serve as the Board of Trustees of the church and shall function in the role of the Board of Directors of Buford First United Methodist Church. Except as specifically delegated, all legal authority shall vest in the Church Board and no person may legally bind the church to any obligation without prior approval of the Church Board.
4. The Church Board shall act on behalf of the church in accordance with the Book of Discipline and in compliance with these Guiding Principles. Revisions and/or additions to the Guiding Principles can be recommended by the Church Board and ratified at the next annual Charge Conference.
5. The church shall be organized in such a manner as to promote efficient and effective decision-making with appropriate checks and balances and levels of accountability and transparency.
6. The Lay Leadership Development Team shall be charged with recommending to the annual Charge Conference those who will serve as members of the Church Board and which of those members will serve as Board Chairperson and Lay Leader.

ARTICLE 3: LEADERSHIP BOARD ORGANIZATION

1. The Church Board shall consist of sixteen (16) members including the following positions:
 - a. Chairperson (determined by the Lay Leadership Development Team)
 - b. Lay Leader/Delegate (determined by Lay Leadership Development Team)
 - c. 11 Members at Large (determined by Lay Leadership Development Team)
 - d. Senior Pastor (Ex Officio/Non Voting)
 - e. Treasurer (Ex Officio/Non Voting)
 - f. Secretary (Non Voting/determined by Lay Leadership Development Team)
2. Church Board positions A, B, & C each serve three-year terms. To assure continuity and experience, the Church Board will be composed of three rotating classes of four members each. One class will roll off each year while a new class is added by the Lay Leadership Development Team. Positions D, E, & F are not term limited.
3. The Lay Leadership Development Team shall annually recommend four new members to the Church Board, and any other replacements for resignations or removals for Charge Conference approval.
4. A member may be removed for cause, including excessive absenteeism or behavior detrimental to the work of the Board, by a 2/3 vote of members of the Church Board.
5. Any vacancy on the Church Board shall be filled by the Lay Leadership Development Team, and the person selected shall serve for the remainder of the vacant term.
6. No member of the Church Board should serve more than three consecutive years, unless the Lay Leadership Development Team determines that there exists an exceptional and unique reason to do so. A former Board member may again serve after an absence of at least one year upon nomination of the Lay Leadership Development Team and approval of the Charge Conference.

7. Each member of the Church Board must be a member of the church and shall not be a church employee and cannot be related to a current church employee.
8. The Church Board shall serve as the (i) Administrative Committee and/or Church Council, (ii) the Staff Parish Relations Committee, (iii) the Board of Trustees, and (iv) the Finance Committee of the church and shall assure that all the duties of each of the above committees are performed.
9. The Church Board Chairperson shall also serve as the Staff Parish Relations Committee Chairperson and will be the liaison of the Church Board and the Staff Parish Relations with the District Superintendent.

ARTICLE 4: RESPONSIBILITIES

1. The Church Board shall function in the role of the governing body of the church.
Essential responsibilities of the Church Board are to serve both the congregation and the community, to implement the Guiding Principles with emphasis on strategic leadership rather than administrative detail, and to evaluate the performance of the Senior Pastor.
2. The Church Board shall maintain an outward vision, seek out diversity in viewpoints and experiences, strive for collective decision making, and place emphasis on the future rather than the past or present. They shall determine how the mission will be achieved and the boundaries within which to operate.
3. The Church Board, in conjunction with the Senior Pastor, shall establish annual, measurable goals for the church to be implemented under the direction of the Senior Pastor, and shall provide regular reviews and evaluations of the Senior Pastor's progress in implementing such goals.
4. Each member of the Church Board shall be expected to attend all meetings. Should a member be unable to be present, the Chairperson must be notified. The Chairperson shall determine if attendance by teleconference or other electronic method shall be made available.

5. The Church Board Chairperson shall prepare and coordinate the meeting agenda in consultation with the Senior Pastor. The Chairperson shall communicate meeting times and locations in advance to the Leadership Board. The Chairperson is authorized to use a reasonable interpretation of the Guiding Principles as she or he acts to ensure the integrity of the Church Board's process.
6. The Secretary, as a non voting member of the Church Board, will attend all meetings, and will ensure accurate minutes.
7. The Treasurer, as an ex-officio member of the Church Board, can attend all meetings other than meetings which are closed as permitted under the Discipline or these Guiding Principles.

ARTICLE 5: COMMITMENT TO TRANSPARENCY

1. All Church Board meetings shall be open to the congregation.
2. Notices of upcoming meetings shall be communicated to the congregation.
3. The Chairperson shall close the portion of the meeting related to Staff Parish Relations matters. The Chairperson has discretion to close a portion of any meeting for other subjects deemed sensitive/confidential. In doing so, the Chairperson must always be steadfast in his/her commitment to transparency.
4. The church website shall contain agendas of upcoming meetings and minutes from pervious meetings.

ARTICLE 6: CONTRACTUAL AUTHORITY

Any two members of the Church Board shall have authority to legally bind the church on contracts and obligations pertaining to the real property of the church provided such action has been approved by the Church Board and all requirements of the Discipline have been satisfied.

ARTICLE 7: PASTORAL CONNECTION

1. The Church Board's official connection to the operation of the church shall be through the Senior Pastor.
2. The Senior Pastor has authority over and accountability for the staff.
3. The Senior Pastor is bound first by direction and decisions made by the Church Board before any other group, team, committee or staff member.
4. The Church Board shall conduct an annual performance review of the pastoral staff and determine pastors' compensation recommendations for Charge Conference approval.

ARTICLE 8: MINISTRY TEAMS

1. The Church Board will annually provide a list of "Ministry Teams" (possible examples: Worship, Facilities, United Methodist Women), along with the Chairperson of each team.
2. At any point during the year, the Church Board can form a new "Ministry Team" or "Task Force" as needed and also name the Chairperson of that team.
3. Ministry Teams will be under the strategic direction of the Church Board.
4. The Senior Pastor and staff will coordinate with the Ministry Teams to accomplish the strategic plan and goals set forth by the Church Board.

ARTICLE 9: VOTING

1. A quorum will exist when a majority of Church Board members are present. The Senior Pastor, Secretary and Treasurer do not have a vote on the Leadership Board and do not count toward a quorum. If a quorum is established, then votes made by email or phone by Church Board members unable to attend in person shall be recorded.
2. Chairperson is authorized to waive the requirement for an in-person meeting and hold votes by email on urgent matters outside of a scheduled meeting. All electronic votes must be submitted in an email to the entire Church Board so votes can be properly

recorded. Once a vote reaches a majority, the Chairperson will reply with an email marking the official tally and determination of the vote results. These votes will be made public as part of a special addendum to the Church Board's meeting minutes.

ARTICLE 10: BUDGET AND FINANCIALS

1. Once the yearly budget is approved by the Church board, the church board authorizes the various ministry areas and staff to spend the approved budget line item funds.
2. For any amount over the budget line item, the ministry area must consult the Financial secretary before purchasing to ensure the purchase will not create any cash flow issues.
3. The pastor is responsible for reviewing budget line items monthly with staff and ministry teams for accountability from the staff and to the board.
4. The Church Board shall establish monetary guidelines for major purchases.

ARTICLE 11: TRANSITION PROVISIONS

In order to accomplish an orderly transition to this governance structure for the church on January 1, 2022, the church has adopted Transition Provisions and these Guiding Principles will be subject to those Transition Provisions.