**United Methodist Church of Cadillac**

**Church Leadership Board**

**Guiding Principles 2024**

* All references to the Church Council, Administrative Council or Board, Board of Trustees, Staff-Pastor Parish Relations Committee (SPRC), and Finance Committee, in all congregational policies as of August 1, 2023, and in all references in the Book of Discipline of the United Methodist Church (BOD), shall be understood to refer to the Church Leadership Board (CLB) beginning August 1, 2023.
* Once the annual budget is approved, those responsible (i.e., staff and ministry team leaders) for the various ministry areas have the authority to spend their budget to align with the church’s vision and mission and the objectives for their ministry area as approved by the Pastor. The church budget is to be set to reflect the priorities as set by the CLB.
* The Pastor is responsible for reviewing line items within ministry areas with the appropriate staff and/or ministry team leaders for accountability from the staff and to the CLB.
* Any member of the Property Maintenance Team has the authority to purchase supplies for church property maintenance and improvement up to $500 without approval. Said monies can be obtained from the General Fund or from the Capital Improvement Fund. Purchases up to $1,000 can be approved by the Pastor, so long as it is within budget constraints approved by the CLB. Any purchases over $1,000 need CLB approval unless the expenditure is already approved in a capital expenditure line item in the approved budget.
* Any expenditure over $3,000 will require three (3) bids. Preference will be given to hiring local companies offering competitive bids within 5% of other bids. If the expenditure is already approved in the budget and meets the previous criteria, there is no further approval needed. The ministry team leader or staff member responsible for the purchase will provide documentation of the bids to the CLB for purposes of a paper trail only.
* The Treasurer must be consulted concerning any single purchase or expenditure over $3,000 for purposes of cash flow. The Treasurer does not approve or deny purchases but rather confirms large purchases will not create cash flow issues.
* The Pastor has the authority to hire and terminate employees as outlined in the personnel policies. When terminating an employee, the Pastor shall include a CLB member in the exit interview for purposes of liability protection. The Pastor has the responsibility to supervise, discipline, and evaluate staff performance as outlined in the personnel policies.
* The CLB shall have the authority to determine the number of staff positions, approve job descriptions for each staff position, and set the salary paid to each staff member in coordination with the Pastor.
* The Pastor shall review all paid staff annually using the approved evaluation process outlined in the personnel policy. Pastor shall review unpaid staff/team and leaders annually using the same evaluation process.
* All meetings of the CLB shall be open to the public, with the exception of any meeting or portion of a meeting in which a personnel matter or a matter of legal negotiations is considered. In those cases, the CLB will transition into executive session. Minutes of executive session agenda items concerning personnel matters will be kept separately as part of the “S/PPRC” files.
* CLB members are nominated by a separate and independent Committee on Nominations and Leadership Development (Nominating Committee), chaired by the Pastor, and elected by the Church Conference as described in the BOD. The Nominations Committee will be responsible for developing new leaders and equipping them for future CLB positions.
* Due to the CLB serving as the Staff-Parish Relations Committee, no immediate family member of the Pastor or other paid staff person may serve as a member of the CLB. Due to serving as the Board of Trustees, only CLB members over the age 18 will have voting privileges in matters of property, incorporation, legal matters, contracts, insurance, investments, or other matters described in the BOD.
* The Pastor is the CLB’s only link to church ministry and programming. The CLB will never give instructions to persons who report directly or indirectly to the Pastor.
* Compensation for the Pastor will be determined by a Charge/Church Conference. Recommendations for the Pastor’s compensation will be made by the CLB (as part of their SPRC duties) for consideration before the Charge/Church Conference. Decisions about increases in the Pastor’s compensation will be based primarily on the following three criteria: 1. CLB’s review of Pastor’s effectiveness in reaching established goals.

2. Needs of the church for a Pastor with the skill set necessary for reaching established goals. This will be determined in relationship to the compensation packages of churches of similar size in the Annual Conference and/or the minimum salary schedule provided by the Annual Conference. 3. Possible cost of living increases. It is understood, however, that the primary criteria for compensation will always be the CLB’s review of the Pastor’s performance.

* The Pastor shall not cause or allow any activity, decision, or organizational circumstance that is unlawful or in violation of commonly accepted business practices and

professional ethics. Furthermore, the Pastor shall not cause or allow any activity, decision, or organizational circumstance that is a violation of the current BOD, Standing Rules of the Annual Conference, or the express direction of the resident Bishop of the Annual Conference and/or District Superintendent of the appropriate District.

* All church policies and procedures including, but not limited to, building usage, building security, financial control, personnel, technology, and abuse prevention shall be reviewed by the CLB every 3 years.
* All CLB Members will serve a 3-year term. Following the expiration of the term period, the member is required to take a recess of at least 1 year before reentering service on the CLB.
* If a member of the CLB demonstrates an inability to continue service, the Nominating Committee will appoint a representative to fill the vacancy.
* If anyone wishes to address CLB, the request and purpose shall be submitted in writing to be given to the current CLB Chair who will present the request to the CLB at its next meeting. If CLB approves the request, the presentation will be made at the next CLB meeting. A presenter shall have 5 minutes to make the presentation. The CLB shall take any time necessary to ask clarifying questions if needed. The CLB Chair has the authority to refer the request to another party (Pastor or Ministry Team) if it is believed the matter could be more appropriately and expeditiously handled outside the parameters of the CLB. The CLB Chair will be attentive to time-sensitive requests.
* All reports and materials to be discussed and reviewed by the CLB at a scheduled meeting shall be sent to all members of the CLB at least 14 days prior to the meeting date.
* Role of the Chairperson of the CLB shall be made by the Nominating Committee.
* Guiding principles may be added, revised, or amended by a majority vote of the CLB.
* CLB minutes and meeting times shall be posted for review by whatever means selected by the CLB.
* The CLB meetings shall be conducted using parliamentary rules of order, and decisions shall be made by a majority vote.
* Executive session minutes are confidential and access will be limited only to those identified by the CLB. All SPRC materials are discussed in executive session.

**Approved by the Church Leadership Board on February 13, 2024**