

LEGACY UNITED METHODIST CHURCH ADMINISTRATIVE TEAM MANUAL



Approved by:

- ✓ Lead Pastor
- ✓ Executive Pastor
- ✓ Operation Director
- ✓ Administrative Team

REVISED for July 2021

WHO WE ARE

Our Mission

To be an intentional community of impact
growing hope, healing, and wholeness through Jesus

Our Values

Radical Hospitality
Extravagant Generosity
Passionately Worship
Authentic Faith Sharing
Intentional Faith Development
Risk-Taking Mission & Service

Our Strategy

Leading with Love
Raising Up New Leaders
Making Disciples who Make Disciples

INTRODUCTION

Legacy United Methodist Church (LUMC) is established by and operates under the auspices of the *Book of Discipline of the United Methodist Church*. LUMC is a member church of the Dakotas Annual Conference, a member conference of the United Methodist General Conference.

The Book of Discipline outlines philosophy, principles, organization, etc., for all United Methodist churches in the General Conference. It is subject to amendment every four years at General Conference. However, the Book of Discipline does provide for each local church to modify their own management structure to fit the needs of the local church.

By consent of the Dakotas Annual Conference, LUMC has adopted an Administrative Team (Ad Team) structure to oversee the management of the church. In accordance with Dakotas Annual Conference guidelines, it is the responsibility of the Lead Pastor to assure LUMC complies with all Book of Discipline requirements pertaining to local church administrative management. This document outlines the structure and procedures the LUMC Ad Team follows to carry out the business of the church.

The primary purpose of LUMC is to worship, serve, and learn about Jesus Christ. All Ad Team Members are expected to conduct themselves in accordance with the vision, mission, strategy, and method of LUMC. Please refer to the **Mission Statement Documentation page 1** for details.

The Church Council

¶ 252. 1. *Purpose*—The church council shall provide for planning and implementing a program of nurture, outreach, witness, and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church. The church council shall be amenable to and function as the administrative agency of the charge conference.

1. The United Methodist Book of Discipline, Section VI. Organization and Administration was consulted and referenced as much as possible for this manual. From The Book of Discipline of The United Methodist Church—2016. Copyright © 2016 by The United Methodist Publishing House.

TABLE OF CONTENTS

MISSION STATEMENT	3	EMPLOYMENT PROCESS	
INTRODUCTION	4	Position Description	9
TABLE OF CONTENTS	5	Requisition	9
		Recruitment	9
MEMBERSHIP		Application Process	9
Number of Members	6	Selection	9
Ex-Officio Members	6	Confirmation	10
Length of Terms	6	Corrective Action	10
Rotation of Members	6		
Officers	6	SALARY ADMINISTRATION	
Committees	6	Employees Compensation	11
SPRC	6	Meritorious Awards	11
Finance	6	Longevity Awards	11
Trustee	7	Pastoral Exemption	11
Committee on Nominations & Leadership Development	7		
Members Service	7	RULES OF ORDER	
		Meetings	12
PROTOCOL		Quorum	12
Division of Authority	8	Voting Requirements	12
Chain of Command/Conflict of Interest	8	Alternative Meeting Options	12
Confidentiality/Consensus	8		
Removal and/or Replacement of Ad Team Members	8	Administrative Team Covenant	13
STAFF		Appendix	
Nepotism	9	1a. Ad Team Meeting Schedule	14
Grievance Policy	9		

MEMBERSHIP

The Ad Team shall consist of 12 members.

Ex-Officio Members

The Lead Pastor, Executive Pastor, and/or Operations Director are ex-officio members of the Ad Team; they have a voice, but no vote. In the case of a deadlocked vote, the decision-making falls to the lead pastor by virtue of their annual conference appointment.

Length of Terms

Each member shall serve a one-year term, with the preferred option of continuing for an additional two years. Members should not serve more than two consecutive three-year terms. Extraordinary circumstances, at the request of the Lead Pastor, may warrant extension of terms, if it is in the best interest of the church. Members must be off the Ad Team for a minimum of six years before they may be eligible for an additional term. Terms begin January 1 of each year.

Rotation of Members

Four terms will expire each year, providing for an equal annual rotation of memberships.

Officers

Each year a Vice-Chair shall be selected by the members. The Vice-Chair will become the Chair the following year. In the event both the Chair and Vice-Chair are absent from an Ad Team meeting, the Lead Pastor will chair the meeting. The Executive Pastor and/or Operations Director serves as the Secretary/Treasurer of the Ad Team.

Committees

1. **Staff-Parish Relations Committee (SPRC)** – provides guidance and oversight of all personnel and practical matters affecting the work and families of the pastor and staff. They shall consult on matters pertaining to pulpit supply, pastoral compensation (travel expense, vacation, health and life insurance, pension, housing (parsonage or housing allowance)), and ministerial reviews. They shall make annual recommendations regarding these matters to the Ad Team and report budget recommendations items to the Finance Committee.

The chairperson of the Pastor Parish Relations Committee, the Trustees Committee, and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance. ¹(¶ 258.2)

This four-member committee shall meet at least quarterly.

2. **Finance Committee** – shall establish written financial policies to document the internal controls of the church. Policies shall be reviewed for adequacy and effectiveness annually by the committee and submitted as a report to the charge conference each year. The committee shall make provision for an annual audit of all church accounts. The committee shall make a full and complete report to the annual charge conference. The committee shall recommend proper depositories for the church's funds. The committee shall prepare a report to the church council of all designated funds that are separate from the current expense budget annually. ¹(¶ 258.4.c)

Finance Committee members shall be authorized signatories on all LUMC bank and investment accounts for the duration of their term unless this authority poses a potential or actual conflict of interest to the member. Each disbursement of LUMC funds shall be countersigned by a Finance Committee member.

This four-member committee meets monthly.

3. **Trustees Committee** – shall have the supervision, oversight, and care of all real property owned by the church and of all property and equipment acquired by the church. Along with the Lead Pastor, they shall grant permission to outside organizations to use church facilities, and for all long-term contracted use of the building, grounds, or equipment. All utilization of LUMC facilities and property must be consistent with the LUMC Social Principles, mission, and vision.

The chairperson of the Trustees Committee, the chairperson of the Pastor Parish Relations Committee, and the [Lead] Pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance. 1(¶ 2533)

This four-member committee meets as need.

4. **Nominations and Selection of Administrative Team Members** – The Lead Pastor, and four Ad Team members, at least one from each team, if possible, will gather each August before Legacy’s annual Charge Conference, to discuss potential candidate(s), certify candidate(s) membership in the church, ensure candidates are willing to serve as team members and make recommendations to full Ad Team. The Ad Team will discuss nominee(s), make further recommendations, if needed, and vote on Ad Team membership. Upon Ad Team approval, nominee(s) will be added to annual Church Conference agenda for church vote and approval as new LUMC Ad Team membership.

When vacancies occur during the year, the nominating process will remain the same and the nominee will be submitted to the Ad Team for a vote of approval. At that time, the nominee shall operate as a full voting member of the Ad Team. Their name will be then added to the list of new members and ratified at the next annual Charge Conference.

Members’ Service

Serving on Legacy UMC’s Administrative Team is not a small task. There are times when little is asked of members and there are times when much is asked. All members of the team are vital to the success of LUMC. It is asked that Ad Team members find places to serve within the church. This is not just exciting and rewarding but it gives the team opportunities to see the church at work and meet with church attendees. It demonstrates that you are a LUMC leader with a vested interest in the church and the decisions that are made.

PROTOCOL

Division of Authority

The General Board and Dakotas Conference of the United Methodist Church empowers and requires the LUMC Ad Team to provide authority and oversight of various church business functions. Rather than actively participate in the daily operations of the church, the Ad Team is responsible for establishing general business policies that guide the day-to-day operations administered and facilitated by the church staff.

It is important to note many non-business activities, such as matters of faith, conducted by the church fall under the scope and direct oversight of the Lead Pastor assigned to the church by the Dakotas Conference, and therefore, do not fall within the authority of the Administrative Team. It is in the best interest of LUMC that the Ad Team and the Lead Pastor recognize and honor this division of authority.

Chain of Command/Conflict of Interest

Ad Team members are often approached by congregation members with concerns, suggestions, etc. Ad Team members must exercise discerning judgment, treating the matter with sensitivity, confidentiality and referring it to the proper level of staff authority when this occurs. Ad Team members are active in various ministries within the church and may occasionally be presented with a conflict of interest between ministry and responsibility. Members should always maintain an impartial balance between various roles served and recuse themselves when a conflict occurs.

Confidentiality/Consensus

Churches are very effective tools for Christ's Kingdom when its pieces are working together to achieve the same goal but may become extremely vulnerable when pulled in different directions. It is imperative that all discussions held within the context of an Ad Team or a committee meeting be kept confidential when appropriate. All Ad Team members must have a very clear understanding that when a decision is reached by a majority decision of the Ad Team, it is then the decision of the team and must be supported as such, regardless of any personal disagreement. No individual Ad Team member may make decisions for a committee, the Ad Team, or Legacy United Methodist Church.

Removal and/or Replacement of Ad Team Members

If an Ad Team member, who has been elected by the charge conference, is unable, unwilling, or becomes unfit to perform the duties reasonably expected of such a leader or officer, the district superintendent may call a special session of the charge conference in accordance with ¶ 246.7. The purpose of such special session shall be stated as "Consideration for the removal of person(s) from office and the election of person(s) to fill vacancy(ies)." The Pastors and/or committee on nominations shall meet as soon as possible after the special session of the charge conference has been announced and shall propose person(s) who may be elected if vacancy(ies) occur at the charge conference.¹(¶ 250)

In the event there is a need to replace a member mid-year due to non-removal reasons, the Lead Pastor after consultation with the nominations and leadership development committee will nominate a replacement to fill the remaining term of the vacating member and the Ad Team will act on approval of the replacement.

STAFF

*Note: Pages 9-11 are taken from the **Legacy United Methodist Church Personnel Policy Manual**. These staff policies may require Ad Team involvement. Please refer to the **Personnel Policy Manual** for additional information.*

Nepotism

The Ad Team will review any potential nepotism issue on a case-by-case basis prior to employment. This policy does not apply to employees appointed by the Dakotas Conference or in cases deemed urgent by the SPRC.

Grievance Policy

Employees having concerns about working conditions, interpretation of policies and procedures, disciplinary action, or other matters related to employment, shall first take grievance to the Executive Pastor, then if necessary, the Lead Pastor. If the concern cannot be satisfactorily resolved, the employee shall present the concern, in writing, to SPRC or the Ad Team (depending on the grievance subject matter). The decision of the Ad Team is final.

EMPLOYMENT PROCESS

Position Description

The SPRC shall be consulted in approval of new or revised job descriptions as they occur.

Requisition

All new hire employment requests must be authorized by the LUMC Ad Team whether filling a vacant position or creating a new position. In the event a situation exists that is deemed an emergency by the SPRC, the Lead Pastor, Operation Director or Executive Pastor may employ temporary assistance or procure independent contractors until the position is properly filled.

Recruitment

When a position becomes vacant, the SPRC, LUMC pastors, and staff, will collaborate to determine the best way to fill the position. Depending on the requirements of the position, this may range from an internal recommendation to an external announcement and search. The Lead Pastor and/or Executive Pastor will determine the appropriate notification process after consultation with the SPRC.

Application Process

The Executive Pastor or appropriate designee will review applicants and recommend to the SPRC qualified candidates for interview.

Selection

The SPRC will appoint a selection committee to interview the applicants. The Executive Pastor will prepare an interview questionnaire and selection criteria document to conduct the interview. Upon completion of interview(s), the selection committee will choose a successful candidate and a second choice from those interviewed, if qualified, in case the first candidate does not accept the job or does not pass the background check. The committee can choose to expand the process as necessary to fill the position as desired.

Confirmation

The Executive Pastor or appropriate designee will conduct reference and background checks of the successful candidate. If the checks provide favorable results, the successful candidate will be presented to the Ad Team for approval.

Corrective Action

LUMC cannot and will not ignore policy violations. LUMC will use corrective actions for all employees who violate policy or who exhibit unsatisfactory work performance. Such action will be in proportion to the seriousness of the violation. Corrective actions will be administered privately. The Executive Pastor or SPRC will administer corrective action.

The LUMC corrective actions plan is progressive in nature as outlined below.

- **Verbal Warning** – verbal explanation of issue; documented in personnel file.
- **Written Warning** – written notice of the issue(s) is documented in personnel file, and SPRC is notified.
- **Termination** – separation of employment for continued repeat violations or for violations deemed extreme.
 - In some cases, violations may require the verbal warning step to be skipped and become a written warning, so full details of incident may be recorded.
 - LUMC may terminate an employee for any reason deemed in the best interest of LUMC and in extreme case, bypassing both verbal and written warnings.

The Executive Pastor and Lead Pastor may temporarily suspend an employee, if deemed in the best interest of LUMC, until the SPRC or Ad Team can take appropriate action.

The Executive Pastor will notify the SPRC if the written warning stage has been reached. The SPRC must approve any extended suspension stage and the Ad Team must be notified. The Ad Team must approve the termination stage.

SALARY ADMINISTRATION

Employees Compensation

The SPRC will recommend salary changes for staff based on economic and financial conditions. Market analysis reviews may be conducted if deemed necessary. All increases are subject to Ad Team approval. Increases may be given as follows:

- General compensation – a percentage given to each employee.
- Step progression – is given to employees on target value table.
- Reclassification – is given to employees with significant increase in responsibility or duties.

Meritorious Awards

Merit awards for exceptional service may be given in bonus form. Such awards are rare in nature and should be used sparingly. Award and value must be approved by majority of Ad Team.

Longevity Awards

Longevity awards will be given at the completion of each five-year service period in bonus form. Each five-year award will increase in value at the discretion of the Ad Team. The Longevity Award is available to all LUMC employees.

Pastoral Exemption

Pastoral employees are appointed by the Dakota's Conference and are subject to Dakota's Conference regulations thus making them exempt from most Legacy employee pay policies.

RULES OF ORDER

Meetings

Meetings should follow, “Robert's Rules of Order”, except as listed herein. Meetings will be conducted as follow:

- Committee Meetings – committees meet to conduct business related to the specific purpose of the committee. Committees research, discuss, and recommend action to the full Ad Team for final approval.
- Ad Team Meetings – are held at least quarterly and in addition, may be called by Lead Pastor as needed. The Ad Team reviews committee recommendations and renders final approval. The Ad Team will act on various business items throughout the year as needed to fulfill the church calendar. Please refer to Appendix 1a, *Ad Team Meeting Schedule*, for details.
- Church Conferences – are held annually, or as a special meeting, to bring issues to the full membership of LUMC.

Quorum:

The members present and voting at any duly announced meeting shall constitute a quorum. 1(¶ 252.6)

Voting Requirements:

All votes are subject to majority approval of those members present. In the event of a deadlocked vote, the Lead Pastor or Executive Pastor may exercise discretion in the best interest of the church to break the deadlock.

Alterative Meeting Options

- Video (Zoom, Teams, or other format) - There may be times when face-to-face meetings are not possible for majority or all of Ad Team members. In such cases every attempt will be made to bring as many members as possible together through a media format.
- Microsoft Teams - is the preferred method for virtual meetings and all other Ad Team and Committee communication. Microsoft Teams can keep an organized record of all the files discussed for the year and notes on past meetings.
- Email - There may be times when a meeting in any other format is not possible for the majority of Ad Team members. In such cases, when information and questions may be time sensitive, Ad Team members will be contacted through email. Ad Team members are asked to respond in a timely manner with any questions, concerns, and recommendations.

Administrative Team - Legacy United Methodist Church

Pastors and staff are among those who fulfill the biblical roles of elders and deacons, shepherds, and teachers. As part of the Ad Team, you also have a biblical role. In 1 Timothy 3:1-9 Leaders in the Church must be - "If someone aspires to be a church leader, he desires an honorable position." ... So, a church leader must be – a man or women whose life is above reproach, must be faithful to their spouse, must exercise self-control, live wisely, and have a good reputation. They must enjoy having guests in their home, be able to teach, not be a heavy drinker, or be violent. They must be gentle, not quarrelsome, and not be controlled by or be dishonest with money. They must manage his own family well, be well respected and have integrity. They must be committed to the mystery of the faith now revealed and must live with a clear conscience.

As leaders at Legacy UMC we are held to high standards, we set the pace by modeling the Christian life for all who attend and help shape the heart and character of this church. It is vital for all leaders at Legacy to walk the Christian walk because spiritually healthy leaders produce a spiritually healthy church.

Church leaders set the pace of commitment for the church. As such, we commit to fulfill and exceed the membership expectations at Legacy:

- **Radical Hospitality** - Welcome and bless all people God brings into your life.
- **Passionate Worship** - Attend worship every week, in person whenever possible.
- **Authentic Faith Sharing** - Share Jesus in word and in deed.
- **Intentional Faith Development** - Commit to spiritual growth and life group participation.
- **Extravagant Generosity** - Contribute financially, with the tithe being the target.
- **Risk-Taking Mission & Service** - Serve both inside and outside the walls of the church.

Legacy's Administrative Team/Pastors/Staff

Individually and as a team, we are not called to be perfect, but to always try our best to embody this church's best attributes. In our pursuit of a fulfilling Christian life and effective service we strive to be:

Christ Centered

- Through actions and words, shows a personal desire to live our six practices.
- Highly engaged in achieving the church's vision and mission.

Committed

- Produces quality work and takes personal responsibility for fulfilling commitments.
- Wholeheartedly serves others and cultivates the leadership of volunteers.

Courageous

- Approaches challenges with optimism, flexibility, and creativity.
- Initiates and engages productively in difficult conversations, when needed.

Compassionate

- Encouraging, humble, and gracious, even when under stress.
- Shows respect and consideration for those within and beyond their immediate team.

Continually Improving

- Sets high expectations and proactively improves ministry and self.
- Actively seeks and responds positively to constructive feedback.

With all I have and with God's help, I will pursue the highest standards of holy living, building a Christ-Centered culture, modeling attributes and commitments of this covenant and setting the pace for this church.

Signed: _____ Date: _____

Appendix: 1a

ANNUAL AD TEAM MEETING SCHEDULE

January – Annual Reorganization

Date:

Team(s):

April – Spring Progress

Date:

Team(s):

July/August– End of Fiscal Year

Date:

Team(s):

October – Fall Progress & Church Conference Prep

Date:

Team(s):

November – Church Conference & Retreat

Date:

Team(s):

**Please note, committees meet as described within each committee charter.