

GUIDELINES

FOR THE NOMINATIONS AND LEADERSHIP DEVELOPMENT COMMITTEE

All references are to the 2012 *The Book of Discipline of The United Methodist Church*

ELECTION OF LEADERS BY THE CHARGE CONFERENCE (§249, page 175)

The Charge Conference shall elect upon recommendation of The Committee on Nominations and Leadership Development of each local church on the pastoral charge, or by nomination from the floor and by vote of each such local church, at least the following leaders:

1. Chair of the Church Council
2. The Committee on Nominations and Leadership Development
3. The Committee on Staff – or Pastor-Parish Relations and its chair
4. A chair and additional members of the Finance Committee; the Financial Secretary and Church Treasurer (if not paid employees)
5. The Trustees
6. Lay Member(s) of Annual Conference
7. Lay Leader(s)
8. Recording Secretary

Special attention shall be given to inclusivity. All offices and chairs may be shared between two people except: trustee, officers of the board of trustees, treasurer, lay members of annual conference, member and chair of the committee on staff- or pastor-parish relations.

NOTE: Particular to the Eastern Shore District: Churches need to nominate an Occohannock on the Bay General Board Representative (one from each church); a District Steward (one from the charge) and Alternates for each position.

THE CHURCH COUNCIL (§252, page 178)

Function: Administrative agency of the Charge Conference: responsible for providing for administration, mission and ministry of the local church. Receives budget recommendations from Finance Committee and establishes budget; receives from Staff – or Pastor-Parish Relations (S/PPR) Committee its recommendations for compensation of pastor and staff and sends the Church Council's recommendation of appointed staff compensation to the Charge Conference.

Membership: Size determined by Charge Conference, shall be at least 11 persons plus the pastor(s). Shall include the following, but is not limited to them:

- Chair of the Council (shall be entitled to attend meetings of all boards and committees of the church unless specifically limited by the *Discipline*; ex-officio Finance Committee)
- Lay Leader (ex-officio Nominations and Leadership Development Committee, S/PPR Committee, Finance Committee)
- Chair/Representative of S/PPR Committee
- Chair/Representative of Finance Committee
- Chair/Representative of the Trustees
- Church Treasurer (ex-officio Finance Committee)
- Lay Member to Annual Conference (ex-officio S/PPR Committee, Finance Committee)
- President/Representative of UMM
- President/Representative of UMW
- Representative of UM Youth
- A young adult representative (VA Conference definition – 18-35 years of age)
- The pastor (s)

Meetings: At least quarterly. The chairperson or the pastor may call special meetings. The members present and voting at any duly announced meeting shall constitute a quorum.

COMMITTEE ON NOMINATIONS AND LEADERSHIP DEVELOPMENT (§258.1, pp. 190-192)

Function: “Identify, develop, deploy, evaluate, and monitor Christian spiritual leadership for the local congregation.”

Membership: Not more than 11: up to nine elected persons in three classes plus pastor and lay leader. One elected member shall be a young adult (18-35); one or more may be youth. All must be full members of the local church. New class either nominated by the Nominations and Leadership Development Committee or from the floor for 3-year terms.

Officers: The Pastor shall be the chairperson. A layperson elected by the committee shall serve as the Vice Chairperson (often the Lay Leader).

Other: Retiring members shall not succeed themselves. Only one person from an immediate family residing in the same household shall serve on the committee. Vacancies in leadership positions during the year are filled by election of the church council. The Committee on Nominations and Leadership Development can make recommendations to fill those vacancies to the council.

STAFF-/PASTOR-PARISH RELATIONS COMMITTEE (§258.2, pp. 192-197)

Function: See “Duties of the Committee” in *2012 Book of Discipline*, §258.2g (1 – 17)

Membership: Composed of not fewer than 5 nor more than 9 persons elected in three classes, representative of the total charge. The lay leader and one lay member of annual conference are members. One elected member shall be a young adult (18-35); one or more may be youth. Members of the committee shall be full or associate members of the local church. The pastor is not a member of the committee, but should be present at each meeting except when he/she voluntarily excuses himself/herself. In those charges where there is more than one church, the committee shall include at least one representative and the lay leader from each church.

Meetings: The committee shall meet at least quarterly. It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any other person accountable to the committee, or the chairperson of the committee. The committee shall meet only with the knowledge of the pastor or the district superintendent. The committee shall meet in closed session and information shared in the committee shall be confidential.

Other: No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee. Members of the committee shall be able to succeed themselves for one three-year term.

BOARD OF TRUSTEES (§258.3, p. 197; §2524-2550, pp. 737-761)

Function: Subject to the direction of the Charge Conference, the board of trustees shall have supervision, oversight, and care of all real property owned by the local church.

Membership: Shall be composed of not fewer than 3 nor more than 9 persons. It is recommended that at least 1/3 be laywomen and 1/3 be laymen, of legal age, and at least 2/3 shall be members of The United Methodist Church. No pastor is a voting member of the trustees unless elected as a member. Trustees shall be divided into three classes of equal size; trustees may succeed themselves. Trustees elect a chairperson, vice chairperson, secretary, and treasurer (if needed) from the membership of the board by January 30 of the next calendar year. Chair must be a member of the local church.

Meetings: Shall meet at the call of the Pastor or of its chairperson at least annually, with notice to each trustee and to the pastor at a reasonable time prior to the appointed time of the meeting. A majority of the members of the board of trustees shall constitute a quorum.

Other: The Board of Trustees shall not prevent or interfere with the pastor in the use of any of the property for religious services or other proper meetings, or permit the use of said property for religious or other meetings without the consent of the pastor.

COMMITTEE ON FINANCE (§258.4, pp. 197-199)

Function: Compiles the annual budget and submits it to the church council, and develops and implement plans that will raise sufficient income to meet the budget adopted by the church council. According to instructions from the church council, it administers the funds received.

Membership: Committee is elected annually by the charge conference upon recommendation by the Committee on Nominations and Leadership Development or from the floor. The committee does not have a set number of members, but includes the following: Chair of Finance, the Pastor(s), a lay member of Annual Conference, the Church Council chair, chair of S/PPR (or a representative), a representative of the trustees selected by them, Stewardship Chair, Lay Leader, Financial Secretary, Treasurer, Church Business Administrator, and other members as the Charge Conference may determine.

Other: The positions of treasurer and financial secretary should not be combined and held by one person. The two persons holding these two positions should not be immediate family members.

LAY MEMBER(S) OF ANNUAL CONFERENCE (§251.2, pp. 177-178)

Function: Primary focus in linking the local church to the connectional United Methodist Church and God's worldwide church. Represents the laity of the congregation in annual conference sessions, report to the congregation and interpret actions of the conference. Shares information from the annual conference through the year.

Membership: Elected annually along with an alternate. The alternate will serve in the event that the lay member ceases to be a member of the charge or cannot serve for any reason. Must be a member of the church for at least 2 years and have been an active participant for at least 4 years preceding their election except in a newly organized church.

Other: One lay member to the annual conference (if there are more than one) serves as a member the following local church leadership groups: church council, finance, and S/PPR. This person shall report to the local church council on actions of the annual conference as soon as possible, but not later than 3 months after the close of the conference.

LAY LEADER (§251.1, pp. 1176-177)

Function: Primary focus in linking the local church and community. Interprets the actions and program of the annual conference and the general church to the congregation. Communicates the vision and needs of the local church to the annual conference and general church. The lay leader fosters awareness of the role of the laity of the congregation, models discipleship through involvement in study and training, advises the church council of opportunities and ministry needs, and keeps the laity informed of training opportunities. The lay leader is to meet regularly with the pastor to discuss the state of the church and needs for ministry.

Membership: Elected from the membership of each local church. In instances where more than one church is on a charge, the charge conference shall elect additional lay leaders so that there will be one lay leader in each church. Associate lay leaders may be elected to work with the lay leader in any local church.

Other: One lay leader (if there are more than one) serves as a member the following local church leadership groups: church council, finance, nominations and leadership development, and S/PPR. It is recommended that the lay leader serve as the lay member to annual conference.

CLARIFICATION OF “TERMS OF OFFICE”

In order to secure experience and stability, the membership in the “Staff/Pastor-Parish Relations Committee”, the “Board of Trustees” and the “Nominations and Leadership Development Committee” shall be divided into three classes. To begin the process of rotation where such has not been in place, in the first year, one class shall be elected for one year, one class for two years, and one class for three years.

(for example: John Doe was nominated to serve on the Board of Trustees and will be elected at the upcoming charge conference in the fall of 2017. He was nominated to serve in the class of 2021 (a term of 3 years) beginning Jan. 1, 2018. John Doe will be a voting member serving on the Board of Trustees from January 1, 2018 thru December 31, 2021.)