



...change the world, make disciples who **BLESS** others, **BELONG** in community, and **BELIEVE** in Jesus

GUIDING PRINCIPLES of the BOARD OF STEWARDS	
Revision / Church Conference Approval Date	Description of Changes
Revision 0: September 21 st 2020	Original Issue
Revision 1: April 3 rd , 2023	<ul style="list-style-type: none"> • Added this revision history table and added date to Article VI. • Article IV, Item 4: Changed method to ratify changes to the Guiding Principles to be at a Church Conference instead of a Charge Conference. • Article V, Item 1: Clarified that Treasurer only needs to attend meetings as needed. • Article V, Commitment to Transparency, Item 1: Added information on Retreats and added requirement that no votes are allowed at retreats. • Article V, Commitment to Transparency, Items 2 and 3: Removed requirement to publish agenda 7 days prior to meeting and now required to publish items of full church significance 7 days prior to meeting.

ARTICLE I: MISSION

The mission of University City United Methodist Church is to “Change the world, make disciples who BLESS others, BELONG in community, and BELIEVE in Jesus.”

ARTICLE II: VISION

The vision of University City United Methodist Church is to be “a community-oriented Christian Church, intentionally developing relationships with God and neighbors, one person at a time.”

ARTICLE III: CORE VALUES

The core values of University City United Methodist Church are: being externally focused, boldly taking risks, genuinely welcoming, intentionally sharing our faith stories, and lovingly caring for one another.

ARTICLE IV: PURPOSE AND STRUCTURE OF THE BOARD OF STEWARDS OF UNIVERSITY CITY UMC

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 University City United Methodist Church and serve as the church's Chief Executive Officer.
3. The Board of Stewards shall serve as the Board of Trustees of the church and shall function in the role of the Board of Directors of University City United Methodist Church. Except as specifically delegated, all legal authority shall rest in The Board of Stewards and no one person may legally bind the church to any obligation without prior documented approval of The Board of Stewards.
4. The Board of Stewards shall act on behalf of the church in accordance with the Book of Disciplineⁱ and in compliance with these Guiding Principles. Revisions and/or additions to the Guiding Principles can be recommended by The Board of Stewards and ratified at a called Church 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.

The Committee on Nominations shall be charged with recommending to the annual Charge (Church) Conference those who will serve as members of The Board of Stewards and which of those members will serve as Board Chairperson and Lay Leader.

ARTICLE V: ORGANIZATION OF BOARD OF STEWARDS

1. The Board of Stewards shall consist of fourteen (14) members and no less than nine (9) voting members, including the following positions:
 - Chairperson (determined by the Committee on Nominations)ⁱⁱ *Votes only in case of a tie by the Board of Stewards.*
 - Vice Chairperson (determined by The Board of Stewards) – shall also serve as the record-keeper.
 - Lay Leader (determined by the Committee on Nominations)
 - Finance Coordinator (determined by The Board of Stewards)
 - Trustee Coordinator (determined by The Board of Stewards)
 - Staff Parish Relations Coordinator (determined by The Board of Stewards)
 - Six Members at large (determined by the Committee on Nominations) – one of whom will serve as lay delegate to Annual Conference.
 - Treasurer – ex-officio (non-voting member) and only required to attend meetings as needed
 - Pastor – non -voting member

2. Members of The Board of Stewards shall each serve three-year terms. To assure continuity and experience, The Board of Stewards will be comprised of three rotating classes of four members each. One class will roll off each year while a new class is added by the Committee on Nominations.ⁱⁱⁱ To maintain corporate memory and continuity, incoming class members are prohibited from holding the role of Chairperson for their first year of service.
3. The Committee on Nominations shall annually recommend four new members to The Board of Stewards, and any other replacements for resignations or removals for annual Charge (Church) Conference approval. Any vacancy on The Board of Stewards shall be filled by the Committee on Nominations, and the person selected shall serve for the remainder of the vacant term.^{iv} When considering nominations to the Board, the Committee on Nominations is encouraged to follow the set of guidelines for the nomination process, criteria for inclusion (job description), and a Board of Stewards questionnaire to be completed by nominees as shown in Appendices 1, 2, and 3.
4. A member may be removed for cause, including excessive absenteeism or behavior detrimental to the work of the Board or mission of the Church by a 2/3 vote of all voting members of The Board of Stewards. It is strongly encouraged that the Board of Stewards mutually and promptly develop a “Covenant” that clearly articulates team goals, expectations, and commitments. This covenant should be reviewed at each meeting.
5. No member of The Board of Stewards should serve more than three consecutive years, unless the Committee on Nominations 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 two years upon nomination of the Committee on Nominations and approval of the Charge Conference.
6. Each member of The Board of Stewards must be a member of the church for a period of at least one year, shall not be a church employee, member of the Committee on Nominations, or an immediate family member of the pastors, any church employee, or other Board of Stewards member, and shall be subject to a comprehensive vetting process to include background checks, etc. “As leaders of the church, members of the Board of Stewards should be persons of deep Christian faith who have shown spiritual maturity and have demonstrated a commitment to the life and ministries of UCUMC through regular attendance, participation in ministry and giving to the church.
7. The Board of Stewards 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, as outlined in the Book of Discipline.^v
8. The SPRC coordinator will be the liaison of The Board of Stewards with the District Superintendent.

9. In order to operate within the L₃ culture of Loving, Learning, and Leading, and in accordance with the Book of Discipline^{vi}, it is recommended that the first agenda item of each meeting of the Board of Stewards pertain to its ministry of nurture, outreach, and witness. See Appendix "4."

RESPONSIBILITIES

1. The Board of Stewards shall function in the role of the governing body of the church. Essential responsibilities of The Board of Stewards 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 Board of Stewards shall maintain an outward vision 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, and be intentional in seeking input from those in the congregation and community who are not specifically represented at the table in order to represent diverse viewpoints and experiences.
3. The Board of Stewards, 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 Board of Stewards shall be expected to attend regular scheduled meetings and any other called meeting as required to conduct the business of the church. Should a member be unable to be present, the Chairperson must be notified.
5. The Board of Stewards Chairperson shall prepare and coordinate the meeting agenda in consultation with the Senior Pastor. The Chairperson shall communicate meeting times in advance to The Board of Stewards. The Chairperson is authorized to use a reasonable interpretation of the Guiding Principles as she or he acts to ensure the integrity of The Board of Stewards' process.
6. The Treasurer, as an ex-officio member of The Board of Stewards, can attend all meetings other than meetings which are closed as permitted under the Book of Discipline or these Guiding Principles.

COMMITMENT TO TRANSPARENCY

1. All Board of Stewards meetings shall be open to the congregation in accordance with the Book of Discipline provided that appropriate respect for the business being considered and decorum are maintained during the meetings. As appropriate, the Board shall enter executive or closed session to consider personnel matters, staff salary discussions, potential litigation, contract negotiations and other items as allowed in UMC Book of Discipline^{vii}. Periodic retreats may also be conducted by the Board of Stewards for deeper relationship building and to discuss strategic issues, but no votes are allowed at the retreats.
2. The minutes of each meeting and notice of upcoming meetings shall be communicated to the congregation through the church's website or weekly email. Any member of laity or staff desiring a special address to the Board of Stewards should do so by contacting the Chair of the Board of Stewards.
3. Any upcoming votes by the Board of Stewards with full church significance (i.e., finalizing yearly budget, resolutions) will be published on the church's website or weekly email at least seven (7) days prior to the meeting.

CONTRACTUAL AUTHORITY

The Board of Stewards 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 and documented by The Board of Stewards* and all requirements of the Discipline have been satisfied.

PASTORAL CONNECTION

1. The Board of Stewards' official connection to the operation of the church shall be through the Senior Pastor.
2. The Senior Pastor shall be responsible for the management of appointed clergy and staff during the day to day operations of the ministry of the church.
3. The Senior Pastor is bound first by direction and decisions made by The Board of Stewards before any other group, team, committee, or staff member.
4. The Board of Stewards shall conduct an annual performance review of the pastoral staff and determine pastors' compensation recommendations for Charge Conference approval.

MINISTRY TEAMS

1. The Board of Stewards will annually provide a list of Ministry Teams (possible examples: Worship, Facilities, Missions). The Committee on Nominations will then name Chairpersons for these teams for annual Charge Conference approval.
2. At any point during the year, The Board of Stewards can form a new “Ministry Team” or “Ad Hoc Ministry Team” as needed and name the Chairperson of that team. Each Ministry Team shall create a Ministry Action Plan (MAP) in alignment with the church’s parent MAP. Each ad hoc team shall be short-term in duration and commissioned to a specific task clearly articulated by the Board of Stewards. (For example, the 4 Ps of purpose, product, payoff, and process should be defined.)
3. Ministry Teams will be under the strategic direction of and be held accountable to mission fidelity, goal setting and achievement by The Board of Stewards. The Senior Pastor and staff will coordinate with the Ministry Teams to accomplish the strategic plan and goals set forth by The Board of Stewards in alignment with the church’s Ministry Action Plan.

VOTING

1. A quorum will exist when a majority of voting Board members are present. The Senior Pastor and Treasurer do not have a vote on The Board of Stewards and do not count toward a quorum.
2. In-person meetings are *encouraged and expected* by the Guiding Principles, but The Board of Stewards shall be empowered, at the discretion of the Chairperson, to waive the requirement for an in-person meeting and hold votes by audio or video conference, or by electronic mail on **urgent** matters outside of a scheduled meeting. ***As with all Board of Stewards votes, if these alternative meeting methods are utilized, it is expected that full discussion and debate take place prior to final voting.*** A quorum must be present on any audio or video conference for action to be taken. Likewise, a quorum must respond to any electronic mail vote. The record keeper shall keep such responses the same as minutes of a meeting and published accordingly.

ARTICLE VI: TRANSITION PROVISIONS

In order to accomplish an orderly transition to this governance structure for the church on **September 21st, 2020**, the church has adopted Transition Provisions and these Guiding Principles will be subject to those Transition Provisions. See Appendix “5.”

ⁱ The Book of Discipline of the United Methodist Church 2016, ¶247.2, p 175.

ⁱⁱ The Book of Discipline of the United Methodist Church 2016, ¶132, p. 34 ⁱⁱⁱ The Book of Discipline of the United Methodist Church 2016 ¶258.1d ^{iv} The Book of Discipline of the United Methodist Church 2016 ¶250, ¶252.4b ^v The Book of Discipline of the United Methodist Church 2016 ¶ 258 ^{vi} The Book of Discipline of the United Methodist Church 2016 ¶252.3b ^{vii} The Book of Discipline of the United Methodist Church 2016 ¶722

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Board of Stewards

Nomination Process

The Book of Discipline of the United Methodist Church directs the Committee on Nominations to recommend church leaders for approval by the annual Charge (Church) Conference. To encourage a diverse consideration of possible candidates for the Board of Stewards, nominations from the church membership will be solicited each year.

There will be three methods by which candidates may gain consideration for the UCUMC Board of Stewards:

- *Self-nomination* ○ Members wishing to nominate themselves for the Board of Stewards should provide notification to the church's Administrative Director. ○ Candidates will receive the Board of Stewards' job description from the church's Administrative Director for review. ○ Members must complete and submit the Board of Stewards'

Questionnaire to the church's Administrative Director by the nomination deadline to be fully considered by the Committee on Nominations.

- *Nomination by church member* ○ Members wishing to nominate another member for the Board of Stewards should provide notification to the church's Administrative Director.
 - Candidates will receive the Board of Stewards job description for review from the Administrator Director. ○ If the candidate accepts the nomination, the Board of Stewards

Questionnaire must be completed and submitted to the Administrative Director by the nomination deadline to be fully considered by the Committee on Nominations.

- *Nomination by the Committee on Nominations* ○ In alignment with the way the nominations process has worked throughout the years, the Committee on Nominations will consider the full membership of the church to discern possible Board of Stewards nominees.



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Board of Stewards Job Description

Primary Function: To provide strategic leadership and direction for University City United Methodist Church (UCUMC) and align all ministries and functions with the mission and vision of the church.

Responsibilities/Duties:

The Life of Discipleship (Personally grow as a passionate disciple of Jesus Christ)

- Daily devotional time consisting of prayer and biblical engagement
- Faithful worship attendance
- Membership of at least one year
- Consistently serve through the church in mission and ministry
- Model a positive, light-of-Christ spirit

Mission Alignment and Fidelity:

- Ensures that the mission of UCUMC to “Change the world, make disciples who BLESS others, BELONG in community, and BELIEVE in Jesus” is the top priority of the church each year.
- Evaluates the success of the church’s ministries with alignment to the vision, mission and annual advances.
- Is willing to ask difficult questions, challenge current practices, and recommend changes so that the church can effectively fulfill its mission and values.

Strategic Visioning and Goal Setting:

- Considers community needs and trends that impact ministries and vision of the church when making decisions.
- Finds ways for the church to experiment, innovate, take risks and adapt to meet the challenges of our ever-changing ministry landscape.

- Establishes strategic annual advances (goals) to achieve the stated vision and mission of the church.
- Ensures that we dream and plan greater than our resources, leaving room for God's work. **Accountability:**
- Exhibits personal accountability in the life of discipleship, supporting decisions of the Board of Stewards (debate inside, align outside), and be an advocate within the congregation.
- Holds fellow Board of Steward members accountable for shared leadership responsibilities and the life of discipleship.
- Holds the Senior Pastor accountable to effectively lead the staff and ministries of the church for alignment to the mission and vision of the church and achievement of the annual strategic advances.
- Working with the Senior Pastor, identifies the most effective way to structure staffing to achieve the mission and vision of the church.
- Holds working committees accountable to alignment with the church's mission and progress towards achieving stated goals.
- Routinely seeks input from the congregation and ministry leaders to ensure the church is dealing appropriately with leadership issues.
- Agrees to a comprehensive background check, which may include social media involvement.

Administration:

- Follows all operating guidelines of the *Guiding Principles for the Board of Stewards*.
- Sets operating guidelines and policies for the church.
- Evaluates church's current administrative operations and policies and makes changes as needed.
- Sets annual budget for the church and establishes financial spending limits for staff and ministry teams. Reviews any requests above those limits and evaluates any significant, unexpected expenditure needs during the year.
- Handles staff/parish relations issues as needed and maintains appropriate confidentiality.
- In order to maintain transparency with the congregation, oversees annual communication of the church's progress and any challenges that arise in meeting annual goals. Working with the pastor, determines when additional

communication needs to occur with the congregation on critical issues throughout the year.

Time Commitments:

- Faithful attendance at monthly board meetings and special called meetings is critical. Failure to attend meetings could result in removal from the board.
- Preparation prior to each monthly meeting to review documents that will be discussed at the monthly meeting.
- Annual retreat of the Board of Stewards.
- Participation in town hall meetings with the congregation to share church's progress and any challenges.
- Commitment to a three-year term, unless otherwise directed by the Committee on Nominations.

Competencies Needed for Serving on Board of Stewards:

Each board member should possess a few of the following competencies:

Spiritual Gifts:

- Leadership
- Administration
- Discernment
- Wisdom

Interests or Passions:

- Desires to seek the Lord's will and direction for this body of believers at this time in this place.
- Desires to guide the church in identifying the most relevant vision for the church based on community and congregational needs.
- Desires to see the advancement of the Kingdom of God on earth as it is in heaven.
- Commitment to ensure that the church's operations and ministries are aligned with the mission and vision of the church.
- Desires to provide leadership to ensure the church functions at a high level of operational effectiveness and in accordance with United Methodist guidelines.

Abilities and Skills:

- Ability to provide leadership and direction to the overall vision and mission of the church.
- Ability to think strategically.
- Ability to be decisive when needed, yet able to understand when more information is needed before critical decisions are made.
- Possesses skills in dealing with conflict in appropriate ways.
- Ability to work collaboratively within a team.



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Board of Stewards Questionnaire 2020

Name:

Email:

Phone:

Please describe why you are interested in serving on the Board of Stewards for University City United Methodist Church.

What strengths, spiritual gifts, abilities or skills do you believe God has given you that would help you serve effectively in this leadership role?

List any education, employment, training or experience you have had that would be useful to this role. Please include experiences gained from community, professional, church, social or other organizations.

I have read the Board of Stewards job description and am willing to serve as a Board member for three years if selected.

Signed: _____

Date _____

Thank you for your interest and willingness to serve the Lord and his Church on the Board of Stewards of University City United Methodist Church. Please return this completed questionnaire to Ria Holtzhausen no later than _____
_____. If you have questions, you may contact Ria Holtzhausen at 704-369-8007 or rholtzhausen@ucumc.org.

L Loving **3** Learning **L** Leading

Creating an environment of trust where transformation can happen.

1/3 Loving

- Loving God and each other through:
 - o Glory Sightings
 - o Worship/Scripture/Prayer
 - o Spiritual Formation/Gracious Accountability

o Team Covenant **1/3 Learning**

- Reading/discussing books and articles to stretch our thinking and perspectives
 - Identifying and challenging our assumptions
- Diving deeply into our internal and external context: "Where are we....really?"
 - Creating a culture of experimentation and learning-through-doing **1/3**

Leading

- Aligning ministries and resources to mission, vision, values (Parent MAP)
- Generative Work - Ministry Teams, Ad Hoc work teams, MAPs, 4 P's
- Stewarding our God-given resources: finances, facility, staff, lay leadership
- Continual improvement through Reflect-Adjust-Do and Start-Stop-Continue – Communications Plan

***** Sample

annual meeting schedule:

Board of Stewards Full Sessions - 6-8 hours, 6x/year

Board Round Table Session w/ministry leaders/staff – 6x/year, 2 hrs

Board Listening Sessions w/congregation (Town Hall) – 2x/year, 2 hrs

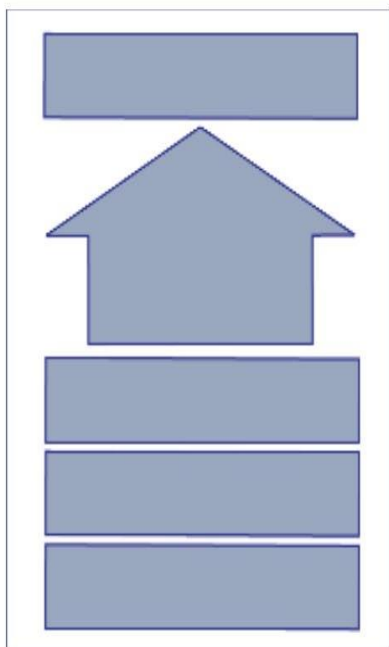


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TRANSITION PROVISIONS FOR BOARD OF STEWARDS

- Pending approval by Charge (Church) Conference, the exiting committees (Church Council, Staff Parish Relations, Board of Trustees, and Finance) shall terminate effective January 1, 2021 and the Board of Stewards shall thereafter constitute all administrative committees as detailed in the Guiding Principles document.
- All other existing committees, excluding the Committee on Nominations, will become Ministry teams and remain in place in 2021. The Committee on Nominations will remain in place.
- The initial term (starting January 2021) of the first Board of Stewards shall be one year. For 2022, the Committee on Nominations shall name four of the incumbent members to serve a one-year term, four of the incumbent Members to serve a two-year term, and four of the incumbent members to serve a three-year term. As terms of the initial Leadership Board expire, replacements shall be nominated by the Committee on Nominations to serve three-year terms.

Design a Generative System



Your Ministry Action Plan will Prepare you to ‘Live Into the New’

Discerning your answers to five questions

- What’s our ministry’s purpose? (mission)
- What’s most important? (values)
- Where are we now...really? (context)
- Where is God leading us? (vision)
- How will we get there? (strategy)



A Family of MAPs is a generative system where all ministries are aligned with the church’s mission, vision, and values.

- The Church’s overall Ministry Action Plan is the Parent MAP, cared for by the Board of Stewards.
- Every ministry has a team who will love, learn and lead together. (L3 culture)
- Every ministry team will create a child MAP in alignment with the Parent MAP.
- If needed, broad ministry areas within a child MAP may create another team and a grandchild MAP.
- Ad hoc short-term work teams may be created by the Board of Stewards and be commissioned using the 4 P’s:

Purpose:	What’s this project about? What’s the team’s purpose?
Product:	What outcomes do we expect or desire to see?
Payoff:	What benefits will this bring for our ministry?
Process:	How will we fulfill this purpose and see these outcomes?

Ministry Action Plan Overview

Team: Who are we?

1. What gifts, skills, passions are needed on our team?
2. Who will we invite to join us? Who will we invest in?
3. How will we form our team - spiritually, covenant, etc.?

Context: Where are we?

1. What is the current reality, internally?
2. What is the current reality, externally?

Focus: Where are we headed?

1. Mission: what is the *purpose* of this ministry?
2. Vision: what is the *picture* of the future we're hoping to see?
3. Values: what *principles* are too important to compromise?

Systems & Strategy: How will we get there?

1. What goals will move us toward our vision?
2. What action steps are necessary in order to reach our goal(s)?
3. Would it be helpful to create a system for moving forward?
 - Example - Disciple system: Engage, Connect, Equip, Send

Transformation: How will we implement and continually improve?

1. How will we divide up the work?
2. How will we continually hold each other accountable?
3. How will we reflect honestly on whether or not we're moving toward our vision?
4. How will we make adjustments and implement the changes?



Ministry Action Plan Template

<u>Team Type:</u> Operational, Task, or Directional <u>MAP Team Leader:</u> One Name		<u>MAP Theme:</u> Or title for the MAP <u>Date:</u>	
<u>Vision & Strategic Objectives</u>			
<u>Vision:</u> <u>Near term objective/top level goal:</u> Enter in the form from X to Y by when			
<u>Goals/Vital Signs/Laqs</u>	<u>System Steps and/or Strategies and Lead Measures</u>	<u>Date</u>	<u>Team Lead</u>
From X to Y by when	1)	Enter checkpoints or due dates	Enter one name
	2)		
	3)		
	4)		
<u>External Context</u> •		<u>Internal Context</u> •	
<u>Mission:</u>			
<u>Values</u> •			

Deciding on a Name.....

When looking for the name to call our single Board, we discussed many alternatives, but the name became apparent as we realized the Biblically-based function of the Board.

Church stewards have been around since the 18th century when John Wesley recognized that ministers, because of the itinerant nature of their role, were often unable to oversee every matter in church life. While church stewards were responsible for practical matters at that time, church stewards today focus on fostering unity within the church and identifying those with potential, encouraging them to become involved in leadership roles. They also make sure that any new policies which are made by Synod and the Church Council are communicated to their congregation, ensuring that decisions are upheld and acted upon. Church stewards' duties are set out in the constitution of the Methodist Church, The Constitutional Practice and Discipline, which is known as the CPD.

In Jewish, Christian and Muslim traditions, *stewardship* refers to the way time, talents, material possessions or wealth are used or given for the service of God. Joseph's story in Genesis is considered one of the best examples of biblical stewardship. After Joseph was brought to Egypt, the Lord made him a prosperous man. While Joseph was in the house of his Egyptian master, the Bible says, “So Joseph found favor in his sight and attended him, and he made him overseer of his house and put him in charge of all that he had” ([Gen. 39:4](#)). Relating to the biblical stewardship definition - “the manager of a household” - it is clear why Joseph is an extraordinary example of what it means to be a good steward.

But indeed the earliest example of stewardship can be found at the beginning of mankind - in the story of Creation. God granted Adam and Eve dominion over the earth. He did not grant ownership to them, but gave them permission to exercise authority over all he created – not as reckless tyrants, but as stewards of the earth, who were to act in His name and for His glory. According to scripture, God created Earth for mankind and we are now stewards of His creation. This means it is our responsibility to look after and take care of this world. Being a good steward in this world is one way of expressing our love for God and our gratitude to Him.

We envision the Board of Stewards of University City United Methodist Church as having primary accountability to God on behalf of people who need the saving grace of Christ. Their primary responsibility, through the leadership of the Pastor and Staff, would be to insure that UCUMC stays true to its mission and realizes its vision while functioning within its rules and guiding principles. Utilizing the Biblical basis found in the Creation story and its own Methodist traditions, we believe that “stewards” very accurately describes the Single Board’s role to serve and manage God’s kingdom to the His glory.

UCUMC Guiding Principles Team - May 2020