

Guiding Principles

For the Governance of Baldwin Community UMC

“Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood” (Acts 20:28).

In order to support the fulfillment of the mission and vision of Baldwin Community UMC, the following model of governance is established by the Church Conference.

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Section 1 - Mission, Vision, and Aspirations

1.1 Mission

The mission of Baldwin Community UMC is to be a thriving community of disciples welcoming our neighbors to God's love.

1.2 Vision

The vision of Baldwin Community UMC is to form a community where everyone is known by name, loved for who they are, and empowered to follow Jesus Christ.

1.3 Aspirations

In fulfilling our mission and vision, Baldwin Community UMC aspires to be:

- **Christ-like** – being the hands and feet of Jesus and displaying the love of Christ in all we say and do
- **Outward-focused** – looking beyond the congregation to the wider community and world in a posture of love and service
- **Discipling** – empowering people of all ages to follow Jesus, beginning where they are and helping them grow in faith
- **Relational** – connecting people to people as we connect them to God
- **Multi-generational** – engaging people of all ages and generations in ministry

Section 2 – Governance Structure

2.1 United Methodist Connection

Baldwin Community UMC is a member of the Western Pennsylvania Annual Conference of the United Methodist Church and shall organize its ministry in compliance with *The Book of Discipline of The United Methodist Church*, hereafter referred to as the *BOD*. Paragraphs of the *BOD* referenced in these Guiding Principles are included in Appendix C.

2.2 Church Conference

At least annually, there shall be a Church Conference comprised of all church members of Baldwin Community UMC. The Church Conference shall be convened by the District Superintendent, or his/her designee, and shall carry out all responsibilities assigned to it by ¶ 246-250 of the *BOD*. Among these duties shall be the election of church members to serve on the Leadership Board.

2.3 Leadership Board

Baldwin Community UMC shall be governed by a single board, the Leadership Board. The Leadership Board is the primary governing body of the church and is responsible for the church's overall ministry. The Board shall protect the integrity of the church's mission and vision by providing support and accountability for the Senior Pastor, who leads the congregation in ministry. The Leadership Board shall hold the Senior Pastor accountable for

directing the church's ministry in alignment with the Leadership Board's directives. The Leadership Board shall organize itself in compliance with ¶ 246-250 of the *BOD* and the guidelines in section 3, below.

2.4 Senior Pastor

The Senior Pastor is the leader of the congregation, providing vision, direction, and biblical teaching to equip and empower the congregation in fulfilling its mission and vision. The Senior Pastor takes direction from the Leadership Board and is responsible for implementing the Leadership Board's vision for the church's ministry. The Senior Pastor may delegate authority to the Associate Pastor(s) and other staff to accomplish the ministry objectives of the Leadership Board but is ultimately responsible for the whole of the church's ministry. The Senior Pastor shall carry out his/her role in compliance with ¶340 of the *BOD* and the guidelines in section 4, below.

Accountability

The Senior Pastor reports to the Leadership Board and is held accountable and evaluated by the Leadership Board and the District Superintendent.

2.5 Associate Pastor(s)

The Associate Pastor(s) provides pastoral ministry to and on behalf of the congregation as directed by the Senior Pastor. As an appointed pastor of the United Methodist Church, the Associate Pastor(s) is accountable to the District Superintendent. The Associate Pastor(s) supports the Senior Pastor in caring for the ministries of Word, sacrament, order, and service within the congregation and the community. The Senior Pastor may delegate certain duties to the Associate Pastor(s), including but not limited to the supervision of staff.

If the Senior Pastor is unable to fulfill his/her duties due to personal or medical leave, appointment change, or other event, the Associate Pastor with the longest tenure with Baldwin Community UMC shall assume interim duties as the Senior Pastor, until such a time as a United Methodist Bishop appoints a Senior Pastor.

Accountability

The Associate Pastor(s) reports to the Senior Pastor and is held accountable and evaluated by the Leadership Board and the District Superintendent.

2.6 Staff

The Senior Pastor directs the staff to carry out the day-to-day ministries of the church. The Senior Pastor may delegate certain duties to staff, including but not limited to the supervision of some staff. Program staff are responsible for equipping and empowering church members to do ministry. Administrative and support staff are responsible for particular roles that enable and sustain the church's ministry.

Accountability

The Staff are accountable to the Senior Pastor, or their supervisor, as designated by the Senior Pastor. The supervisor conducts an annual performance review, done in consultation with the Staff-Parish-Relations member of the Leadership Board (see 3.7).

2.7 Church Members

Church members are defined by ¶215.2 of the *BOD* as “all baptized people who have come into membership by profession of faith through appropriate services of the baptismal covenant in the ritual or by transfer from other churches.” The Church Conference is comprised of such members, and only such members shall be eligible for election to the Leadership Board.

Accountability

As members of a local church in a United Methodist congregation, church members are accountable to the denominational standards outlined in ¶221 of the *BOD*.

2.8 Church Family

The Baldwin Community UMC family is defined as the church members, regular attenders, and anyone who calls Baldwin Community UMC their home church. Members of the church family are the ministers of the church, tasked with loving God, loving others, and loving to serve. They are the front lines of the church’s ministry, witnessing to the love of Christ in the community and loving one another, as Christ has loved us.

Accountability

Members of the Baldwin Community UMC Family are accountable to one another and to the Lord Jesus Christ as they seek to grow in faith and be in Christ-like service.

Section 3 – The Leadership Board

3.1 Nomination and Election of Leadership Board Members

Leadership Board members shall be elected by the annual Church Conference.

The Leadership Board shall present to the annual Church Conference nominations of church members to be considered for election to the Leadership Board. The list of nominees shall include individuals nominated for the various roles on the Leadership Board in addition to individuals for at-large Leadership Board members.

The Leadership Board shall develop and maintain a process for identifying and developing leaders within the congregation. The Senior Pastor will oversee this process. The nominations process shall include opportunity for the congregation to submit nominees.

3.2 Composition of the Leadership Board

The Leadership Board shall be composed of eleven (11) members. The members shall fill the various roles of the Leadership Board.

Number of Board Members	Role
1	Trustees Lead
1	SPRC Lead
1	Finance Lead / Treasurer
8	Board Members

Role	Appointment	Key Responsibilities
Trustees Lead	<ul style="list-style-type: none"> - Trustees lead is elected by Church Conference - Not Eligible to Be Chair, Vice Chair, or Secretary 	<ul style="list-style-type: none"> - Oversees properties matters - Oversees Preschool and Lords Pantry Liaisons
SPRC Lead	<ul style="list-style-type: none"> - SPRC Lead is elected by Church Conference - Not Eligible to Be Chair, Vice Chair, or Secretary 	<ul style="list-style-type: none"> - Overseas Personnel Matters - Oversees Worship and Discipleship Liaisons
Finance Lead	<ul style="list-style-type: none"> - Finance Lead is Elected by Church Conference - Not Eligible to Be Chair, Vice Chair, or Secretary 	<ul style="list-style-type: none"> - Oversees Finance Matters - Oversees Outreach and Fellowship Liaisons
Member at Large Lay Leader	<ul style="list-style-type: none"> - Member at Large Is elected by Church Conference - Eligible to Be Chair, Vice Chair, or Secretary 	<ul style="list-style-type: none"> - Lay Leader - Overseen by Pastor
Member at Large Lay Member to Annual Conference	<ul style="list-style-type: none"> - Member at Large Is elected by Church Conference - Eligible to Be Chair, Vice Chair, or Secretary 	<ul style="list-style-type: none"> - Lay Member to Annual Conference - Overseen by Pastor
Member at Large Preschool Liaison	<ul style="list-style-type: none"> - Member at Large Is elected by Church Conference - Eligible to Be Chair, Vice Chair, or Secretary 	<ul style="list-style-type: none"> - Preschool Liaison Responsibilities
Member at Large Lords Pantry Liaison	<ul style="list-style-type: none"> - Member at Large Is elected by Church Conference - Eligible to Be Chair, Vice Chair, or Secretary 	<ul style="list-style-type: none"> - Lords Pantry Liaison responsibilities
Member at Large Worship Liaison	<ul style="list-style-type: none"> - Member at Large Is elected by Church Conference - Eligible to Be Chair, Vice Chair, or Secretary 	<ul style="list-style-type: none"> - Worship Liaison Responsibilities
Member at Large Discipleship Liaison	<ul style="list-style-type: none"> - Member at Large Is elected by Church Conference - Eligible to Be Chair, Vice Chair, or Secretary 	<ul style="list-style-type: none"> - Discipleship Liaison Responsibilities
Member at Large Outreach Liaison	<ul style="list-style-type: none"> - Member at Large Is elected by Church Conference 	<ul style="list-style-type: none"> - Outreach Liaison Responsibilities

	- Eligible to Be Chair, Vice Chair, or Secretary	
Member at Large Fellowship Liaison	- Member at Large Is elected by Church Conference - Eligible to Be Chair, Vice Chair, or Secretary	- Fellowship Liaison Responsibilities

In addition, the Senior Pastor, and any appointed Associate Pastor(s) shall serve as *ex officio* members of the Leadership Board, without vote.

In electing Leadership Board members, the congregation shall make a conscious effort to elect a Leadership Board that reflects the diversity of age, gender, race, and ethnicity within the congregation.

Leadership Board members serving in the roles of Trustees Lead, SPRC Lead and Finance/Treasurer Lead shall be elected by the Church Conference to serve on the Leadership Board in those various roles.

3.3 Qualifications of Leadership Board Members

Members of the Leadership Board must be professing members of Baldwin Community UMC, in accordance with the definition of the ¶ 215.2 of the *BOD*. Members may not be relatives of current pastors or staff. Members may not be relatives of one another.

Members considered for election should demonstrate the following characteristics and qualifications:

- Be an active, committed follower of Jesus Christ who loves God, loves others, and loves to serve.
- Be fully committed to the mission and vision of Baldwin Community UMC.
- Be engaged in the life of the church through ministries of worship, spiritual growth, and service.
- Be available to commit the physical and spiritual time, energy, and effort needed to care for the work of the Leadership Board.
- Be spiritually gifted in leadership, wisdom, and discernment.

3.4 Terms and Term-Limits

Leadership Board members are elected to a term of three (3) years. Individual Leadership Board members may be elected to no more than two (2) consecutive terms. Following the second term, an individual must wait at least three (3) years before being eligible to be elected again.

The terms of Leadership Board members shall be staggered so that approximately one-third of Leadership Board positions are up for election each year.

Of the first members elected to the Leadership Board under these Guiding Principles, one-third (1/3) shall be elected to a one-year term, one-third (1/3) to a two-year term, and one-third

(1/3) to a three-year term. Regardless of the number of years, each term shall constitute one full-term for the purposes of re-election.

3.5 Leadership Board Officers

The Leadership Board shall have three (3) officers, elected by the Leadership Board at its organizing meeting each January. The eight (8) at-large Leadership Board members shall be eligible to be elected as officers. The roles of Trustees Lead, SPRC Lead and Finance Lead are not eligible to be elected as officers. All Leadership Board members are eligible to vote for officers.

Officer	Role
Leadership Board Chair	<ul style="list-style-type: none"> ~ Oversee the integrity of the Leadership Board’s process, ensuring the Leadership Board behaves consistently with its own rules. ~ Convene and preside over Leadership Board meetings. ~ Work with the Senior Pastor to develop meeting agendas. ~ Work with the Senior Pastor to facilitate transparent and open communication between the Leadership Board and the congregation. ~ Occasionally represent the church to outside parties. ~ The Leadership Board chair may delegate their authority, but remains accountable for its use.
Vice-Chair	<ul style="list-style-type: none"> ~ Assume the duties of the Leadership Board Chair in event of their absence. ~ Any other duties delegated by the Leadership Board Chair
Leadership Board Secretary	<ul style="list-style-type: none"> ~ Custodian of minutes for all Leadership Board meetings.

3.6 Leadership Board Positions

In addition to officers, there are three Leadership Board positions, each with a distinct role.

Position	Role
Trustees Lead	To oversee and guide the Board’s work relative to all matters of property.
SPRC Lead	To oversee and guide the Board’s work relative to all matters of personnel.
Finance/ Treasurer Lead	To oversee and guide the Board’s work relative to all matters of finance.

Leadership Board members in these positions are not eligible for election as officers.

3.7 Responsibilities of At Large Members

The responsibilities of the At Large Members fall into two (2) broad categories, Leadership and Ministry support.

- By agreement or vote, each of the members will be assigned to one of the Leadership Leads, two members per position, to support activities required to oversee and administer these roles.
- Each At Large Member will also serve as an liaison with one of the church's ministries and will be responsible for communicating and engaging with these ministries to ensure their missions are being properly represented for funding, etc.,

3.8 Responsibilities of the Leadership Board

The responsibilities of the Leadership Board fall into four (4) broad categories: Spiritual, Fiduciary, Strategic, and Boundary-Setting.

Spiritual Duties

- Pray for the mission and ministry of the church.
- Be spiritual leaders in the congregation, inviting others to deepen their love for God, love for others, and love for service.
- Practice spiritual discernment in all matters, seeking God's will above all else.

Fiduciary Duties

- Act always within the best interest of Baldwin Community UMC, protecting the integrity of its mission.
- Be faithful stewards of the church's assets, including money, property, and other tangible assets.
- Assessing, auditing, and mitigating risks faced by the congregation.
- Ensure the annual audit is conducted and review its results. Designate someone other than the accountant or a member of the Leadership Board to review the annual audit and report to the Leadership Board any recommendations.
- Ensure proper internal controls and protect the integrity of the church's finances.

Strategic Duties

- Work with the Senior Pastor to develop long-term vision for the congregation.
- Develop processes for strategic planning that engage the congregation and the community.
- Set priorities for the congregation's ministry and ensure that resources are aligned with those priorities.
- Develop and oversee the implementation of strategic plans.
- Identify and frame problems and opportunities faced by the church.
- Understand the shifting environment within the congregation and the wider community.
- Advise the Senior Pastor on solutions to challenges.

Boundary-Setting Duties

- Establish congregational goals, and measures by which the Senior Pastor will be held accountable.
- Set the annual operating budget.
- Develop and maintain a personnel policy to direct the Senior Pastor in the management of staff.
- Develop and maintain a facility use policy to direct the Senior Pastor in use of the facility.
- Develop other policies as needed to provide direction to the Senior Pastor.

The Leadership Board shall also be responsible for all other duties outlined in ¶252 *BOD* for the Church Council, and ¶258 in the *BOD* for the Staff-Parish-Relations Committee, Board of Trustees, Finance Committee, and Committee on Nominations.

The Leadership Board shall annually review these guidelines and refer any recommended changes to the annual Church Conference.

3.9 Board Meetings

Quorum

A quorum is defined as a simple majority (6 out of 11 if all are present) Leadership Board members present for a meeting. Leadership Board meetings may be conducted in person, by conference call or video conference, provided members can be heard by all participants and hear all discussion.

Decision-making

The Leadership Board shall make decisions by the vote of a simple majority of a quorum.

Email-Voting

The Leadership Board may conduct votes by email, provided that all Leadership Board members participate in the vote, the outcome is unanimous, and the vote is recorded in the Leadership Board's minutes. If any of these conditions are unmet, the vote is invalid and must come before a formal meeting of the Leadership Board.

Meeting Frequency

The Leadership Board shall meet no less than six (6) times per year. The meeting schedule shall be published for the congregation in January. Additional meetings, as needed, may be added to the calendar, provided the congregation is notified.

Open Meetings

Leadership Board meetings are open to any member of the church family. Time shall be allotted on every Leadership Board agenda for open comment from members of the church family.

Closed Session

In all matters related to personnel, legal issues, and real estate, the Leadership Board shall convene in closed session, in accordance with the *BOD* ¶1258.2.e. Closed session means only the Leadership Board, including *ex officio* members, are present.

Agenda Planning

The Leadership Board Chair and the Senior Pastor shall consult on the meeting agenda, which shall be published for the Leadership Board before a scheduled meeting. Leadership Board members shall be afforded the opportunity to provide feedback on the agenda before it is finalized.

3.10 Ad Hoc Committees - Task Groups

At its discretion, the Leadership Board is encouraged to utilize ad hoc committees, composed of members of the church family, to accomplish specific tasks. One or more members of the Leadership Board shall be the liaison between the ad hoc committee and the Leadership Board. The ad hoc committee shall be given clear direction with a timeframe for completion of their work. Examples of reasons to utilize an ad hoc committee:

- To raise capital funds
- To formulate the annual budget
- To participate in a hiring process
- To participate in the annual audit
- To coordinate a building project/renovation
- To assist in the development of a strategic plan

Ad hoc committees work on behalf of the Leadership Board and do not have any decision-making authority.

3.11 Congregational Communication

Meeting Summaries and Minutes

A brief summary of Leadership Board meetings, along with meeting minutes, shall be shared with the congregation.

Congregational Engagement

The Leadership Board shall engage the congregation through town hall meetings, focus groups, and other appropriate means. The purpose of such engagements shall be to inform the congregation of the Leadership Board's work, solicit feedback on upcoming initiatives, and provide an open forum for the congregation to ask questions, share ideas, and express concerns.

3.12 Leadership Board Accountability

The Leadership Board members shall be accountable to one another through a shared church leaders covenant, to be signed annually by each Leadership Board member (see Appendix C).

The Leadership Board shall also be held accountable by the annual Church Conference.

3.13 Removal of a Leadership Board Member

In the event a member of the Leadership Board violates the church leader's covenant, the Senior Pastor and Leadership Board Chair shall make every effort to work with the Leadership Board member to achieve a just and reasonable resolution. In the event no such resolution is achieved, the Leadership Board may suspend a member with a $\frac{3}{4}$ vote, and with prior notification of the Senior Pastor and the District Superintendent.

Suspended Leadership Board members shall have no voice or vote in meetings. The Church Conference shall have the authority to remove a Leadership Board member, in compliance with ¶ 250 of the *BOD*.

3.14 Mid-year Leadership Board Vacancies

In the event that a Leadership Board member vacates their position in the middle of the year, through resignation, death, or other event, the Leadership Board may fill the vacancy on an interim basis, with the unanimous vote of the Leadership Board. At its next meeting, the Church Conference shall elect a permanent replacement.

3.15 Removal of the Senior Pastor

The Leadership Board does not have the authority to remove the Senior Pastor. In situations where the Leadership Board loses confidence in, is unsatisfied with, or is in any way concerned about the leadership of the Senior Pastor, the Board may communicate to the District Superintendent. In such instances, the Leadership Board must comply with ¶258.2 of the *BOD*

Section 4 – The Senior Pastor

4.1 Authority and Accountability in the Local Church

As the spiritual leader of Baldwin Community UMC, the Senior Pastor serves under the direction of the Leadership Board. The Senior Pastor's primary responsibility is to organize and implement the congregation's ministry in accordance with the guidelines of the Leadership Board. The Senior Pastor is accountable to the Leadership Board.

4.2 Authority and Accountability in the United Methodist Church

The Senior Pastor is appointed to Baldwin Community UMC by a Bishop of the United Methodist Church. As an ordained elder, he/she has authority over ministries of Word, sacrament, order, and service, in accordance with ¶ 340 of the *BOD*. The Senior Pastor reports to the District Superintendent and is accountable to the Board of Ordained Ministry of the Western Pennsylvania Annual Conference of the United Methodist Church.

4.3 Relationship to the Leadership Board

The Senior Pastor is an *ex officio* member of the Leadership Board, without vote. He/she shall serve as the primary liaison between the Leadership Board, the staff, and the congregation. The Senior Pastor shall assist the Leadership Board in fulfilling its duties and implement directives of the Leadership Board. In addition, the Senior Pastor shall recommend to the Leadership Board changes in strategy and policy that will best enable the congregation to achieve the Leadership Board's vision.

4.4 Vision

The Senior Pastor works with the Leadership Board to establish the vision for the church's ministry. He/she assists the Leadership Board in developing strategy and setting goals. The Leadership Board holds the Senior Pastor accountable to organizing the staff and congregation to achieve the goals set by the Leadership Board.

4.5 Preaching

The Senior Pastor inspires, challenges, enriches, and engages the congregation by providing biblical preaching that proclaims the Word of God for the church. The Senior Pastor has authority to delegate preaching duties to the Associate pastor(s) and others qualified as preachers, but is ultimately responsible for all preaching at Baldwin Community UMC.

4.6 Head of Staff

The Senior Pastor is responsible for the hiring, supervision, and assessment of paid and unpaid staff, in consultation with the SPRC Lead of the Leadership Board, and in accordance with the Baldwin Community UMC Personnel Policy. The Senior Pastor provides direction to the staff and may delegate supervisory duties to the Associate Pastor(s) or other staff. The Senior Pastor is accountable to the Leadership Board for the performance of all staff.

4.7 Administration

The Senior Pastor is responsible for the administration of the day-to-day operations of the church. This includes adherence to the budget, facilities policies, personnel policies, and other boundaries established by the Leadership Board. The Senior Pastor may delegate these responsibilities to the Associate Pastor(s) or other staff but is ultimately responsible for fulfillment of these duties.

4.8 Equipping Leaders

The Senior Pastor shall develop and deploy leaders in the congregation. The Senior Pastor shall provide direction and coaching to the staff to empower them to fulfill their duties. The Senior Pastor shall also ensure that members of the Baldwin Community Family are empowered and equipped to lead in various ministry roles, as leaders of small groups and ministry teams. He/she shall serve as the organizer of the nominations process for identifying future members of the Leadership Board.

4.9 Stewardship

The Senior Pastor oversees the stewardship of congregational resources in alignment with the directives of the Leadership Board. He/she takes the lead in encouraging, inspiring, and equipping the congregation to practice the biblical principles of stewardship.

4.10 Congregational Care

The Senior Pastor ensures that there are proper systems in place to provide spiritual care for the congregation, including visitation of the sick and homebound, spiritual counseling, weddings, and funerals.

4.11 Community Witness

The Senior Pastor represents Jesus Christ and the church in the community, advancing the church's mission through engagement in the local area. He/she serves as a liaison between the community and the congregation.