

Church of Orange

GUIDING PRINCIPLES

ARTICLE 1: MISSION PRINCIPLES (MP)

Defining what difference this church will make for whom and to what extent

MP 1.0 COMPREHENSIVE MISSION STATEMENT

The Mission of First United Methodist Church of Orange (“FUMCO”) is to **MAKE DISCIPLES OF JESUS CHRIST FOR THE TRANSFORMATION OF THE WORLD.**

MP 2.0 VISION STATEMENT

Rooted in Christ...Branching out in Faith...Disciples Growing Disciples

At First UMC-Orange we grow Disciples who make Disciples!

It is just that simple!

It's what we do!

From revival and renewed spirit through worship, we move people from the sanctuary to the community delivering God's message of hope and grace through Jesus Christ. Whenever and wherever we come together, we do so in His Name, modeling His Grace and sharing His Word.

For saints and seekers; for individuals and families; for those more or less fortunate; for young and old alike....The good news is for all people. We are the voices and the hands branching out in Faith to encourage and support people. We provide worship, programs and activities for families and individuals that will help you take God's word and apply it to your circumstances so He can change your life in ways you knew not possible.

Through Christ, we will facilitate the transformation of individuals into His people and our community into His community! At First UMC-Orange we grow disciples who grow disciples!

It is just that simple!

It's what we do!

MP 3.0 STRATEGIES FOR CARRYING OUT OUR MISSION

- **SEEK** the Unchurched – We shall be an outwardly focused church whose primary passion is to actively invest into the lives of our neighbors in order to bring them into a relationship with Jesus Christ.
- **GROW** Disciples – We shall connect people with relationships and resources that are designed to help them invest in their relationship with Jesus.
- **TRANSFORM** the World – We shall connect our congregation with opportunities to make our community a better place for families to thrive.

Our goal is to become a church that is:

- Growing spiritually and numerically
- Actively pursuing God's will above our own desires
- Proud of our heritage while embracing the future
- Willing to change anything to better achieve our mission
- Creating engaging ways to share the stories of God's grace
- Vigorously embracing new people into our relationships
- Unashamedly sharing our struggles with one another
- Willing to take risks to meet the needs God sends our way
- Caring for those who are struggling in our community

ARTICLE 2: BOUNDARY PRINCIPLES (BP)

Defining the limits of acceptable means that the Senior Pastor is authorized to use in achieving the Mission

BP 1.0 ETHICAL COMPREHENSIVE STATEMENT

The Senior Pastor shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, unethical, or unbiblical.

BP 2.0 BIBLICAL INTEGRITY STATEMENT

By upholding the highest standards of Biblical teaching and morality the Senior Pastor shall use and promote conditions, procedures, and decisions that are safe, dignified, personal, and, when appropriate provide protections for confidentiality and privacy. Additionally, the Senior Pastor shall maintain personal and professional practices that adhere to the "Texas Annual Conference Sexual Ethics Policy".

BP 2.1 Real Property: The Senior Pastor shall not acquire, encumber, or dispose of real property, except as may be authorized by the Church Council and in compliance with the Book of Discipline.

BP 2.2 Asset Protection: The Senior Pastor shall maintain proper protection for all FUMC intellectual property, information and files, whether paper or electronic.

BP 2.3 Financial Stewardship: As spiritual shepherd over the congregation, the Senior Pastor shall encourage generous giving to support the mission and vision of FUMC.

BP 2.4 Financial Reporting: The Senior Pastor shall ensure that Financial Reports are generated no later than the 15th of the month following the month being reported. The Financial Reports shall meet the needs of the Church Council and include comparisons to Budget.

BP 2.5 Contracts: The Senior Pastor shall not obligate FUMC via contracts without approval of the Church Council.

BP 3.0 SENIOR PASTOR --- CONGREGATION RELATIONS STATEMENT

The Senior Pastor shall be the primary spiritual shepherd, leader, and preacher for the congregation. The Senior Pastor, with the Associate Pastor, shall plan and conduct the various worship services, including sermon preparation and working with others who lead and participate in worship.

The Senior Pastor shall guide all church leaders by articulating the vision of the church and focusing the work of the whole congregation toward the accomplishment of that vision.

The Senior Pastor shall work with Church Council Task Teams and Mission

Teams on the planning and implementing of programs that help further the mission and vision of FUMC.

BP 3.1 Safe Sanctuary: The Senior Pastor shall ensure that all staff and volunteers who work with children under the age of 18 years of age adhere to the most current version of the "Texas Annual Conference Safe Sanctuary Policy." This includes ensuring that the backgrounds of all staff and volunteers are properly checked.

BP 3.2 Ministry Management: The Senior Pastor shall ensure that systems and ministries are in place to effectively move people into a deeper relationship with Jesus Christ through study and service. The Senior Pastor shall order all ministries around the mission statement. The Senior Pastor shall manage all staff, who in turn empower and train the laity to help accomplish this mission.

BP 4.0 SENIOR PASTOR --- STAFF RELATIONS STATEMENT

The Senior Pastor is directly responsible for the staff. The Senior Pastor directs and orders the staff for fruitful ministry. The Senior Pastor is primarily responsible and held accountable for the staff's overall job performance.

BP 4.1 Responsibilities for Staff: The Senior Pastor shall execute all major staff decisions in accordance with due process as defined in the FUMCO Employee Handbook, and in collaboration with the member(s) of the Church Council Task Team for SPR.

BP 4.2 Job Descriptions: The Senior Pastor shall maintain appropriate job descriptions, as well as conduct an annual review for all staff.

BP 4.3 Major Staff Issue: Any major staff issue shall be brought to the member(s) of the Church Council designated to address staff issues, and if necessary, shall come before the entire Church Council.

BP 4.4 Grievance against the Senior Pastor: If a staff person has a grievance with the Senior Pastor, and after having tried to reconcile the issue directly with the Senior Pastor, the Senior Pastor shall not prevent him or her from bringing their grievance to the Chairperson of the Church Council for her/his review. If necessary, the Chairperson shall bring the issue before the Church Council. The Senior Pastor shall be notified by the Chairperson of the official grievance brought before the Church Council. The Church Council shall implement a just resolution for the staff person and Senior Pastor. The Church Council shall consult with the District Superintendent for guidance through this process.

BP 5.0 SENIOR PASTOR --- BOARD RELATIONS STATEMENT

The Senior Pastor is held accountable by the Church Council to ensure that these Boundary Principles are upheld and implemented.

BP 5.1 The Board as a Discipleship Atmosphere: The Senior Pastor shall create a discipling atmosphere at the Church Council level, ensuring that every Church Council member, including the Senior Pastor, is growing in their devotion to Jesus Christ. This includes, but is not limited to, including in each Church Council meeting a devotional and/or book study.

BP 5.2 Church Council Meetings: The Senior Pastor and Chairperson shall ensure that meetings are focused on material that does not result in micro-managing by the Board, but rather allows the Board to think strategically about the future of FUMC.

BP 5.3 Communication and Support to the Church Council: The Senior Pastor shall communicate with the Church Council in a manner to keep them fully informed and supported in their work.

BP 5.4 Church Council Training: The Senior Pastor, as the Church Council member responsible for Nominations, and Chairperson shall ensure that Church Council members are fully aware of their responsibilities and roles. They shall ensure appropriate training for Church Council members.

BP 5.5 Senior Pastor Succession: The Senior Pastor shall support the Book of Discipline's denominational rules governing the succession of pastors and make sure the Church Council is familiar with the process and any issues and processes the Senior Pastor may be involved in at the time of succession.

BP 5.6 Accountability: The Senior Pastor shall be held accountable for fruit-bearing ministry by the Church Council, and managing the effectiveness of all staff and ministry leaders. A detailed accountability structure is outlined in the Accountability Principles.

ARTICLE 3: ACCOUNTABILITY PRINCIPLES (AP)

Defining the standards to uphold for enforcing the integrity and fulfillment of the Church Council's process

AP 1.0 Comprehensive Accountability Statement

The responsibility of the Church Council before God, and on behalf of the unchurched in our community and members of FUMC, is to ensure that FUMC, through the leadership of its Senior Pastor, (i) achieves fulfillment of the Mission Principles, and (ii) avoids violation of the Boundary Principals.

AP 2.0 Church Council Meetings

All normal Church Council meetings shall be open to the congregation. Meetings will be noted in the weekly bulletin and on the Church calendar found on the website, www.fumcorange.org. Members of the congregation are welcome to come listen to the discussion for the regular business of the council. If confidential matters need to be addressed by the Council, Council will move from the regular meeting to a Closed Session. Closed Sessions are not open to congregation members.

If any member wishes to bring a topic to the Church Council, the person must submit a request to the appropriate Church Council Task Team Champion who will determine if it requires Church Council attention. The Task Team Champion is to notify the Senior Pastor or Chairperson in advance that there is need for a congregation member to address the Council. Members and guest speakers will be notified of the date of the Council meeting for their presentation and will be allowed 10 minutes to present their topic. Any materials that are to be considered by the Council in advance of the meeting must be presented to the Task Team Champion, Chairperson, Secretary or Senior Pastor at least 7 days prior to the meeting for distribution to the Council.

2.1 An agenda for the Council meeting will be prepared and published 5 days prior to the Council meeting. The agenda will be published to the Church website, www.fumcorange.org.

2.2 Town Hall Meetings: The Church Council shall host a Town Hall meeting of the congregation once per quarter. The Town Hall meeting shall be hosted by the Church Council and Senior Pastor. The agenda of this meeting will be the activities of the Church Council and questions, issues and ideas from the congregation.

AP 3.0 Church Council Code of Conduct

On an annual basis the members of the Church Council shall sign the Church Council Covenant (see Appendix 1) as a means to govern their own spiritual and leadership development, as well as to ensure that members of the Church Council are maintaining a life of holiness.

AP 4.0 Disciplining the Process of the Church Council

The Church Council shall govern under the following guidelines:

- maintaining an outward vision rather than internal preoccupation;
- encouragement of diversity in viewpoints;
- strategic leadership rather than administrative detail;
- creating and maintaining clear distinctions between the roles of the Church Council and the staff;
- collective decision making rather than decisions made by individuals;
- emphasis on future rather than the past or present;
being proactive rather than reactive.

AP 5.0 Financial Management

The Task Team for Finance shall prepare and submit to the Church Council an annual budget for review and approval. The Task Team for Finance is responsible for managing the budget.

- A year to date budgeted expense increase of greater than \$1,000 per functional area must be submitted to the Church Council for their approval.
- The Senior Pastor shall inform the member(s) of the Church Council designated to address finances of any staff or volunteers that wish to spend beyond their budget.
- Budget deviations shall be reviewed quarterly by member(s) of the Task Team for Finance and shall be reported to the Church Council.
- Deviations shall be measured by year to date results.

The Task Team for Trustees shall prepare and submit to the Church Council all contracts for investment and services to the Church for review and approval.

AP 6.0 Hire/Termination of Staff

The Church Council shall hire and terminate staff consistent with goals and budgets of the Church.

AP 7.0 Roles and Responsibilities of the Church Council

In order to comply with the standards set forth in the Book of Discipline, the Church Council shall select the following roles for Board members:

- Sr. Pastor
- Chairperson
- 2 Trustee Reps – oversee matters of facility management
- 2 Finance Reps – oversee financial policy governance, budgeting, and other fiscal matters
- 2 SPRC Reps – oversee Staff Handbook governance, as well as the Senior Pastor's accountability
- Secretary
- [Lay Leader](#)
- 3 At Large

Church Council has the sole authority to approve matters of Finance, Trustees and SPRC except as delegated to the appropriate Task Team.

AP 7.1 Responsibility of the Chairperson: The Chairperson, selected by the Church Council, shall prepare and coordinate the meeting agenda with the Senior Pastor. The Chairperson shall communicate in advance to the Church Council meeting times and locations. The Chairperson enforces the integrity and fulfillment of the Church Council's process including the monitoring of the Senior Pastor's performance. The Chairperson is authorized to use a reasonable interpretation of the Accountability Principles as she or he acts to ensure the integrity of the Church Council's process.

AP 7.2 Responsibility of the Church Council Secretary: The role of the

Church Council Secretary is to maintain accurate minutes of meetings, work with the Chairperson to arrange and communicate the agendas for upcoming meetings and to ensure that Church Council materials are documented and stored in the appropriate manner. The Secretary shall ensure that copies of the Church Council minutes are available to any member of FUMC and are posted on FUMC's website.

AP 7.3 Use of Church Council Task Teams: Church Council Task Teams may be formed from time to time at the discretion of the Church Council, and shall be assigned discrete tasks to assist the Church Council in performing its duties, but never to interfere with the delegation of authority from the Church Council to the Senior Pastor, or with the work of the staff. Task Teams shall be championed by appropriate members of Church Council and may include both members of the Church Council and other FUMCO members.

AP 7.4 Responsibility of the Senior Pastor for Visionary Leadership: The Senior Pastor has the responsibility, authority, and accountability to serve as the primary leader of the church congregation and staff. If a question arises with regard to these Guiding Principles, the Senior Pastor shall seek the judgment of the Church Council.

AP 8.0 Monitoring the Performance of the Pastor

The Church Council's sole official connection to the operating organization of the church, its achievement, and conduct shall be through the Senior Pastor.

AP 8.1 Unity of Control: Only decisions of the Church Council are binding on the Senior Pastor.

AP 8.2 Accountability of the Senior Pastor: The Senior Pastor is the Church Council's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Church Council is concerned, is considered the authority and accountability of the Senior Pastor.

AP 8.3 Delegation to the Senior Pastor: The Church Council shall instruct the Senior Pastor through written principles that prescribe the mission to be achieved and establish the boundaries, allowing the Senior Pastor, in consultation with the Chairperson of the Church Council (see AP 1.3) to use any reasonable interpretation of these principles.

AP 8.4 Performance of the Senior Pastor: Systematic and rigorous monitoring of the Senior Pastor's job performance shall be evaluated with respect to the Senior Pastor's annual goals, the accomplishment of the Mission Principles, and operating within the Boundary Principles.

AP 8.5 Annual Goals of the Senior Pastor: The Senior Pastor shall be required to establish measurable goals in conjunction with the Church

Council each year that address the accomplishment of the Mission Principles.

AP 8.6 Annual Review of the Senior Pastor: Each year, the Church Council shall review the results achieved by the Senior Pastor on each of the annual goals. A merit increase or cost of living increase shall be considered based upon whether the Senior Pastor's goals have been exceeded, met, or not met. If goals have not been met, the Church Council may also support a performance plan with six-month goals to boost effectiveness to an acceptable level. This performance plan shall be made in consultation with the District Superintendent.

ARTICLE 4: ORGANIZATIONAL PRINCIPLES (OP)

Defining how the church will be organized for optimal operational efficiency and effectiveness

OP 1.0 The Head of the Church

Jesus Christ shall always be the Head of the Church and the Church shall always be the Body of Christ. All church leaders are to keep their eyes focused on Jesus Christ.

OP 2.0 Comprehensive Operational Statement

The church shall be organized in such manner as to promote efficient and effective decision-making with appropriate boundaries for checks and balances and appropriate levels of accountability.

OP 3.0 The Role of the Church Council

The Church Council shall function in the role of the Board of Directors of the church. Except as shall be specifically delegated, all legal authority shall vest in the Church Council and no person may legally bind the church to any obligation without the prior approval of the Church Council. The Church Council shall act on behalf of the church in accordance with the Book of Discipline and in compliance with these Guiding Principles. In the event of a conflict between these Guiding Principles and the Book of Discipline, the Book of Discipline shall take precedence.

OP 3.1 Chairperson's Contractual Authority: The Chairperson of the Board shall have authority to legally bind the church on contracts and obligations upon approval of the Church Council, subject to the Book of Discipline.

OP 4.0 The Role of the Senior Pastor

The Senior Pastor shall function in the role of president or chief executive officer of the church.

OP 5.0 Eligibility to be a Member of the Church Council

Individuals nominated to be a member of the Church Council shall be a member of the church, shall not be an immediate family member of any of the pastors, employees, or other Church Council members. The Church Council may make recommendations to the Nominations Task Team.

OP 6.0 Makeup of the Church Council

The Church Council shall consist of 12 lay members, the Senior Pastor and the Associate Pastor. For specific roles, see AP 7.0.

OP 6.1 Term Limits: Church Council members will serve in three year term classes such that one-third of the classes begin each year. Church Council members shall not serve more than six consecutive years.

OP 7.0 Voting Requirements

All members of the Church Council, including the Pastors and the Chairperson, shall have voting privileges. The Church Council may only take action requiring a vote when a quorum is present. A quorum of the Church Council is nine (9) members. A two-thirds vote in the affirmative of those members of the Church Council who are present at a meeting shall be required for passage of any item requiring a vote. At the discretion of the Chairperson, a vote on certain matters may be conducted by audio or video conference, or by electronic mail. A quorum must be present on any audio or video conference for action to be taken. A quorum of the Church Council must respond to any electronic mail vote. The Church Council Secretary shall keep such responses the same as minutes of a meeting.

OP 8.0 Removal from the Church Council

Upon the recommendation and approval of the Church Council, a member of the Church Council may be removed from the Church Council for cause. In this case, "cause" is defined to include, but not be limited to, excessive absenteeism from meetings or other functions of the Church Council, failure to take an active role in Church Council functions, or any other act or inaction deemed by the other members of the Church Council to be detrimental to the accomplishment of the Mission Principles.

OP 9.0 Church Council Vacancies

Any vacancy on the Church Council whether caused by voluntary or involuntary circumstances shall be filled by the Church Council following OP 5.0. The person selected to fill the vacancy shall serve for the full unexpired term of the replaced member.

OP 10.0 Administrative Committees under Paragraph 258 of the Book of Discipline

The Church Council shall assume and perform all duties and functions of the Administrative Committees that are set forth in Paragraph 258 of the Book of Discipline. The Board may take on the authority and duties of any of these committees as described in the Book of Discipline. Those committees are:

- Committee on Nominations and Leadership Development (Nominations)
- Committee on Staff Parish Relations (SPRC)
- Committee on Finance
- Board of Trustees

APPENDIX 1

First United Methodist Church of Orange Church Council Covenant

As a faithful disciple of Jesus who has answered the call of leadership by serving on the FUMC Church Council, I make the following covenant.

As a leader of FUMC, I commit to the following:

To live a life of holiness by growing in my love and devotion to Jesus Christ through daily discipleship practices.

To love and glorify God through my life and service in and outside of FUMC.

To always seek what is best in fulfilling FUMC's mission to "MAKE DISCIPLES OF JESUS CHRIST FOR THE TRANSFORMATION OF THE WORLD," and when necessary, putting my own personal preferences aside in order to accomplish that mission.

To enthusiastically support our pastors and staff by refusing to micromanage their work, but to hold the senior pastor accountable to the mission and vision as outlined in The Guiding Principles of the Church Council.

To support and encourage the work of the laity by calling all members to serve in the life of the church.

To actively participate in various ministries outside of the Church Council meetings.

To maintain total confidentiality regarding the contents of Church Council proceedings that have been deemed confidential.

To take the initiative to resolve any conflict that might arise between myself and other members of the church. Even in times of disagreement, to treat all people with kindness, gentleness, and respect.

To pray daily for fellow Council members, pastors, staff, and members of the Church.

To actively participate in leadership development opportunities throughout the year.

To welcome open communication, constructive criticism and courteous disagreement as part of healthy-- decision making.

To fully support all Church Council decisions outside of meetings.

To make every effort to faithfully attend and fully participate in Church Council meetings.

To continually fulfill my membership vows by generously giving of my time, talents, gifts (including working toward tithing), service, and witness, as well as calling upon my sisters and brothers in Christ to fulfill their membership vows.

Signed: _____

Date: _____

