

## **BETHEL INTERNATIONAL UNITED METHODIST CHURCH (“BIUMC”)**

### **LEADERSHIP BOARD MEMBER CRITERIA**

**LEADERSHIP BOARD OVERVIEW:** The overall purpose and function of the Leadership Board (LB) is to ensure that BIUMC is fulfilling its mission of “*making disciples of Jesus Christ for the purpose of transforming the world.*”

During the initial formation of the BIUMC Leadership Board, the inaugural 12 members were asked to read a book by Tom Bandy and Bill Easum entitled Winning on Purpose. Many of the tenets, governance structure and operational goals of the LB were taken from this book. It is recommended reading for any new LB member. Here is its statement on discipleship:

*When it comes to the church, the object of the game is to make disciples from the raw human material of every ethnicity. The object is not to find them, gather them, or improve them. The object is to make them. A disciple . . . is a learner—not a spiritual giant. The Twelve were called disciples from the first day they began to follow Jesus. The Great Commission is all about the inflow of people beginning their relationship with Christ, passing from death to life. The stakes of this mandate don’t call for balance but for passion. [p. 59]*

To this end, service as a member of the BIUMC Leadership Board requires significant dedication and commitment as described in this criteria document. Before completing the application, please read all of the material carefully and consider your decision prayerfully.

### **LEADERSHIP BOARD STRUCTURE and MEETING COMMITMENTS:**

The LB currently consists of 12 members (11 lay and the Senior Pastor) who meet faithfully at least once a month at a pre-determined time established in early January of each year. Special meetings may also be called by the LB Chair to discuss important time-sensitive matters, and at least four LB “retreats” for training and in-depth discussion of issues are planned into this annual calendar each year, typically on Saturdays from 8:30a-3:00p. LB Members are asked to commit their calendars and time to the regular meetings and the retreats through advance planning for attendance either in person or by phone.

The LB is the governing body of the Church, combining the responsibilities and duties of the former traditional Administrative Council, Board of Trustees, Staff/Parish Relations Committee, Finance Committee and Lay Empowerment Committee into one integrated board serving all the of these functions. The LB elects a chair and a vice-chair and appoints a secretary. The chair leads the LB with the assistance of the Senior Pastor. The vice-chair assumes responsibilities in the chair’s absence.

The LB is divided into four or more teams each covering an area of responsibility. Teams typically consist of three LB members each, with a team chair and at least two other members. The Teams currently are the HR (Human Resources) Team, Finance Team, Trustees Team and Lay Ministries Team. Teams function on a standing basis with role descriptions as developed by the LB. Teams may enlist others outside the LB to fulfill specific assignments on an ad hoc basis.. From time to time LB members may be asked to serve on a special task force to work on a particular short-term project or issue in addition to the regular duties of their Team.

**GENERAL RESPONSIBILITIES OF LB BOARD:**

- Conduct the interviewing and election of new LB members
- Review and approval of an annual budget that complies with the Guiding Principles
- Approval of significant expenditures/purchases in compliance with the Guiding Principles and BIUMC financial policies
- Approval of senior level hiring recommendations and Church policy and procedure statements, as amended from time to time
- Approval of facility construction, material facility upgrades and renovation, land acquisition or sale, material contractual obligations and decisions that affect the congregation as a whole
- Creation of task forces or study groups to look into and execute special projects
- Attendance at conferences and workshops as appropriate and visits to other churches
- Reading and discussion of selected materials

**LB TERMS OF SERVICE:** The length of service of lay members on the LB board will be as set forth in the Guiding Principles, and is currently a 3-year term with the ability to stay on for a second 3-year term after interview and evaluation with the Senior Pastor and LB chair. After serving 2 consecutive 3-year terms, a member must rotate off the LB for one year. A person may then submit an application to return to the LB. The following are important criteria discussed at each LB member evaluation:

- God's continued call to serve in this capacity
- Evidence of committed attendance at monthly and other LB meetings and retreats
- Participation and contribution to one's Team responsibilities
- Vote of confidence from the LB each year based on an annual review with the LB Chair and Senior Pastor, and at their discretion other participants
- Affirmation from the Charge/Church Conference

**GENERAL RESPONSIBILITIES OF LB TEAMS:**

**Finance Team:** Working in close conjunction with the BIUMC Finance Director/Treasurer, oversight of all financial planning and issues, preparation of budgets and budget assumptions for LB approval, preparation of monthly financial reports for LB review, approval of non-budget expenditure requests in compliance with Church financial policies and procedures, oversight of Church fund-raising activities, stewardship strategic planning, and financial compliance with Guiding Principles.

**Trustees Team:** Working in close conjunction with the BIUMC Church Administrator/ Office Manager ,oversight of general day-to-day administrative functions, oversight of facilities and grounds, oversight and planning for construction and repair projects, general on-going maintenance and long-term maintenance

planning, and solicitation of bids and estimates for such work in order to bring the best recommendations to the LB in compliance with the Guiding Principles.

**Human Resources:** Oversight of recruiting and hiring, approval of employment policies and salaries/benefits, approval of job descriptions, periodic review and amendment of staff performance evaluation forms, development of various Church policy and procedure statements in coordination with other LB Teams, handling of employee grievances and disputes in compliance with Guiding Principles.

**Lay Ministries:** Working in close conjunction with the Young Adults Ministry Director, oversight of all missions work, discipleship planning and vision, oversight of Church hospitality task force, community outreach planning and vision, oversight of BIUMC Welcoming Team activities, and oversight of Community Group ministries.

**LB MEMBER SELECTION:** The process for lay member LB nomination is the following:

--The BIUMC family is notified of position openings on the LB

--Those interested request application materials and the Lay Ministries Team, LB Chair and Senior Pastor identify potential LB candidates from those interested based on current LB make-up and needed skills

--Candidates complete and submit the written LB Member Application and are interviewed by the LB chair, the Senior Pastor and a representative from the LB

--The Senior Pastor and LB Chair formally recommend to the LB the agreed upon nominees best fitting the current needs of the LB for the Board's approval

**LB MEMBER QUALIFICATIONS:**

--Possesses a desire to live out the fundamental United Methodist membership vows of commitment *to prayers, presence, gifts, service and witness*

--Possesses a clear understanding and an ability to articulate the Mission of BIUMC as stated in the Guiding Principles, and the ways in which the Mission is fulfilled

--Pledges to adhere to a strict level of confidentiality regarding discussions and information presented by the LB and its Teams

--Pledges to make attendance and involvement at LB monthly meetings and retreats, whether in person or by phone, a *highest level priority*

--Demonstrates a lifestyle of discipleship through:

~a personal relationship with Jesus Christ

~a commitment to allocate devotional alone time each day

~a yearning for weekly BIUMC worship

~cheerfully tithing or progressively working toward it, while at the same time trying to live more simply, generously, and sacrificially

~performing a variety of servant roles in the Church and beyond

~participating in a Community Group relationship for mutual accountability, support, and spiritual growth

~examining one's self daily for personal care and enrichment

**LB MEMBER PERSONAL GOALS:**

--To seek first the kingdom of God (*Matthew 6:33*)

--To strive to see the big picture for the future of BIUMC, not getting bogged down in micromanagement of day-to-day functions

--To follow in Jesus' footsteps as a barrier-breaker with a desire to creatively work through the organizational, financial, and physical impediments to living into God's will and a "new day" for BIUMC

--To feel passionate about the power of prayer and its ability to move mountains (*Matthew 21:21-22*), melt hardened hearts and change the world

**LB MEMBER ACCOUNTABILITY AND EVALUATION:**

--Each LB member, including any staff sitting on the LB as a voting member, is reviewed annually by the LB chair and one or more additional board members to assess commitment, meetings and retreat attendance, vision, mission, Team role and duties fulfillment, active contribution and follow through, compliance with Guiding Principles and God's continued call

--All LB members also complete and submit annually a self-evaluation form prior to such review