

**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.”* The vision of BIUMC is *“to be an amazingly international Church where Faith is contagious and invitational”*.

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 of these functions.

Serving as a member of the BIUMC Leadership Board requires significant dedication and commitment as described in this criteria document. Before completing the LB application, please read this carefully and prayerfully consider your decision to apply.

LB STRUCTURE and COMMITMENTS:

Composition and Officers:

The LB consists of 15 members (13 lay, the Senior Pastor and Korean Pastor). Officers are elected annually at the January meeting.

- The Pastors are non-voting LB members.
- The Chair leads the LB with the assistance of the Senior Pastor and does not serve on a LB Team.
- The Vice-chair assumes responsibilities of the Chair in the Chair’s absence.
- The Secretary records minutes of LB meetings and retreats and does not have to be a LB Member.

Time Commitment:

Attendance at all meetings and retreats (either in person or by phone) is an important commitment of being a LB Member.

Monthly meetings – held on a weeknight as scheduled by the Chair, may be waived for lack of business or quorum, or combined with Retreat sessions

Retreats – scheduled periodically (typically 2-4 per year, usually held on Saturdays)

Special meetings – as needed, at the call of the Chair or Senior Pastor

Team meetings – as needed to fulfill the responsibilities of the designated Teams

LB Teams:

The LB is divided into four or more Teams with each Team covering an area of responsibility. Teams typically consist of three LB members, with a Team chair designated from among the Team members. Team role descriptions are developed by the LB. Teams may enlist others outside the LB to fulfill specific assignments on an ad hoc basis. LB members may be asked to serve on a special task force to work on a particular short-term project or issues in addition to the regular duties of their Team. The current Teams are as follows (see page 2 for detailed descriptions):

Human Resources (HR)

Finance

Trustees

Lay Ministries

LB Term of Service:

LB members are asked to commit to a 3-year term, with the ability to apply for a second 3-year term. 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.

Annual Evaluations:

Individual LB member evaluations, as well as a Group LB evaluation will be completed annually. Evaluations will be used to determine overall effectiveness of the LB. The annual evaluation may also be used as the basis for individual continued service on the LB or removal for lack of participation and/or ineffective leadership.

GENERAL RESPONSIBILITIES OF LB:

- Set and review annual ministry priorities for the congregation
- Evaluate the Senior Pastor annually
- Review Guiding Principles annually and revise as needed
- Uphold the Guiding Principles as approved by the LB
- Conduct the interview and election of new LB members
- Review and approve an annual budget including operations and ministries
- Approve significant expenditures/purchases
- Approve senior level hiring recommendations
- Approve Church personnel policies
- Approve material facility upgrades and renovation, material contractual obligations and financial decisions that affect the congregation as a whole
- Work within the designated District structure on matters involving facility construction, land acquisition or sale
- Create task forces or study groups to explore and execute special projects

GENERAL RESPONSIBILITIES OF LB TEAMS:**Finance Team:**

Working in close conjunction with the BIUMC Finance Director/Treasurer, oversee all financial planning and issues; prepare budgets and budget assumptions for LB approval; prepare monthly financial reports for LB review; approve non-budget expenditure requests in compliance with Church financial policies and procedures. The Team also oversees Church fund-raising activities, stewardship strategic planning, and financial compliance with Guiding Principles. The Team insures Annual Conference reporting requirements are met.

Trustees Team:

Working in close conjunction with the BIUMC Church Administrator/Office Manager, oversee general day-to-day administrative functions; review insurance policies annually; oversee facilities, grounds and property; plan for construction and repair projects; overs general on-going maintenance; develop a plan for long-term maintenance; and solicitation of bids and estimates. The Team insures Annual Conference reporting requirements are met.

Human Resources Team:

Oversee recruiting and hiring of Church staff, recommend employment policies and salaries/benefits to the LB, approve job descriptions, periodically review staff performance evaluation forms, develop Church policy and procedure statements in coordination with other LB Teams, and manage employee grievances and disputes.

The Team leads the Senior Pastor's annual evaluation process and insures Annual Conference reporting requirements are met.

Lay Ministries Team:

Oversee all missions work, discipleship planning and vision, Church hospitality task force, community outreach planning and vision, Welcome Team activities, and Community Group ministries.

LB MEMBER SELECTION:

The process for selecting lay members of BIUMC to serve on the LB is as follows:

- The BIUMC family is notified of openings on the LB
- Candidates complete the LB Member Application and submit it to the Senior Pastor
- Candidates are interviewed by the LB chair, the Senior Pastor and a representative from the Lay Ministries Team
- The Senior Pastor and LB Chair formally recommend to the LB the candidates who best fit the current needs of the LB for the Board's approval
- During the BIUMC annual Charge Conference, a vote is taken to ratify the selection of new LB members

LB MEMBER QUALIFICATIONS:

- Is a Member of BIUMC
- Demonstrates 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 and Vision of BIUMC, and the ways in which the Mission and Vision are fulfilled
- Pledges to adhere to a high level of confidentiality regarding discussions and information presented by the LB and its Teams
- Strives to see the big picture for the future of BIUMC rather than attempt to micro-manage day-to-day functions
- Pledges to make attendance and involvement at LB monthly meetings and retreats a high priority, whether in person or by phone
- Demonstrates a lifestyle of discipleship through:
 - ~a personal relationship with Jesus Christ
 - ~a commitment to daily devotional time
 - ~a yearning for weekly BIUMC worship
 - ~cheerfully tithing or progressively working toward that goal, while at the same time trying to live more simply, generously, and sacrificially
 - ~involvement with a variety of servant roles in the Church and beyond
 - ~participation in a Community Group or Sunday School relationship for mutual accountability, support, and spiritual growth
- Successful completion of a background check after the candidate interview process