

# New Town United Methodist Church Charter

## Adopted November 26, 2018

Jesus Christ is the head of the church.  
*“He is the head of the church.”* Colossians 1:18a

1. **PURPOSE.** This Charter outlines the structure and responsibilities of the governing arms of New Town United Methodist Church and is designed to be pro-active in flow and staffing.

2. **DEFINITIONS.**

**Book of Discipline (“BOD”):** This is the guiding document of the United Methodist Church. All affiliated church bodies must conform to its rules and regulations, and must not conflict within its own charters.

**New Town United Methodist Church (“NTUMC”):** Is the church body, currently located in Williamsburg, Virginia. It is a connectional member of the United Methodist Church.

**Charge Conference:** This is the basic unit in the connectional system of the United Methodist Church and comprises all member of **NTUMC**. The Charge Conference meets annually and carries out the business of **NTUMC**, as laid out in the *Book of Discipline*.

**Church Conference:** A Church Conference may be convened to encourage broader participation by all church members. It may be called at the discretion of the District Superintendent or requested by the Lead Pastor, the Leadership Board or 10 percent of church membership.

**Member:** Member shall mean any active member of **NTUMC** that is in good standing.

**Director:** Director shall mean an employee of New Town UMC that was given the title of Director of a department at the church.

**Policies and Procedures Manual:** The Policies and Procedures Manual is compiled by the Leadership Board (“**LB**”) and kept in the **NTUMC** office denoting the basic operational procedures for **NTUMC**, as established by the **LB**.

### 3. GOVERNING BODIES.

*Submit to one another out of reverence for Christ.” Ephesians 5:21*

*Paul teaches us that there is to be mutual submission between Christians and one another, bearing one another’s burdens; not advancing ourselves one above the other; not domineering one over the other or giving laws to one another. It is in the spirit of this verse that the various teams function, relating to each other with mutual submission and respect.*

#### 3.1 Leadership Board (“LB”)

- 3.1.1 Purpose:** The LB serves the church as the author, guardian and champion of the purpose, core values, and long-range vision of the church and provides for its administration. The LB has general oversight of the life of the church. The LB is responsible to ensure that the church fulfills the charge given to it by the Charge Conference. The LB is the communication link between the congregation and the District and Annual Conferences through the District Superintendent, the Pastor(s) and the Lay Member to the Annual Conference. The objective is to ensure that we remain balanced in our purposes and true to the vision of our church and that our church goals and decisions are consistent with our purpose statement and move us toward our vision.
- 3.1.2 Relationship to Ministry Leadership Team (“MLT”):** The LB delegates the leadership and organization of the church in its daily life to the Lead Pastor, with the assistance of other Clergy and the MLT, operating within this charge, their specific job descriptions and guidelines from the *Book of Discipline*. The LB has the prime responsibility to hold the MLT accountable for its responsibilities and decisions.
- 3.1.3 Eligibility:** All members of NTUMC are eligible to be part of the LB. Application procedure and process shall be set by the LB. In accordance with the *Book of Discipline*, no staff member or immediate family member of a pastor or staff member may serve on the LB. Immediate family members residing in the same household may not serve on the LB concurrently and must observe a one-year absence from the LB between terms.
- 3.1.4 Make-up:** The LB shall be comprised of nine (9) lay members of the congregation, a Trustee representative (must be a member of NTUMC) and the Pastors, including the Lead Pastor and any other Clergy assigned to the Church. The Pastoral team shall have one (1) vote on the LB, carried by the Lead Pastor, except in his/her absence, it may be delegated to another member of the pastoral team. In accordance with the *Book of Discipline*, at least one-third of the lay members of the LB (not including the Trustee representative)

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shall be women and at least one member shall be a young adult. For the purpose of this charter, young adult shall mean anyone under the age of 36 at the beginning of his/her term.

- 3.1.5 Selection and Term:** The lay members of the LB (not including the Trustee Rep) shall be selected by a sub-group of the three (3) classes with three (3) members each. One class will be selected annually and each class will serve a three (3) year term. A term shall be a calendar year, running from January through December. Application procedures and process shall be set by the LB and kept in the Policies and Procedures Manual. The Trustee Representative shall be appointed by the Trustee Chairman each January for a term of one (1) year.
- 3.1.6 Additional Term(s):** Members of the LB may be selected to serve additional term(s) after a minimum one-year absence from the LB, with the exception noted in §3.1.7.
- 3.1.7 Vacancy:** In the event of a vacancy mid-term, or if the Nominations Committee is unable to find an eligible Member to join the LB at the beginning of a term, the LB shall fill the position by appointment of a qualified Member, *Book of Discipline*, §252. Under these circumstances and requiring a quorum (7 members) vote of the LB, a member of the LB may be asked to continue and serve one (1) additional 3-year term.
- 3.1.8 Meetings:** The LB shall meet at least monthly and use a consensus / discernment model for decision-making. For matters requiring a consensus or vote, a quorum is established at seven (7) voting members. The Lead Pastor will communicate agenda items for each LB meeting to the Chairperson in advance of each meeting, so that the Chairperson may prepare an agenda to be distributed to the LB members prior to the meeting. For exceptional circumstances where a quick vote is needed before the regularly scheduled meeting, the LB Chairman may request a vote by e-mail. In which case, once a majority of the LB members have responded in the affirmative, the motion shall be considered approved.
- 3.1.9 Transparency:** All LB meetings are open for church members to attend except when the LB is convened to fill a Staff Parish Relations function.
- 3.1.10 Officers:** The Annual Charge Conference shall elect a Chairperson, Nominations Chair, Staff Parish Relations Chair, Finance Chair, Lay Leader (optional), Lay Member to the Annual Conference and Recording Secretary to serve for the subsequent year. These positions shall be elected from the Nominations report presented by the Nominating Committee at the Charge Conference.
- a) Chairperson:** The Chairperson shall be responsible for setting the agenda, with input from the Pastor(s), and running the LB meetings. At

the first meeting of the year (January), the Chairperson shall appoint two (2) additional members of the LB to each of the following three (3) standing subcommittees – Nominations, Finance and Staff Parish Relations – the Finance Chair, Nominations Chair and Staff Parish Relations Leader, elected at the annual Charge Conference pursuant to §3.1.10, shall be the Leader of their respective Committees. The Chairperson, with input from the LB, shall also appoint a Vice-Chairperson at the first meeting of the year (January). The Trustee Representative is not required to serve on one of the standing committees.

- b) **Vice-Chairperson:** The Vice-Chairperson of the LB shall assist the Chairperson in preparing for meetings and anything else so delegated by the Chairperson.
- c) **Staff Parish Relations Chair:** The Staff Parish Relations Leader shall be the Chairperson of the Staff Parish Relations Committee and be responsible for preparing, with Committee input, the annual clergy evaluation for the District.
- d) **Treasurer / Finance Chair:** The Finance Chair shall disburse all money contributed to causes represented in the local church budget and such other funds and contributions as the church council may determine; shall make regular and detailed reports on funds received and expended to the committee on finance and the church council.
- e) **Secretary:** The Secretary shall be responsible for taking the Minutes of each LB Meeting, preparing them for review and presenting to the LB for approval at the subsequent LB Meeting.
- f) **Lay Leader (optional):** The Lay Leader should foster awareness of the role of laity, meet with the pastors to discuss the state of the church and the needs for ministry, serve on various committees of the church as defined in the BOD, advise the LB of the needs of the laity, and inform the laity of training opportunities provided by the annual conference.
- g) **Lay Member to the Annual Conference:** The Lay Member appointed to the Annual Conference shall represent the church laity at annual conferences.

**3.1.11 Subcommittees:** The LB shall maintain three (3) standing Subcommittees – Nominations, Finance and Staff Parish Relations.

- a) **Nominations Subcommittee:** The Nominations Subcommittee shall work with the membership to identify potential LB members and review LB applications for each term, as well as make recommendations to the NTUMC annual Charge Conference for the positions of Chairperson, Nominations Chair, Staff Parish Relations Chair, Finance Chair, Lay

Leader, Lay Member to the Annual Conference and Recording Secretary, which shall be elected at the Charge Conference pursuant to §3.1.10 in the *Book of Discipline*, §249.

- b) **Finance Subcommittee:** The Finance Subcommittee shall be members of the full finance committee whose duties are outlined in §3.5.
- c) **Staff Parish Relations Subcommittee (SPR):** The SPR subcommittee will be convened to handle emergency personnel matters, any disagreement or problems with staff members, and other duties as outlined in the BOD.

**3.1.12 Policies and Procedures:** The LB shall be responsible for approving all policies and procedures not directly covered in this charter. These documents shall be maintained in a Policy and Procedures Manual maintained by the Lead Pastor and kept in the Lead Pastor's office. It may be viewed, as needed by any member of the MLT, LB, or Member of NTUMC, upon request.

### **3.2 Staff Parish Relations (“SPR”)**

**3.2.1 Purpose:** The primary purpose of the SPR Committee is to handle all personnel related issues as defined in the BOD. Its meetings are confidential and may only be attended by SPR members. A sub-group of at least five (5) members shall be required to address any conflicts brought to it by any member of the MLT.

**3.2.2 Make-up:** The SPR Committee shall consist of all LB members. Clergy other than the Lead Pastor may not be present during meetings when the evaluations of other clergy are being discussed. It is headed by the SPR Chairperson.

**3.2.3 Clergy:** The Lead Pastor is responsible for the hiring all staff positions with the approval of the SPR. This responsibility can be delegated to another clergy MLT member or it can be given back to the SPR committee according to the preference of the Lead Pastor.

**3.2.4 Meetings:** Regular meetings of the SPR will take place immediately following the monthly LB meetings, when necessary. A special meeting may be convened at the request of the Lead Pastor or the SPR Leader.

### **3.3 Ministry Leadership Team (“MLT”)**

The appointed pastor, by his/her ordination, is required to ‘order the life of the church.’ *Book of Discipline*, 2012 (paragraph 340, pg. 267).

**3.3.1 Purpose:** The MLT is the core leadership team of New Town UMC and as such, leads and administers the day-to-day operations in the life of the church.

The primary purpose of the MLT is to serve God, the people and ministries of the church by providing leadership and direction to the body to fulfill our purpose, embrace our core values and achieve the long-range vision of the church.

- 3.3.2 Make-up:** The MLT shall be headed by the Lead Pastor and made up of the Associate Pastor(s) and all Directors on staff at New Town UMC.
- 3.3.3 Responsibilities:** The MLT is responsible for creating a congregational culture where God is the center and focus, within which the lost are saved, the saved are folded in and nurtured, the nurtured grow and are matured in the faith and all reach out to touch the lives of the lost by:
- a) Meeting regularly to pray and discuss issues related to NTUMC;
  - b) Carrying out the responsibilities of their individual job descriptions and upholding the responsibilities outlined in the *Book of Discipline*
  - c) Working within the guidelines of this charter;
  - d) Envisioning, planning for and approving new ministries;
  - e) Overseeing, monitoring, and reviewing, at least annually, the fruitfulness and effectiveness of ministries for continuation, reordering, or cessation;
  - f) Providing the resources to teach, train, encourage, and grow all believers as disciples of the Lord Jesus;
  - g) Maintaining expenditures and reallocating funds as necessary within the approved budget;
  - h) Maintaining open, supportive, and trust-filled relationships with the Leadership Board (LB), peers, members and ministry leaders.
- 3.3.4 Day-to-day Operations:** The Lead Pastor, with the assistance of the MLT, is responsible for making decisions relative to administering the daily life of the church. Under the authority and guidance of the Lead Pastor, the MLT shall implement all human resource and employee relations functions for all staff including recruitment and termination of non-MLT staff. The Lead Pastor shall have the authority on behalf of the LB and New Town UMC to sign all employment contracts and affirm any necessary terminations. Non-MLT staff will have the right to appeal decisions to the LB in its SPR role.
- 3.3.5 Relationship to Leadership Board:** The MLT is directly accountable to the Lead Pastor, and through him/her to the LB. As necessary, the composition of the MLT may be changed by the LB, in consultation with the Lead Pastor.
- 3.3.6 State of the Church Report:** The MLT, through either the Lead Pastor or Associate Pastor, shall provide the LB with an update of the various ministries of the church annually at the August meeting of the LB, so the LB can assist the MLT in making changes to existing ministries, adding new ministries or removing ministries, as necessary. The Lead Pastor, at his/her discretion, may

ask the leaders of the various Ministries to attend the LB meeting to present their specific reports.

### **3.4 Board of Trustees.**

- 3.4.1 Purpose:** The Trustees are responsible for the ongoing supervision, oversight, care and adequacy of all real and personal property, including endowments and equipment, owned and/or operated by NTUMC.
- 3.4.2 Make-up:** The Trustees are comprised of up to nine (9) lay members of the congregation. In accordance with the *Book of Discipline*, one-third of the Trustees shall be women.
- 3.4.3 Selection and Term:** The members of the Board of Trustee shall be selected by the Nominations Committee of the LB as a sub-group of the three (3) classes with three (3) members each. One class will be selected annually and each class will serve a three (3) year term. A term shall be a calendar year, running from January through December. Application procedures and process shall be set by the LB and kept in the Policies and Procedures Manual. Trustees are not required to be a Member of NTUMC, but at least two-thirds of Trustees shall be professing members of The United Methodist Church and the chairperson shall be a professing member of NTUMC, pursuant with the BOD §§258.1, 258.3).
- 3.4.4 Relationship to LB and MLT:** The Board of Trustees is accountable to the LB and relates to the MLT through the Lead Pastor and to the LB through direct representation as a voting member of the LB.

### **3.5 Finance Committee**

- 3.5.1 Purpose:** The Finance Committee is a permanent committee responsible for all New Town UMC finances.
- 3.5.2 Make-up:** This Committee will be comprised of the LB Finance Chair who will be its chairperson as well as the other 2 members of the LB finance subcommittee. In addition, othermembers of the congregation or regular attenders may be asked to join by the LB with help from the nominating committee.
- 3.5.3 Selection and Term:** Non-LB members will serve a three-year term with successive terms permitted. LB members serve when part of the LB finance subcommittee.
- 3.5.4 Relationship to LB:** This committee is accountable to the LB and relates to it through the LB Finance Chair.
- 3.5.5 Responsibilities:** The Committee is responsible for:

- a) compiling annually a complete budget for the local church and submitting it to the LB for review and adoption,
- b) developing and implementing plans for raising sufficient income to meet the budget adopted by the LB,
- c) administering the funds received according to instructions from the LB, including provisions for bookkeeping, check writing, and the recruitment and training of people to take the offering,
- d) encouraging the congregation to tithe and have an attitude of generosity,
- e) establishing written financial policies to document the internal controls of the local church, and
- f) making provision for an annual audit of the financial statements of the local church, its organizations and accounts.

- 4 Charter Amendments.** This document is in harmony with the *Book of Discipline* and can be changed through a recommendation by a quorum (7 members) of the Leadership Board and upon approval of the District Superintendent and Lead Pastor, as required by the *Book of Discipline*. In the event of a conflict, the *Book of Discipline* takes precedent in all matters.
- 5 Policies and Procedures Manual.** Upon adoption of this charter, all policies and procedures adopted prior to the date of this charter shall no longer be in effect. At the first LB meeting after the adoption of the Charter, the LB shall approve all new policies and procedures for New Town UMC, pursuant to §3.1.12.
- 6 Entire Charter:** This Charter is the full and complete charter for the New Town UMC and replaces any prior charters passed prior to its adoption.