

## McPherson First United Methodist Church Guiding Principles

### ***Building Maintenance Team Guiding Principles Approved 2/15/2023***

- Any member of the Building Maintenance Team has authority to purchase supplies for building, vehicle and grounds maintenance up to \$100 without approval.
- The Building Maintenance Team has authority for expenditures and purchase of supplies for building, vehicle and grounds repair and maintenance from a specified budget line item up to \$10,000 without approval.
- Any Building Maintenance Team proposal for expenditures and purchase of supplies for building, vehicle and grounds repair and maintenance from a designated fund (i.e., Maintenance Fund, Trustees Maintenance, or Memorials) must receive Lead Pastor preapproval regardless of amount.
- Any Building Maintenance Team proposal for building, vehicle and grounds improvements or remodels must receive Lead Pastor preapproval for any amount under \$5,000. (Rationale: even an improvement or remodel project as simple as adding a lock to a door could have implications on another team or program area. The Lead Pastor is responsible to identify and discern the many and occasionally conflicting needs as we build the Kingdom of God. It will often save time and effort if the proposal is first considered at the ballpark estimate stage.)
- Any Building Maintenance Team proposal for building and grounds improvements or remodels must receive Leadership Board preapproval for any amount over \$5,000. (Rationale: any major improvement or remodel project likely has implications on other teams or program areas. These larger projects fall under the governance duty of the Leadership Board to identify and discern the many and occasionally conflicting needs as we build the Kingdom of God.)
- Improvements and remodels over \$10,000 should offer bid options and project alternatives along with the rationale for their best recommendation.
- Changes to Building Usage Policy, etc. are the responsibility of the Leadership Board, although Building Maintenance Team suggestions are welcome.
- All building, vehicle and grounds insurance policies are a Building Maintenance Team budget line item. As such, they shall be reviewed, negotiated and renewed by the Building Maintenance Team. The Building Maintenance Team will send notice including budget variance and coverage summary to the Leadership Board for informational purposes after every change or renewal as well as placing a complete policy copy to be filed in the office.

\* Definitions: After “repair and maintenance” is complete, the item is substantially the same. Replacing the opener of door #1, repainting the walls in the women’s restroom, fixing a door knob, getting the current HVAC system running again, servicing the van, and trimming trees are just a few examples of repair and maintenance. After an “improvement or remodel,” the item has more or different characteristics. For example, replacing an un-keyed lock with a keyed lock, remodeling a restroom, installing a new HVAC system, and planting a new tree all substantially change an existing or new item. We cannot define every scenario. As such, there will be gray areas such as how much work can be done in a restroom before it becomes a remodel job. The Building Maintenance Team is encouraged to have a conversation with the Lead Pastor to discern each gray area as they arise. Once we have more experience, the number of gray areas will likely decrease.

## McPherson First United Methodist Church Guiding Principles

### *Guiding Principles Approved 3/22/2023; Revised 11/15/2023; Revised 1/24/2024*

- Beginning 1/1/2023, all references to Church Council, Board of Trustees, Staff/Parish Relations Committee, and Finance Committee in congregational policies approved prior to 2023 (and in the Book of Discipline) shall be understood to refer to the Leadership Board.
- Once the annual budget is approved, the staff and team leaders in various ministry areas have authority to spend their budget to align with the objectives for their ministry area approved by the pastor. No further approval is needed to access the budget in their area of responsibility.
- The treasurer must be consulted concerning any single purchase or expenditure over \$5,000 for purposes of cash flow. The treasurer does not approve or deny the purchase, but rather confirms large purchases will not create cash flow issues.
- The authority to hire and terminate employees of the church shall be vested in the Leadership Board, utilizing the policies in the Staff Policy Manual. The Board shall have the sole authority to determine the number of staff positions, approve job descriptions for each staff member, and set the salary paid to each staff member. The Leadership Board delegates to the Lead Pastor the authority to supervise, discipline, and manage paid staff.
- The Lead Pastor will review all paid staff annually using the approval evaluation process in the employee manual. Those evaluations will then be shared with the Leadership Board in Executive Session. Paid staff will review unpaid staff/team and leaders annually using the same evaluation process.
- The board recognizes the current approved policies:
  - The Building Usage Contract
  - 2021 Sunday Service Emergency Protocols
  - TThe Policy & Procedures Manual 1/1/2023
- All meetings of the Leadership Board shall be open to the public, with the exception of any meeting (or portion of a meeting) in which a personnel or a matter of legal negotiations is considered. In those cases, the Leadership Board will transition into executive session. Minutes of executive session agenda items concerning personnel matters will be kept separately as part of the SPRC files.
- Leadership Board members are nominated by a separate and independent Committee on Nominations and Leadership Development, chaired by the pastor, and elected by the Charge Conference as described in the Book of Discipline. The Nominations Committee will be responsible for developing new leaders and equipping them for future Leadership Board positions.
- Due to Leadership Board's serving as the congregation's SPRC, no immediate family member of the pastor or other paid staff person may serve as a voting member of the Leadership Board.
- Due to serving as the congregation's Board of Trustees, only church members of the age of 18 will be eligible to serve on the Leadership Board.
- Compensation for the Lead Pastor and all appointed clergy will be determined by a Church Conference. Recommendations for the pastoral compensation will be made by the Leadership Board (as part of SPRC duties) and voted on by the Church Conference.

## McPherson First United Methodist Church Guiding Principles

- When a Leadership Board vacancy occurs in between Church Charge Conferences, The Committee on Nominations and Leadership Development nominates and the Leadership Board confirms an individual to fill the remainder of that three year term. Any individual serving less than 24 months will be eligible to be considered for a consecutive full three year term.
- There are many times when a Leadership Board, staff or team member might have close knowledge or relationship with a potential provider or employee. Such individuals will recuse themselves from any conflict of interest votes. Lead Pastor or the Leadership Board may discern whether that knowledge or relationship rises to the level of conflict of interests on a case by case basis.
- A staff adjacent Lay Leader may be included in SPRC executive session on pastoral matters when the Leadership Board discerns a minimal conflict of interest.
- A quorum of the board requires five voting members present.
- *Elections.* The Leadership Board Chair and Vice-Chair are elected annually at the first Leadership Board meeting of the new calendar year. Nominations can be received from the floor and approved by a simple majority vote of the Leadership Board's voting members.
- *Terms.* The Chair and Vice-Chair are elected to serve one-year terms. They can serve consecutive terms in office for the length of their term as a member on the Board. It is the intent of the Board to provide continuity in leadership and keep members in their officer roles for their term of service on the Board. The annual election process allows for changes to be made in leadership as needed.
- *Vacancies.* If there is a vacancy in the Chair position, the Vice-Chair will serve the remainder of the calendar year. The Leadership Board will then elect a new Vice-Chair to serve the remainder of the calendar year. If there is a vacancy in the Vice-Chair position, the Leadership Board will elect a new Vice-Chair to serve the remainder of the calendar year.