



## Leadership Team Roles and Responsibilities

### **Role and Structure of Leadership Team**

The functions traditionally held by the Church Council, Finance Committee, Trustees and SPRC are rolled into the Leadership Team, consisting of nine lay members of the church, the Lead Pastor, the Associate Pastor(s) and an Executive Director.

### **Membership on a Leadership Team**

Members of the Leadership Team are to be spiritually mature Christ-followers who are passionate about the mission and vision of CUMC and spiritually gifted and called to be part of this team.

The Leadership Team will consist of nine lay members serving in three rotating classes, with each three-person class serving a three-year term.

The Lead Pastor, appointed Associate Pastor(s) and the Executive Director are permanent members of the Leadership Team and comprise the Executive Team. They meet on a regular basis to discuss routine matters and report as needed to the Leadership Team.

### **Leadership Team Responsibilities**

The Leadership team has the following responsibilities:

- Providing spiritual and strategic leadership to the ministries of the church ensuring that the work of the church is aligned with the mission and vision of CUMC
- Providing oversight and counsel for the day-to-day operations of the church including issues related to staff
- Monitoring the finances of the church and recommending an annual budget to be approved by the Church Conference
- Completing annual evaluations for the Lead Pastor and Associated Pastor(s)

### **Nominations to the Leadership Team**

A call for nominations will be made to the congregation for at least two months. A person interested in serving on the Leadership Team or someone wishing to recommend someone else may forward their names to the Leadership Development Team. As part of the discernment and nominating process, the Leadership Development Team reviews congregational recommendations and invites people to consider nomination. The Leadership Development Team interviews potential candidates and completes a profile of the candidates that includes their experience and spiritual gifts.

### **Leadership Development Team**

The role of the Leadership Development Team is to prayerfully discern and recommend leaders for CUMC. There will be 6 rotating members from the congregation at-large on this team, each serving a

three-year term with two members rotating off each year, plus the pastors and one Leadership Team member appointed by the chair to act as a liaison for the Leadership Team. The Leadership Team liaison will have a voice, but no vote, and informs the Leadership Development Team of roles and expertise is needed for the upcoming terms. The Leadership Development Team is responsible for reviewing all applications and can make additional recommendations of who they think would best be suited for the Leadership Team. Nominations must be received by June 1. The Leadership Development Team submits their recommendations to the Leadership Team by the August Leadership Team meeting for affirmation. Final slate of nominees is determined by October 1. The slate of nominations is presented for approval at a Church Conference in the fall of each year.

### **Vacancy Guidelines**

In the case of an unexpected vacancy before a person's term expires, the following guidelines will be followed. For one or two vacancies with 6 months or greater before the end of term, the Leadership Development Team will recommend candidates to be approved by the Leadership Team. For one or two vacancies less than 6 months before the end of term, the vacancy will be filled as part of the next rotation and approved at the church conference unless the Leadership Team discerns that the position needs to be filled immediately. If there are more than two vacancies, the Leadership Development Team will recommend candidates to be affirmed by the Leadership Team. A special church conference will be called to approve the nominations.

### **Eligibility Requirements for Leadership Team**

Leadership Team members must have been a member of Culpeper UMC for at least one year. A Leadership Team member may request to serve a second consecutive term by submitting their interest to the Leadership Development Team. A Leadership Team member may not serve more than two consecutive terms. When a person's second term on the Leadership Team ends, he/she must take at least one year off before being eligible to be elected to serve again. Staff members other than the Pastors and Executive Director are not eligible to be on the Leadership Team. Family of all staff members living in the same household are not eligible to be on the Leadership Team. Family members living in the same household as a current Leadership Team member are not eligible to be on the Leadership Team.

### **Leadership Team Meeting Requirements**

The Leadership Team will meet 10-12 times per year, plus any additional called meetings as needed. The nine lay members on the Leadership Team have voting rights. There must be at least five lay members at the meeting for a quorum. There must be a motion and a second to bring an item to a vote. Motions pass by a simple majority except as otherwise required by conference rules. Votes may be requested by email for important matters needing immediate attention in between the regularly scheduled monthly meetings.

One person shall be designated to take meeting minutes. Draft meeting minutes should be sent within one week after the meeting to the Leadership Team for corrections and comments. After corrections have been made, the minutes will be approved by a vote at the next Leadership Team meeting. There will also be a Meeting Summary Report, which excludes any confidential matters discussed at the meeting, and may include additional details to provide background and important information to be

shared. This summary report is an important communication tool for information and transparency, and will be posted on the CUMC website, in the Chimes, and made available in the display racks.

### **Leadership Team Expectations**

Leadership Team members should make every effort to attend meetings. Request for an excused absence should be sent to the Chair and Executive Team in advance of the meeting and will be approved at the discretion of the Chair. Serving on a Leadership Team is a great responsibility, and all members of the Leadership Team need to play an active role, including their assigned role on committees and work group teams throughout their tenure on the Leadership Team. In the very unlikely event that the leadership team has consensus that a voting member is not fulfilling his/her role, the chair will notify that team member that they are excused from serving the remainder of their term. The vacancy guidelines will be followed concerning replacement.

### **Leadership Team Roles**

At the first meeting of the Leadership Team each calendar year, the Leadership Team, the team elects the following from its lay members:

- Chairperson
- Human Resources chair to consult with the Pastors and Executive Director on staff issues
- Finance and Stewardship chair to consult with the Executive Director on issues related to church finances
- Trustees to consult with the Executive Director on property and facility issues
- Lay Delegate(s) to the Annual Conference

The remaining lay members will be assigned a role on the Human Resource Team, Finance and Stewardship Team, or as a Trustee.