



Guiding Principles

Mission Statement

- To make disciples of Jesus Christ for the transformation of the world.

Vision

- To Know Christ and Make Christ Known.

Goals

- To create a vibrant, joyful, spirit filled Worship experience (that will grow by 100% - 240 persons worshipping) adding a service with a contemporary focus (within 5 years).
- To create a fun, family based Children's Ministry (age 5 through 5th grade) that reaches into the community, with volunteers that are led and equipped by a paid staff person (that will minister to 50 children in 5 years).
- To create a community driven, dynamic, mission-based Youth Ministry and a Young Adult Ministry (6th – 12th grade and Post-High school) that will double in size (to 28 persons) and develop new believers.

Mission Principles

G.G.S.G. – God's Great Saving Grace.

- Gather – We will reflect Christ as a welcoming presence as we gather the community into His love.
- Grow – We will grow as disciples in our relationship with Christ and with one another by understanding and applying Biblical truths and living the values modeled by Christ.
- Serve - We will discover and use our God given spiritual gifts to freely and joyfully serve the community and the world.
- Go - We will go into the community and the world to communicate God's great saving grace.

Herein after, Newburg United Methodist Church will be referred to as NUMC, Church Council will be referred to as Council and Christian Staff Resource (formerly Staff Parish) will be referred to as CSR.

Boundary Principles

BP 1 Comprehensive Boundary Statement

The Lead Pastor shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, unethical or unbiblical; or that is in conflict with the ethical standards for clergy of the Susquehanna Conference of the United Methodist Church and The Book of Discipline of the United Methodist Church. The Lead Pastor shall not violate the boundaries and guiding principles of NUMC. These principles shall also apply to all Council members, members of the staff and those serving in leadership positions who are under the supervision of and held accountable to the Lead Pastor.

BP 1.1 Biblical and Moral Integrity

With regard to leading, teaching, and equipping the church, the Lead Pastor shall not fail to uphold the high standards of Biblical teaching and morality.

BP 1.2 Communication and Support of the Council and Lead Pastor

The Lead Pastor and Council shall not permit either to be uninformed or unsupported in the work of the church.

BP 1.3 Emergency Lead Pastor Succession

In order to protect the Council from the sudden loss of Lead Pastor services, the Lead Pastor shall have no fewer than two other staff or members familiar with Council and Lead Pastor issues and processes.

BP 2 Suitability for STAFF Position

The Lead Pastor shall not allow or permit any person to serve as a staff member or as a ministry leader or volunteer without an assessment of that person's suitability for the position for which they are being considered, in terms of spiritual maturity, temperament, gifts and talents, commitment to the mission of NUMC, and other criteria deemed suitable by the Lead Pastor and the Council.

BP 2.1 Position Definition and Goals

The Lead Pastor shall not allow or permit any person to serve in, or present for Council approval, any staff or volunteer leadership position without a position description for that position, accompanied by goals specifically related to the Mission Principles and a description of the budget authority associated with that position.

BP 2.2 Background Checks

The Lead Pastor shall not allow or permit any person to serve in any staff or volunteer capacity within any ministry of the church who has not

- (1) completed a volunteer application
- (2) been subject to a criminal background check
- (3) been trained regarding standards and policies adopted by the Lead Pastor for the conduct of volunteers in the various ministries of the church.

BP 2.3 Staff Code of Conduct

The Lead Pastor shall not allow or permit any person to serve as a member of the staff or a ministry leader who fails to

- (1) serve with un-conflicted loyalty to the interests of Christ regarding those whom He has called His church to serve (Matt. 28: 18-20)
- (2) promote such loyalty above any personal or group interest among or outside consumers of the church's services
- (3) disclose any fiduciary conflict of interest and withdraw from any decision-making affected by it

BP 2.4 Personnel Policy

The Lead Pastor shall not operate without concise personnel policies that clarify rules for paid and volunteer staff, provide for effective handling of grievances, and protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.

BP 2.5 Professional Boundaries & Safe Sanctuary

The Lead Pastor shall not allow or permit circumstances in which staff members, volunteers, or council members of the opposite sex are alone and therefore without appropriate safeguards against the appearance of impropriety or the possible expression of allegations of impropriety, nor shall the Lead Pastor fail to institute appropriate policies to guide staff members or volunteers regarding the circumstances of counseling. All staff member, volunteers, or council members shall abide by the Safe Sanctuary guidelines.

BP 2.6 Support of Lead Pastor

The staff shall not oppose the Lead Pastor as long as guidance is not in violation of the Boundary Principles.

BP 2.7 Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Lead Pastor shall be guided by the principles of Scripture and shall not cause or allow jeopardy to fiscal integrity or public image.

BP 2.8 Conflict Resolution

The Lead Pastor shall not allow or permit any expression of personal offense by any staff, members or volunteers regarding any other person when such expression occurs outside the Guiding Principles of the NUMC. The Lead Pastor shall not fail to take appropriate measures to guide participants to resolve underlying conflict among themselves and to counsel or discipline them in the event of inappropriate expressions.

BP 2.9 Grievance

The Lead Pastor shall not prevent staff from expressing a grievance to the CSR when the staff alleges either that Boundary Principles have been violated to his or her detriment or that Boundary Principles do not adequately protect his or her rights under civil law, the Policy and Procedures of the Susquehanna Conference of the United Methodist Church, and/or The Book of Discipline of the United Methodist Church.

BP 2.10 Treatment of Individuals

With respect to interactions with individuals, whether members, attendees or others, the Lead Pastor shall not cause or allow conditions, procedures, or decision that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

BP 3 Financial Planning, Budgeting, and Management

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Congregation's Mission Principles. Any deviation from the Mission Principles must be approved by the Council. The handling of all financial affairs shall be in keeping with the General Recommendations of the Council on Finance and Administration of the Susquehanna Conference of the United Methodist Church, including but not limited to a quarterly report to the Council.

BP 3.1 Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the Lead Pastor shall not allow the development of fiscal jeopardy or a material deviation of actual expenditures from Council priorities established in Mission Principles.

BP 3.2 Asset Protection

The Lead Pastor shall not allow the assets of the church to be unprotected, inadequately maintained, or unnecessarily risked.

BP 3.3 Sufficient Information

The Lead Pastor shall not allow budgeting that contains incomplete information.

BP 3.4 Long-Term Reserves

The Lead Pastor shall not use any long-term reserves without the consent of the Council.

BP 3.5 Inter-fund Shifting

The Lead Pastor shall not conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances by reliable, otherwise unencumbered revenue within ninety days, without prior approval of the Council.

BP 3.6 Payroll and Debt Settlement

The Lead Pastor, in conjunction with the Church Treasurer, shall not fail to settle payroll and debts in a timely manner.

BP 3.7 Government Payments and Filings

The Lead Pastor, in conjunction with the Treasurer, shall not allow tax payments, if any, or other government-ordered payments or filings to be overdue or inaccurately filed.

Accountability Principles

AP 1 Comprehensive Accountability Statement change to include our mission principle

The responsibility of the Council before God, on behalf of the congregation of NUMC and the people of the surrounding region who need to “commit their lives to Christ and become mature disciples (Gather, Grow, Serve Go) is to see that this church, through the leadership of its Lead Pastor (1) fulfills its Mission Principles, and (2) avoids violation of its Boundary Principles.

AP 1.1 Component: Stewardship to Christ for Those He Calls Us to Serve

The Council shall maintain an active connection to the “moral ownership” of the church: Christ and the people He has called His church to serve.

AP 1.2 Community Research and Public Relations

The Council will utilize the necessary tools to understand the needs of the people in the area, enhancing the congregation’s reputation of service to the community.

AP 1.3 Church Feedback and Assessment

The Council will collect and/or review input and feedback from members, constituents, and non-returning visitors to better understand their needs. Every five years or less, the Council will arrange for an assessment of vision by a competent consultant.

AP 1.4 Devotion to Prayer and the Word of God

Under the teaching and guidance of the Lead Pastor, the Council will continually seek the wisdom and leading of Jesus as the Lord of the NUMC. To this end, significant attention will be given to prayer and the study of Scripture by Council members. (Acts 6:1-4)

AP 1.5 Devotion to Principles of Stewardship

In accordance with the Scriptures, Council members shall be an example for the congregation through the practice of Christian Stewardship in the areas of prayer, presence, gifts, service and witness. Council members shall be committed to working towards tithing (10%) of their income.

AP 2 The Disciplining Process of the Council

The Council shall conduct itself with discipline and integrity with regard to its own process of governance.

AP 2.1 Council Style

The Council will govern with an emphasis on

- (1) outward vision rather than internal preoccupation,
- (2) encouragement of diversity in viewpoints,
- (3) strategic leadership more than administrative detail,
- (4) clear distinction of Council and staff roles,
- (5) collective rather than individual decisions,
- (6) future rather than past or present, and
- (7) pro-activity rather than re-activity.

AP 2.2 Council Job Description

The essential responsibilities of the Council are to serve as a linkage with the people served, to define the guiding principles, and monitor the performance of the Lead Pastor. In addition to these three essentials, the Council shall exercise the authority granted to it, the Trustees, and CSR by the Discipline of the United Methodist Church and not delegated to the Lead Pastor or others.

AP 2.3 Council Member Code of Conduct

The Council commits itself and its members to the following code of conduct:

- (1) Members of the Council must represent un-conflicted loyalty to the interest of Jesus regarding those whom He has called His Church to serve. (Matt 28:18-20) This loyalty supersedes any personal or group interest among or outside the congregation. A member must disclose any fiduciary conflict of interest and withdraw from any decision-making affected by it.
- (2) Members of the Council must honor the principles and decisions of the Council acting as a whole. They may not foster dissent or attempt to exercise individual authority over the staff or the organization except as explicitly stated in the guiding principles.
- (3) Members of the Council must respect the confidentiality of sensitive Council issues and must avoid facilitating gossip or other "triangulation" against the practice of direct, Biblical resolution.
- (4) Members of the Council shall lead by the following code of conduct:
 - (a) Always be respectful of each other. Exhibit common courtesy and avoid conversational sidebars.
 - (b) Confidentiality. Anything discussed is confidential until a decision is made.
 - (c) Decisions shall be made only when there is a consensus of the group not by majority vote.
 - (d) The Council shall not micromanage the pastor, staff and ministry areas.
 - (e) Action items and decisions will be shared with the congregation in a timely manner.
 - (f) Council shall maintain a clear focus of Mission, Vision and Goals within meetings and church community through our language and behavior.
 - (g) A quorum will be considered to be seven (7) of the elected nine (9). If a quorum is not present, the meeting will not be held. The pastor is a part of the meeting, but is not considered when determining a quorum.
 - (h) Council members are expected to be at the meetings with the exception of emergencies. In the event a Council member is unable to attend, they are to notify the Council Chairperson.
 - (i) Council members need to speak up if they disagree...no holding back.
 - (j) Council members should not speak negatively about leadership, the pastor or our church.
 - (k) Council shall be intentional to listening to the congregation's needs (stated and unstated).

AP 2.4 Responsibility of the Chairperson for Integrity of Process

The chairperson enforces the integrity and fulfillment of the Council's process including the monitoring of Lead Pastor performance. The chairperson is authorized to use any "reasonable interpretation" of the Accountability Principles as he or she acts to ensure the integrity of the Council's process in keeping with the principles of Scripture. (Matthew 18:15-18; 1 Timothy 5:19-20)

AP 2.5 Responsibility of the Lead Pastor for Visionary Leadership

The Lead Pastor has the responsibility, authority, and accountability to serve as the primary visionary leader of the church at every level: congregation, Council, and staff. With respect to the Council, the Lead Pastor will provide communication to the Council on all actions that are reasonably necessary for monitoring the Lead Pastor's performance. If a question of process arises with regard to the Guiding Principles of the church, the Lead Pastor will defer to the judgment of the Council chairperson.

AP 3 Monitoring the Performance of the Lead Pastor

The Council's sole official connection to the operating organization of the church, its achievement, and conduct, shall be through the Lead Pastor.

AP 3.1 Unity of Control

Only decisions of the Council acting as a whole are binding on the Lead Pastor.

AP 3.2 Accountability of the Lead Pastor

The Lead Pastor is the Council's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Council is concerned, is considered the authority and accountability of the Lead Pastor.

AP 3.3 Delegation to the Lead Pastor

The Council will instruct the Lead Pastor through written principles that define the mission to be achieved and establish the boundaries to be avoided, allowing the Lead Pastor to use any reasonable interpretation of these principles.

AP 3.4 Performance of the Lead Pastor

Systematic and rigorous monitoring of the Lead Pastor's job performance will be solely against the expected Lead Pastor job outputs: church accomplishment of the Mission Principles and church operation within the Council's Boundary Principles.

AP 3.5 Periodic Goal Review of the Lead Pastor At the meetings of the Council, the Lead Pastor's goals will be discussed and reviewed for performance, modification, and accountability.

AP 3.6 Annual Goals of the Lead Pastor

The Lead Pastor will be required to write measurable goals each year that correspond to each of the mission principles of Gather, Grow, Serve, and Go. At least one goal for each mission principle must project growth in the number of people who participate or benefit. Such goals will generally be based on the program (or school) year.

AP 3.7 Annual Review of the Lead Pastor

Each year, the Council shall review the results achieved by the Lead Pastor on each of the annual goals. A merit raise, cost of living raise, corrective action, or request for change of pastor shall be based on these results achieved within the Council's Boundary Principles.