

Principles, Policies, and Procedures

(P.P.P.)

of



First Approved by PEUMC's Leadership Council on 3/16/2025.

REGISTER OF UPDATES

This document has last been updated on:

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TABLE OF CONTENTS

Section 1 – **Foundational Statements

Section 2 – Quadrennial Theme and Strategic Plan for 2025

Section 3 – Guiding Principles & Duties (for church leadership)

Section 4 – Council Covenant for 2025

Section 5 – Legalities & Insurance

Section 6 – Buildings, Grounds, and Equipment

Section 7 – Finances

Section 8 – Personnel

Appendix A – **Resolution to Follow the Simplified, Accountable Structure

Appendix B – **S.A.S. Governance

Appendix C – **P.E.U.M.C.'s Organizational Chart

Appendix D – **Accountability Chart

Appendix E – Political Engagement

Appendix F – Parsonage Covenant

Appendix G – Building Use Policy

Appendix H – Security and Access Policy (Building Access)

Appendix I – Equipment Use Policy + Release from Liability Forms

(Appendix J – Personnel Handbook and Staff Job Descriptions)

(Appendix K – Sexual Ethics Policy and Procedures)

(Appendix L – Safe Sanctuary Policy)

Appendix M – S-PRC Priorities – 2024 (for reference only)

Appendix N – Goal Priority – 3/2024 (for reference only)

Appendix O – **Our Reconciling Statements

Appendix P – Marriage Equality Policy

Appendix Q – Accounts, Funds, and Deposit Box

Appendix R – Weather Policies

Appendix S – **Endowment Fund

(Appendix T – Annual Schedule of Business for Council)

Appendix U –

Appendix V –

Appendix W –

Appendix X –

(Appendix Y – Administrative Policies – these are determined by the administrative assistant)

(Appendix Z – Pastor's Personal Policies – these are determined by the pastor)

***included for reference only; changes authorized by Church/Charge Conference only.*

ADDING, CHANGING, OR DELETING THE P.P.P.

- The Port Edwards United Methodist Church's Principles, Policies, and Procedures (P.P.P.) can receive additions, changes, and deletions by **two-thirds vote** of the Leadership Council, by consent agenda, unless otherwise restricted (like Section 1, parts of Section 3, and Appendixes A, B, C, D, L, M, N, S, Y, and Z)
- Changes shall be noted by date of approval in **red** during a given calendar year and incorporated into a fresh copy at the beginning of the new year.
- See Section 3, ¶2.,iii., p., (1)-(4).

OFFICIAL COPIES OF THE P.P.P.

- Two official updated copies of Port Edwards United Methodist Church's Principles, Policies, and Procedures (P.P.P.), showing the most recent changes, shall be maintained by the pastor and kept in in the church's main office and the pastor's office.
- The Principles, Policies, and Procedures shall be considered an open, public document.

SECTION 1

Foundational Statements

(No part of Section 1 shall be changed, unless by action of charge conference; it appears here for reference.)

¶1. PEUMC's Purpose Statement (why we are here):

We believe each person, as part of God's good creation,
has been created with a purpose to enjoy God's presence fully;
we offer ourselves in service to one another that each person may recognize this and live into it.

Scriptural Reference:

"Jesus said, 'You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind; and love your neighbor as yourself!'" -Luke 10:27

¶2. PEUMC's Mission Statement (what we are doing):

Our mission is to be, and to make NEW, disciples of Jesus Christ
for the transformation of our community and the world!

Scriptural Reference

*"Jesus said to them, Go into all the world and proclaim the good news to the whole creation!"
-Mark 16:15*

¶3. PEUMC's Vision Statement (results of our mission):

The People of Port Edwards United Methodist Church
envision our local communities as one worldwide fellowship of love,
which respects all God's creation, and where we all experience abundant physical and spiritual life.

Scriptural Reference:

*"Faith makes us sure of what we hope for and gives us proof of what we cannot see!
Because of our faith, we know that the world was made at God's command;
what can be seen now was made out of what cannot be seen!" -Hebrews 11:1, 3*

¶4. PEUMC's Reconciling Statement (short version):

Port Edwards United Methodist Church (PEUMC) is a Reconciling and Inclusive Congregation.
The People of PEUMC commit themselves to ensure welcome and belonging for all,
by providing a safe and brave space.

Love is LOVE! and "God is Love!" (1 John 4:7-8)

We affirm that God has poured out the Holy Spirit on all people and that all people are of sacred worth. We welcome, include, and affirm each individual no matter their:
gender identity & expression, sexual orientation, who are also of every
age, race, ethnicity, nationality, language, physical and intellectual ability, neurodiversity,
education, family structure, and of every economic, marital, and social status, and faith tradition,
and so much more . . .

These above foundational statements were approved by PEUMC's Church Council in 2022. These statements are based on a series of congregational surveys that were compiled and drafted by the PEUMC's Vision Team. Church/Charge conference is authorized to amend them.

SECTION 2

Quadrennial Theme, and Strategic Plan for 2025

Quadrennial Theme (2025 – 2028)



We are to “pour out” or “share” the Living Water, in an active way. Jesus Christ told the Samaritan woman by the well that He was the Living Water, *“Those who drink of the Water that I give them will never be thirsty again; the Water will become in them a Spring of Water gushing up to eternal life.”* (John 4:14). We have something that we want to give away, abundantly and freely: ***pour forth the Living Water!***

Water also reminds us of the biblical demand for justice: *“Let justice roll down like water and righteousness like an ever-flowing river”* (Amos 5:24). And in Psalm 1:3, *“[The righteous] are like trees planted by rivers, which yield their fruit in its season, and their leaves do not wither; in all that they do, they prosper.”*

We want people to have their springtime “bloom” with us “by the river.”

“Living Water” is the Bible’s profound illustration of God’s desire to provide for God’s people, both in a physical and spiritual way. It is about God’s live-giving presence and the abundant grace that is in the Good News of Jesus Christ.

Our Strategic Plan

- Our **Core Values** (the DNA of the PEUMC congregation)
- Our **Foundational Statements**: Our Purpose, Mission, Vision, & Vow to Be Reconciling.
- Our 4 **Initiatives** (4-years-out)
- Our 4 Corresponding **Goals** (2-years-out)
- Our Corresponding **Ministry Objectives** (for this year, per ministry area)
- Our Corresponding **Ministry Tactics** (*how the ministry leaders plan out their year*) (not included here)

Our Core Values:

We have discerned that our three congregational core values are:

- (1) community/fellowship**
- (2) spiritual growth/learning, and**
- (3) mission work/justice.**

OUR FOUNDATIONAL STATEMENTS

Our Purpose (*summarized*): To enjoy God's presence fully and to offer ourselves in service to help others enjoy God, too.

Our Mission (*summarized*): To be, and to make, NEW disciples of Jesus Christ.

Our Vision (*summarized*): To be a fellowship of love where we experience abundance in our lives, both physically and spiritually.

Our 4 Initiatives

(4 years out)

#1: By the end of 2028, we will have improved the health of our community.

#2: By the end of 2028, we will have improved self-confidence & social awareness in our community.

#3: By the end of 2028, we will have established a discipleship culture in our congregation.

#4: By the end of 2028, we will have established a nurturing fellowship culture in our congregation.

Our Corresponding Goals:

(2 years out)

(These are how we break down our Initiatives.)

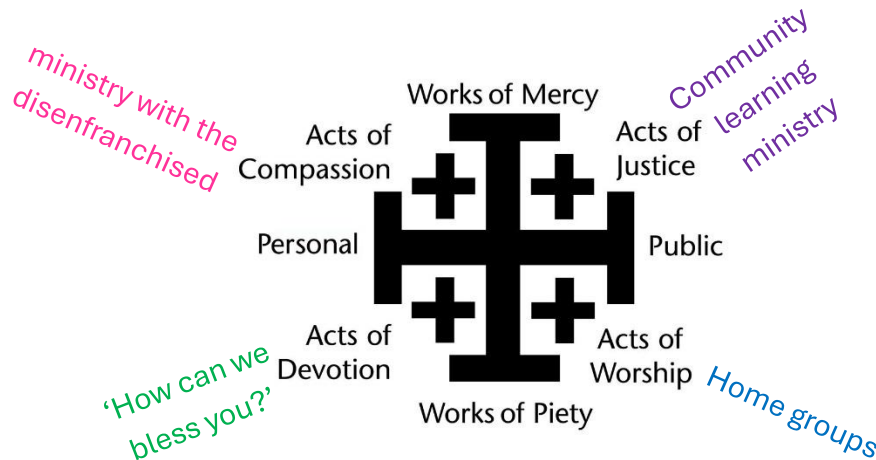
#1: By the end of 2026, we will have established a ministry with the disenfranchised.

#2: By the end of 2026, we will have established a community learning ministry.

#3: By the end of 2026, we will have established a 'How can we bless you?' culture in our congregation

#4: By the end of 2026, we will have active home groups in our congregation.

Initiative/Goal #1 is our work of Compassion (one-on-one works of mercy).
#2 is our work of Justice (communal/public works of mercy).
#3 is our work of Devotion (one-on-one works of piety).
#4 is our work of Worship (communal/public works of piety).



Our Ministry Objectives

(for this year)

(These are how we break down our Initiatives/Goals)

Nurture Ministries: “By the end of this year, we will have established a network of 3 home groups in our congregation.”

Outreach/Mission Ministries: “By the end of this year, we will have identified who the disenfranchised are in our community.”

Witness Ministries: “By the end of this year, we will have provided 4 community ‘HEAD & HEART EVENTS’ based on relevant topics.”

Worship Ministries: “By the end of this year, we will have increased laity involvement in the worship service.”

Family Ministries: “By the end of this year, we will have asked our families and young people, ‘how can we fill your cup?’”

Advocacy/Reconciling Ministries: “By the end of this year, we will have provided training based on the Council’s Reconciling objective for 2025.”

Discipleship Team (formerly the Nomination Committee): “By the end of this year, we will have reached out to all our inactive members.”

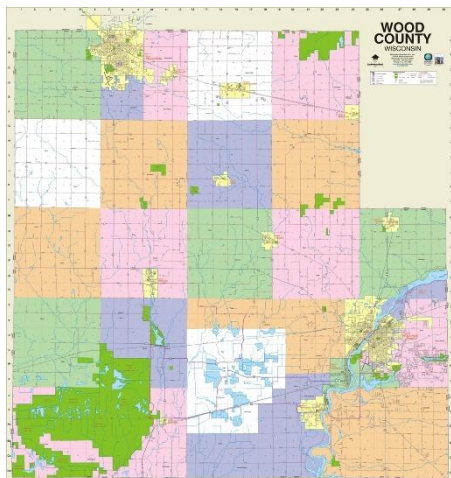
Leadership Council: “By the end of this year, we will have learned what a discipleship system would look like at PEUMC.”

Pastor: “By the end of this year, the pastor will have developed a discipleship system in our church.”

SECTION 3

Guiding Principles & Duties

(for the church leadership)



The Purpose of Section 3:

- To create efficiency and permission-giving within healthy boundaries.
- To empower ministries and protect the overall health and wellbeing of the church.
- To maintain accountability and keep each unit of the structure “in its lane.”
- To ensure the Council is not managing and the pastor is not micromanaging.

¶1. Guiding Principles by Role (*areas of responsibility*)

1. **CHURCH/CHARGE CONFERENCE** (per *Book of Discipline*) – connectional link to the U.M.C.
 - a. The connectional link between the local church and the wider Church.
 - b. Directs the annual work of the church.
 - i. Sets the annual budget.
 - ii. Approves the annual leadership roster.
 - c. Gives general oversight to the Leadership Council.
 - d. Reviews and evaluates the mission and ministry of the church.
 - e. Sets salaries for the pastor and staff.
 - f. Recommends candidates for ordained ministry.
 - g. Approves capital projects and other major financial actions.
 - h. Approves the major decisions that affect the future of the congregation.
 - i. Convened only by the district superintendent, or by the pastor with district superintendent permission.
 - ii. Must be attended by the pastor and/or district superintendent.
 - iii. Must meet annually to approve end-of-year reports.
 - iv. May be convened throughout the year, if necessary.
 - v. The membership of Charge Conference is the Leadership Council members, appointed clergy, and retired clergy associated with the congregation, and district superintendent.
 - vi. The membership of Church Conference is the appointed clergy, the district superintendent, and all professing members of the local church.
 - i. Only Church/Charge Conference is authorized to make necessary changes to . . .
 - a. **Section 1:** Our Foundational Statements.
 - b. **Appendixes A-D:** The mechanics of the S.A.S.
 - c. **Appendix N:** Our Reconciling Statements.
 - d. **Appendix S:** Our Endowment Fund policies.

2. **LEADERSHIP COUNCIL** – governance, oversight, strategy
 - a. accountable to Jesus Christ for the Great Commission (“Make disciples”);
 - b. govern and oversee the overall health and vitality of the congregation;
 - c. represent the congregation as a whole and no particular area of ministry or concern;
 - d. continuously examine the “Big Picture” and ask important, if difficult, questions;
 - e. Strategically plan for the future vitality of the congregation
 - i. (establish 4-year initiatives, 2-year goals, and annual ministry objectives);
 - f. assist the pastor in clarifying God’s will for the congregation;
 - g. hold pastor accountable to vision and goals; bless and support the vision and goals;
 - h. help congregants embrace and live out our core values as defined in our foundational statements.
 - i. align resources (people, space, time, and money) to our strategic plan;
 - j. govern and not manage;
 - k. Make decisions based on questions such as:
 - i. *How will guests be invited to this event or be served by this ministry?*
 - ii. *How will guests experience radical hospitality?*
 - iii. *How will guests, members and friends be personally invited to know God as revealed in Jesus Christ?*
 - iv. *How does this decision help the church live into the stated mission and vision?*
3. **LEADERSHIP COUNCIL CHAIR** – central hub for all church matters (“air traffic controller”)
 - a. **The Council Chair has the responsibility, authority, and accountability to receive all church matters, direct them to the designated individual, and oversee that the business of the church gets accomplished.**
 - b. Works closely with the pastor; meet weekly.
 - c. Lead the monthly Leadership Council meetings.
 - d. Satisfies all former committee chairpersonships; thus, guides the Council to oversee the state of the church *holistically*.
 - e. Serves as Lay Leader.
 - f. The sole contact to the district superintendent.
 - g. Presents the Council in all matters to outside parties.
 - h. Is the guardian of the legal documents of the local church.
 - i. Develops the monthly Council agenda with pastor.
4. **PASTOR** – spiritual leader / keeper of the mission / chief vision-caster
 - a. **The pastor has the responsibility, authority, and accountability to serve as the primary leader for Port Edwards UMC at every level, unless explicitly restricted.**
 - b. The pastor is the visionary leader who is responsible for leading the church to live into its purpose, fulfill its mission, and bring about its vision as disciples of Jesus Christ.
 - c. Works closely with Council chair; meet weekly.
 - d. Develops the monthly Council agenda with the Council chair.
 - e. Holds staff (paid and unpaid) accountable to their job descriptions.
 - f. Hold ministry leaders accountable to their ministry areas and fulfilling the ministry objectives set by the Council.

- g. Monitors the accomplishment of church goals (via ministry objectives) and makes adjustments in the strategy to ensure achievement of those goals/objectives.
 - h. Held accountable by the Leadership Council these accomplishments.
5. **STAFF** (paid and unpaid) – tactical / hands-on
- a. **The staff has the responsibility, authority, and accountability to fulfill their job descriptions and objectives.**
 - b. Held accountable by the pastor, who serves as the day-to-day supervisor of all staff.
 - c. May be guided by objectives given to them by the Leadership Council, in consultation with the pastor.
 - d. Their roles, whether employed or not, are to be seen as ministries and they are to be treated as ministry leaders under the guidance of our foundational statements and a maturing Christian character.
 - e. Guided by the Guiding Principles, Policies, and Procedures (P.P.P.) for their area.
 - i. Maintenance Technician (paid) . . . **has the responsibility, authority, and accountability to address ALL matters of *maintenance* to, *oversight* and *usage* of, all building and grounds; and pursue any tasks related to insurance and legalities given to them by the Council; the M.T.'s job is to fulfill the work of the former trustees committee.**
 - ii. Administrative Assistant (paid) . . . **has the responsibility, authority, and accountability to address ALL matters of clerical administration and communication, including the role of membership secretary and assistant to the Financial Secretary; the A.A.'s job is to be the archivist for all documents and serve as the central hub for communication.**
 - iii. Custodian (paid) . . . **has the responsibility, authority, and accountability to address ALL matters related to the cleanliness, comfort, and convenience of the interior of the church.**
 - iv. Media Technician (paid) . . . **has the responsibility, authority, and accountability to address ALL matters related to the live-streaming of worship services.**
 - v. Financial Secretary (unpaid) . . . **has the responsibility, authority, and accountability to address ALL matters related to the income received by the church and its recordkeeping.**
 - vi. Treasurer (unpaid) . . . **has the responsibility, authority, and accountability to address ALL matters related to the processing of church expenses, via vouchers and precursory recordkeeping, communication with the accountant, and disbursement of missional funds received.**
 - vii. Accountant (paid) . . . **has the responsibility, authority, and accountability to address ALL matters related to the payment of expenses, including payroll, and maintaining the church's official expense report.**

- viii. Financial Manager (unpaid) . . . **has the responsibility, authority, and accountability to address ALL financial concerns of the church, including cash flow in the general account, internal processes and roles, and the financial health and vitality of the local church; the F.M. may call meetings of all financial officers.**
- ix. Stewardship Chair (unpaid) . . . **has the responsibility, authority, and accountability to address ALL matters concerning the financial stewardship efforts in the congregation.**
- x. Gallery Fund Chair (unpaid) . . . **has the responsibility, authority, and accountability to address ALL matters related to the oversight and disbursement of Gallery funds; the Gallery Fund chair may recommend updates to the Gallery policies.**
- xi. Wills and Memorials Chair (unpaid) . . . **has the responsibility, authority, and accountability to address ALL matters related to the recordkeeping of the Wills and Memorials; the W.&M. chair may recommend updates to the Wills and Memorials policies.**
- xii. Endowment Chair (unpaid) . . . **has the responsibility, authority, and accountability to address ALL matters related to the oversight, reporting, and disbursement of Endowment funds by request of the Council or necessitated by cash flow; the Endowment chair may recommend updates to the Endowment Fund policies to Church/Charge conference.**

6. MINISTRY COHORTS – tactical / hands-on

- a. **The ministry cohorts have the responsibility, authority, and accountability to fulfill their job descriptions and objectives.**
 - b. Held accountable by the pastor for accomplishing the ministry objectives set by the Council.
 - c. Work closely with the pastor for setting ministry tactics to accomplish the objectives.
 - d. Plan and organize ministry opportunities (but do not solely run them or engage in them).
 - e. Engage the congregants and invite them to be partners in ministry.
 - f. Evaluate all ministries according to the strategic plan.
- i. Nurture Cohorts . . . **with the pastor, have the responsibility, authority, and accountability to plan, fund, implement, and evaluate the ministries of the church that nurture the congregation spiritually and communally.**
 - ii. Outreach/Missions Cohorts . . . **with the pastor, have the responsibility, authority, and accountability to plan, fund, implement, and evaluate the ministries that stretch the congregation to reach beyond the walls of the church financially and physically in charity.**
 - iii. Witness Cohorts . . . **with the pastor, have the responsibility, authority, and accountability to plan, fund, implement, and evaluate the ministries that connect the congregation with the community and relate the church to the public.**

- iv. Worship Cohorts . . . **with the pastor, have the responsibility, authority, and accountability to plan, fund, implement, and evaluate the ministries of worship.**
- v. Family Ministries Cohorts . . . **with the pastor, have the responsibility, authority, and accountability to plan, fund, implement, and evaluate the ministries the care for associated persons from birth to young adulthood, including parents with minors.**
- vi. Advocacy Cohorts . . . **with the pastor, have the responsibility, authority, and accountability to plan, fund, implement, and evaluate the social justice efforts that engage and inform the congregation.**

7. TEAMS – tactical / hands-on

- a. **The teams have the responsibility, authority, and accountability to fulfill their job descriptions and objectives.**
- b. Held accountable by the pastor for accomplishing the ministry objectives set by the Council.
- c. Work closely with the pastor for setting ministry tactics to accomplish the objectives.
 - i. Discipleship Team . . . **has the responsibility, authority, and accountability to address ALL matters related to leadership recruitment and membership engagement.**
 - ii. Care and Prayer Team . . . **has the responsibility, authority, and accountability to address ALL matters related to the care of congregants and the prayer life of the congregation.**

¶2. Duties by Role

1. THE LEADERSHIP COUNCIL

- i. **Purpose:** To assist the church in clarifying God's vision and in helping members embrace and live out our core values as defined in our purpose, mission, and vision statements.

ii. Duties:

- a. Receive . . .
 - . . . monthly reports from the pastor and chair about the temporal affairs of the church;
 - . . . monthly reports from the pastor about the engagement of new people (new members, new guests, new participants, new friends of the church, etc.);
 - . . . regular updates from the pastor on any vital signs in the life of the congregation;
 - . . . monthly updates from the pastor on the work of the ministry cohorts and the fulfillment of their respective goals;
 - . . . monthly income report of the Financial Secretary;
 - . . . weekly expense report and monthly mission report of the Church Treasurer;
 - . . . monthly check register and financial worksheet of the accountant;
 - . . . quarterly reports of other financial accounts in the name of the church.
- b. Update the Guiding Principles, Policies, and Procedures (P.P.P.);
- c. fulfill the local church's administrative and legal requirements of the *Discipline*:
 - Trustees (legal, building, grounds)
 - Finances
 - S-PRC (personnel – staff and pastor)

- d. as the Board of Trustees, act as the legal representatives of the church;
- e. engage in prayer, devotions, and leadership-equipping;

iii. Policies:

- a. When consensus is not possible, or the situation requires a hand vote, a **two-thirds** affirmative vote is required to approve actions.
- b. Board members must be present to vote, in-person or virtually (phone or ZOOM).
- c. For privacy reasons, a meeting can only be recorded after receiving approval from every member present.
- d. Financial officers of the church shall act as alternates in case of absences.
- e. We recognize that the pastor, as the administrative officer of the church, *and ex officio* on all groups in the local church, shall have voice and “veto power” in regards to being the interpreter of the *Book of Discipline of The United Methodist Church*.
- f. Business, or voting, by email (or other format) between meetings may occur for any item that has been discussed at a prior meeting (“Old Business”), anticipated in a prior meeting, or is a time-sensitive matter. Such matter should not be legal in nature or have a significant financial impact on the church. Email votes should be submitted by each member via “Reply All.”
- g. A special-called, or emergency, in-person meeting (in lieu of an email meeting) may be jointly called by the pastor and chair; such matters should be either time-sensitive, legal in nature, or having a significant impact on the church.
- h. A duly-called meeting is announced at least 10 days in advance, when practical.
- i. The adjournment shall be considered an “order of the day” and occur 90 minutes after the call-to-order; extending the length of the meeting beyond 90 minutes can occur after consensus is reached to suspend this rule.
- j. Basic Robert’s Rule of Order will be observed.
- k. Meetings shall be open unless otherwise restricted by the *Book of Discipline*. Members and friends of the church shall be welcome at Leadership Council meetings as observers except when personnel issues are being discussed. Staff members and members of the pastor’s family are welcomed to attend as observers.
- l. Personnel matters, and all matters discussed in closed session, must be kept confidential.
- m. Action items and decisions are to be shared with the congregation in a timely manner.
- n. “Town hall” meetings of the congregation after the services to keep the congregation informed of Council decisions are to be provided at least quarterly.
- o. Determine the necessity of calling a church/charge conference.
- p. Implement the following process for changing any part of the Principles, Policies, and Procedures (P.P.P):
 - (1) Only Leadership Council members, including the chair and pastor, may request a change (addition, correction, clarification, deletion, etc.) to the P.P.P.
 - (2) The request must be relayed to the pastor and chair, with an explanation for the change, between meetings. Deliberating P.P.P. changes shall not take place during council meetings
 - (3) The chair and pastor will jointly discern the change before the next meeting.
 - (4) If affirmed, the chair will present the revised change to the Leadership Council, consent calendar, unless removed to the regular agenda, where upon **two/third** approval, the change will take effect immediately.

- q. *Monitor the Performance of the Pastor:* The Leadership Council assumes the responsibility of assuring that the pastor follows the Principles, Policies, and Procedures and is striving toward the accomplishment of our ministry objectives with staff and ministry leaders; this responsibility should be in terms of support and empowerment.

2. THE LEADERSHIP COUNCIL CHAIR

- i. **Purpose:** Be the central hub for all church matters and guide the Leadership Council in its work; as lay leader they are “the principal layperson who represents and leads the laity in ministry.”

ii. **Duties:**

- a. Ensure the integrity of the Simplified, Accountable Leadership process;
- b. represent the Leadership Council to all other entities;
- c. Provide an agenda packet to council members in sufficient time for their review prior to each Leadership Council (5 to 8 days in advance);
- d. Maintain a positive working relationship with the pastor, meet regularly with the pastor, and work with the pastor in the development of the council agenda;
- e. Preside at all meetings of the Leadership Council and be invested with the power and responsibility of that position;
- f. As Chair of the Board of Trustees, act as the legal agent and primary incorporating agent of the church.

3. THE PASTOR

- i. **Purpose:** Be the ecclesiastical leader of the congregation, fulfilling the responsibilities and duties of the fourfold ministry (see *Book of Discipline*, ¶340)

1. *Word and ecclesial acts*
2. *Sacrament*
3. *Order*
4. *Service*

ii. **Understanding the Pastor’s Role:**

1. The pastor is not the primary “doer” of church ministry or “provider” of programs; the pastor’s primary role as “Leader” is to engage and empower the laity to be in ministry.
2. The pastor is not the primary caregiver of the congregation; the pastor’s primary role as “Shepherd” is to engage and empower the laity to care and prayer for its own members.
3. The pastor is not the primary teacher in the congregation; the pastor’s primary role as “resident theologian” is to train and educate the laity to teach its own members.
4. The pastor is not the primary “Servant” of the people; the pastor’s primary role “as Servant” is to the work internally to order the life of the congregation for discipleship and build the Body of Christ as a caring and giving community.
5. The pastor is not the primary “Evangelist” of the congregation; the pastor’s primary role as “Evangelist” is to represent the congregation ecumenically and to encourage the people to become involved in community, ecumenical, and interfaith concerns.

6. As the appointed clergy, the pastor is the **administrative officer** of the local church and must assure that all organizational concerns of the congregation are adequately provided for.
 - a. “Administrative officer” oversees administrative operations, ensuring efficiency and compliance with policies and procedures of the local church’s bylaws, with Conference Standing Rules, and with the *Book of Discipline*. In the eyes of the Conference, with the pastor “the bucks stops here.”

iii. Duties (as they pertain to Simplified, Accountable Leadership):

- a. The pastor has the responsibility, authority, and accountability to serve as the primary leader for Port Edwards UMC at every level, unless explicitly restricted by the *Discipline*.
- b. The pastor is the visionary leader who is responsible and held accountable for leading the church to live into its purpose, fulfill its mission, and bring about its vision as disciples of Jesus Christ.
- c. Maintain a positive working relationship with the Leadership Council chair (and lay leader), meet weekly, and help to develop the council agenda.
- d. Be evaluated annually by the Leadership Council or relevant work team.
- e. Be held to proper standards of behavior as found in the current *Book of Discipline* and in the Council Covenant (Section 4).
- f. Work with the staff (paid and unpaid) and ministry leaders/cohorts to establish and implement ministry tactics aligned to accomplish the ministry objectives set by the Leadership Council.
- g. *Financial Standards*
 - (1) Partner with the Leadership Council in the development of the yearly budget and overall financial plan in consultation with the financial executive team, following current procedures.
 - (2) Provide leadership to ensure that all expenditures of money are aligned with Port Edwards UMC’s mission.
 - (3) Review the monthly financial reports available to the Leadership Council.
 - (4) Empower the financial executive team to ensure healthy financial practices.
 - (5) Abide by the financial guidelines as set forth in our Principles, Policies, and Procedures.
 - (6) Help the Leadership Council in creative problem solving when expenses exceed or may exceed budgeted amounts, following current policies.
 - (7) Provide transparency and regular reporting of any discretionary bank accounts.
- h. *Supervisory Standards*
 - (1) Hold staff accountable to the church personnel policy and job descriptions.
 - (2) Maintain regular check-ins with staff.
 - (3) Develop, evaluate, update, and maintain job descriptions for all staff in partnership with a work team.
 - (4) Work with the Leadership Council, and staff interview team, when hiring and releasing staff.
 - (5) Ensure that staff have appropriate supervision and training for the various parts of their job, as needed.
 - (6) Develop and maintain an evaluation process and provide an evaluation of all staff at least annually in partnership with the evaluation work team.

- (7) Inform the Leadership Council of any staff violation of policies, the *Book of Discipline*, or civil law.
- (8) Take appropriate measures to settle disputes or conflicts, as modeled in Matthew 18:15-17.

4. THE DISCIPLESHIP TEAM

- i. **Purpose:** To raise up new leaders and engage the church's membership, encouraging a growth from a "membership" to "discipleship" mindset.
- ii. **Duties:**
 - (1) Fulfill the function of the Nominations Committee (Committee on Nominations and Leadership Development)
 - a. Identify vacancies, and the end of leader terms
 - b. Nominate and train new leaders
 - (1) Engage the membership
 - a. Compile a database of members' gifts and passions
 - b. Invite active members into deeper engagement
 - c. Contact long-term inactive members
 - d. Cultivate the membership rolls annually
 - e. Adding community members as "Friends of the Church"

5. THE CARE AND PRAYER TEAM:

- i. **Purpose:** To extend tangible signs of congregational care to members of the congregation and cover the entire church in prayer.
- ii. **Duties:**
 - (1) Keep track of individuals who are sick or hospitalized
 - (2) Keep track of individuals who are going through tough times
 - (3) Keep track of active members recently absent
 - (4) Keep track of recent guests
 - (5) Celebrate the joys of congregants
 - (6) Show signs of appreciation to serving disciples (volunteers)
 - (7) Mailing out cards (birthdays, anniversaries, sympathy, thank you, etc.)
 - (8) Planning other tangible signs of congregational care
 - (9) Considering neighbors in need
 - (10) Regularly pray for the congregation

6. NURTURE MINISTRIES

- i. **Purpose:** To provide opportunities to fellowship, learn, and grow as disciples of Jesus Christ, for the building up of the family of God, and nurturing our relationships with one another and with our relationship with Jesus Christ.
- ii. **Duties:**
 - (1) Provide fellowship opportunities
 - (2) Provide educational opportunities
 - (3) Oversee guest hospitality
 - (4) Provide faith formation opportunities

7. OUTREACH/MISSIONAL MINISTRIES

- i. Purpose:* extending the congregational care beyond the walls of the church (“outreach”) and taking the people out of the building to participate in some form of charitable work (“missions”).
- ii. Duties:*
 - (1) Bi-monthly mission projects
 - (2) Responding to some local or regional tragedy/need
 - (3) Collaborating with other local organizations
 - (4) Providing special offerings
 - (5) Providing opportunities for the congregation to work at a local charity
 - (6) Providing mission trip opportunities

8. WITNESS MINISTRIES

- i. Purpose:* To “tell the church’s story” by witnessing within the congregation and witnessing in the community; providing opportunities for the congregation to interact with community members and to provide public relations resources.
- ii. Duties:*
 - (1) Helping members to regularly share their faith
 - (2) Highlighting the stories of individual members
 - (3) Using social media and providing photos and stories of congregational life
 - (4) Providing opportunity to interact with community members (Outdoor movie nights, parades, trunk or treat, appreciation dinners, other community events, etc.)
 - (5) Invest in marketing and advertisement for the church (logo-wear and swag; outdoor signage and flags, articles in newspapers, radio, social media, etc.)

9. FAMILY MINISTRIES

- i. Purpose:* To engage and nurture parents and their children, from birth to college (parents and children)
- ii. Duties:*
 - (1) Provide nurture for newborns, infants, and toddlers; children/adolescents; youth/teenagers; college students; and parents.
 - (2) Care and maintain the nursery (an annual deep clean at the very least)
 - (3) Maintain the quiet bags and activity bags
 - (4) Provide Sunday School (or Children’s Church) or equivalent
 - (5) Children’s bulletins
 - (6) Confirmation
 - (7) College care packages.
 - (8) Faith development in the home
 - (9) Parents/couple events, etc.

10. WORSHIP MINISTRIES

- i. Purpose:* To provide a worship experience that is vital, transformational, and conducive to making disciples for Jesus Christ, emphasizing worship as contextual, cross-cultural, transcultural, countercultural, participatory, and embodied.

ii. Duties:

- (1) Plan the church year with the pastor.
- (2) Help discern timely, prophetic, and pastoral themes for worship.
- (3) Oversee the worship assistants and their duties.
- (4) Help recruit and train worship assistants (liturgists, musicians, ushers, greeters, etc.)
- (5) Evaluate services.
- (6) Interpret the needs of the congregation to the pastor and the pastor's values of worship to the congregation.

11. ADVOCACY/RECONCILING MINISTRIES

i. Purpose: To provide engagement opportunities for the congregation in the areas of justice and inclusion; they shall oversee our pursuit of becoming a *fully* inclusive community of faith (as a Reconciling congregation).

ii. Duties:

- (1) Provide awareness of relevant social issues to the congregation and local opportunities to engage in public conversation with experts or elected officials.
- (2) Engage the congregation in discussions of social issues and provide avenues of advocacy through our elected officials.
- (3) Provide direction and resources to expand our understanding and our pursuit of becoming a fully inclusive community of faith.

¶3. MISCELLATION POLICIES: Agenda, Minutes, and Records:

- i. **RETENTION AND FILING:** The Administrative Assistant, with the oversight of the pastor and chair, is responsible for the retention and proper filing of all official administrative documents; such documents are to be housed in the main office of the church; the pastor should not be held responsible for the filing of such paperwork.
- ii. **OFFICIAL COPY:** The copy housed in the main office shall be considered the official copy; this copy should not leave the office but may be duplicated.
- iii. **OPENING FILES:** No individual is permitted to open physical or digital files that are housed in the main office or pastor's office, including their computers/hard drives, or wherever their file-sharing folders (ex., OneDrive) appear, except by authorized staff or authorized officers of the church; for all others, permission must be granted by the Administrative Assistant or pastor before opening files.
- iv. **SUBMISSION OF REPORTS:** All individuals submitting reports, of any kind, shall give a copy to the Administrative Assistant, for filing or inclusion in the agenda packets.
- v. **AGENDAS:** The Administrative Assistant shall be responsible for the compilation of agenda packets and printing of the agenda packets.
- vi. **MINUTES:** The Administrative Assistant shall be responsible, when requested, for typing up handwritten copies of the minutes; such minutes should not be submitted to the Administrative Assistant as shorthand or bullet points; typing minutes should not be delegated to the pastor.
- vii. **CLOSED SESSION/CONFIDENTIALITY:** Minutes of closed session meetings, or closed portion of meetings, as well as other personnel or confidential paperwork, shall be retained by the pastor in a secured location in the pastor's office. These shall be considered the official copies. A fireproof, waterproof filing safe is recommended for this use. Each member in attendance virtually must ensure that they are in a private location (out of earshot of others) during closed sessions (this can only be accomplished as an honor system).

- viii. RECORDINGS: No recording of any church is allowed without first securing permission from every member present. Closed sessions cannot be recorded.
- ix. PROPERTY: All appropriate accounting records, including receipts and bills in the name of the church, are considered the property of the church, regardless of the location, creation, or possession of the records. Records shall never be filed or housed on an individual's personal property.
- x. OPEN RECORDS: In the spirit of transparency, all records, except for personnel matters or documents containing personal information, are to be considered open/public record and requests for copies of records are to be granted. In accordance with most state laws, we are required to respond promptly and in writing when we receive a written request from someone who wants access to our finances and/or bylaws.

SECTION 4

Council Covenant for 2025

From the 2024 Resolution to the Following the Simplified, Accountable Structure, point 13 (Appendix A): *“The council will create a Leadership Council Covenant. The Leadership Council is empowered to amend these principles, policies, procedures, and covenant”*

LEADERSHIP COUNCIL, CHAIR, AND PASTOR:

We understand that . . .

- a. . . . the Leadership Council is held accountable by the foundational statements of Port Edwards UMC, as well as the commission of Jesus Christ to make NEW disciples.
- b. . . . the pastor and Leadership Council hold each other accountable for prioritizing ministry over administration and prioritizing the reaching of NEW people.
- c. . . . the pastor holds the Leadership Council accountable to govern instead of manage.
- d. . . . the Leadership Council is held accountable by (amenable to) the Church/Charge Conference and *Book of Discipline* to support the pastor, staff, ministry leaders, and serving disciples (volunteers) in accomplishing the purpose, mission, and vision of Port Edwards UMC.
- e. . . . not to equate accountability with blaming or reprimanding; we will not create an environment of disciplinary action, punishment, or shaming; accountability shall be practiced as respectful inquiry and mutual support.

We shall . . .

- a. . . . give significant attention to prayer and the study of Scripture as a group to ensure that we are led and guided by the Holy Spirit; this means opening and closing with prayer and having Bible study as the first item on the agenda.
- b. . . . engage in studies about ministry in today’s context; this means participating in regular book studies.
- c. . . . main the attitude of . . .
 - (1) . . . people over programs
 - (2) . . . people over institution
 - (3) . . . people over policies and procedures
 - (4) . . . reaching NEW people over the care of members (a ministerial ratio of 70/30).
 - (5) . . . guests over members
 - (6) . . . mission over preference
 - (7) . . . purpose over pleasing
 - (8) . . . exploration over establishment
 - (9) . . . “get to” over “have to”
 - (10). . . diversity over uniformity
 - (11). . . inclusion over exclusion

- (12) . . . affirmation over criticism
- (13) . . . quality over quantity
- (14) . . . ministry with over ministry to
- (15) . . . health and wholeness over complacency
- (16) . . . ministry over business
- (17) . . . permission granting over permission seeking
- (18) . . . guidelines over rules
- (19) . . . proactive over reactive
- (20) . . . consensus over majority-rules
- (21) . . . group over individual
- d. . . . seek to make decisions by **consensus**, when practical. Consensus is defined as *“an opinion or position reached by a group as a whole or by majority will; a general agreement where there is no strong or disruptive disagreement on the issue.”*
- e. . . . notify the chair (not the pastor), in a timely manner, when an absence is anticipated.
- f. . . . keep the chair accountable to the agenda and the time.
- g. . . . to attend as many meetings as my work-life balance allows.
- h. . . . to active engage in discussion and promote unity amongst Council members.
- i. . . . speak the truth in love and respect each other’s positions.
- j. . . . keep confidentiality on personnel issues and maintain our privacy policies.
- a. abide by all guiding principles, policies, and procedures of our local church, Standing Rules of the Wisconsin Conference, The United Methodist Church’s *Book of Discipline 2020/2024*, and all civil and legal codes.

Our Code of Conduct shall be . . .

- a. . . . a commitment to follow the Matthew 18 model (conflict management; see Section 8, ¶10 & ¶11) and live out Jesus’ Greatest Commandment as given in Matthew 22:34-40 (love God, love your neighbor, love yourself).
- b. . . . a commitment to following John Wesley’s 3 Simple Rules:
 - do no harm,
 - do good, *and*
 - stay in love with God.

SPECIFIC TO THE LEADERSHIP COUNCIL CHAIR:

I shall . . .

- a. . . . ensure that the council members, and pastor, behave consistently within their own roles;
- b. . . . make sure deliberations are fair and thorough, timely, orderly, and kept to point;
- c. . . . observe the agenda’s order and time restraints; respect the people’s time.
- d. . . . ensure the integrity of the Leadership Council procedures and the importance of accountability.
- e. . . . when necessary, delegate the authority given to my position but remain accountable.
- f. . . . prepare and publish the agenda packet in a timely manner with enough information included for the Council to make an informed decision.

SPECIFIC TO THE PASTOR:

I understand . . .

- a. . . . the pastor and Leadership Council hold each other accountable for prioritizing ministry over administration and prioritizing the reaching of NEW people.
- b. . . . the pastor holds the Leadership Council accountable to govern instead of manage.

I shall . . .

- b. . . . strive to maintain a balanced system of health, which includes physical, mental, emotional, and spiritual components of personal health and the health of one's family.
- c. . . . uphold the highest standards of biblical teaching and morality.
- d. . . . maintain appropriate confidentiality and privacy and recognize my role as a mandated reporter.
- e. . . . keep the Leadership Board informed with regular communication.
- f. . . . treat all staff with dignity and respect.

SIGNED

DATED

Hintz, Lindsey

Lamb, Chuck

Mitchel, Sue

Pelo, Nina

Rogoski, Joy

Wrege, Helmuth

Thomasgard, Leo (chair)

McGregor, Caleb (pastor)

SECTION 5

Legalities & Insurance

*The Leadership Council, as acting Board of Trustees,
is the legal representative of the local congregation to the State of Wisconsin.
This excludes any Council member under the age of 18.*

¶ 1. Incorporation

- (1) NAME: The corporate name of our church shall be “Port Edwards United Methodist Church,” and when filing with the state, the name shall be “Port Edwards United Methodist Church, Inc.”
- (2) DEFINITION: When an organization becomes incorporated, it legally holds the same rights and responsibilities as an individual within that organization. The most important reason why churches and other ministries consider incorporation is to protect individual leaders and members from personal liability and lawsuit associated with the negligent actions of its members and/or leaders, but usually not willful misconduct. Members, agents, or employees of an unincorporated association are open to personal liability for wrongful acts if the act is committed within the scope of their authority. This means all members of an unincorporated church become legally responsible for the negligent or criminal acts of one of their fellow members on the property or in the context of church ministry.
- (3) COUNTY: Articles of Incorporation with the Register of Deeds Office of and in Wood County shall be maintained and updated appropriately; this primarily refers to the legal name of the church.
- (4) STATE: Articles of Incorporation with the State of Wisconsin should be renewed and filed annually. The State of Wisconsin requires annual paperwork to maintain corporate status. This includes submitting a simple annual report, with the filing fee of \$35, to the Wisconsin Department of Financial Institutions office. We are considered a “Nonstock Corporation” and must file “Form 102” annually. Our corporation “will have members” (Article 7); our corporation is *not* authorized to make distributions under section 181.1302(4), Wis. Stats (Article 8); we do not need to provide further provisions on additional pages (Article 10).
Search for corporate records in WI: <https://www.wdfi.org/apps/CorpSearch/Search.aspx?>
Find the forms for incorporation: <https://www.wdfi.org/corporations/forms/corp181forms.htm>
- (5) ANNUAL STATE FILING DEADLINE: In accordance with our initial filing date, we should annually file “Form 102” with the state during the first quarter of the year, before March 31st.
- (6) INCORPORATORS: The Council Chair for the ensuing year should be named as the “president” of the Incorporation; the adult members of Council for the ensuing year should be named as incorporators.
- (7) LEGAL CUSTODIAN: The Leadership Council, as Board of Trustees, and its chair, shall be the custodian of all legal papers of the church.

¶ 2. Insurance

- (1) CONFERENCE POLICY: As per Conference policy, “All local churches in the Wisconsin Conference . . . are required to be insured under the Conference-Wide Insurance Program”; “Required insurance coverage within this program includes multi-peril property and liability insurance and umbrella insurance. Optional insurance coverage within this program includes directors and officers and employment practices liability insurance”; “Local churches are also

required to maintain workers compensation insurance and auto insurance in compliance with the law.” (130.2.1-3, *Standing Rules of the Wisconsin Conference of The United Methodist Church*);

- (2) M3: Starting in 2025, our insurance is brokered through the Madison-based company called M3. This is a conference-wide requirement. Their website is: m3ins.com.
- (3) OUR POLICIES: M3 has determined that our insurance policies are as follows:
 - a. Multi-Peril Property – with Travelers Insurance company. Period of 3/1 to 2/31.
 - b. Workman Comp. – with SFM Mutual Insurance company. Period of 2/1 to 1/31.
 - c. Liability Umbrella – with _____ company. Period of _____.
- (4) ANNUAL REVIEW: Our insurance policy(ies) with M3 should be annually reviewed.
 - a. Within the window of review, the chair should lead a work team made of up of
 - i. the pastor,
 - ii. maintenance technician, *and*
 - iii. financial manager,
 - iv. two members at large (Connection List: “Insurance Review”)
 - b. Quorum shall be voting members present.
 - c. Policies shall be submitted, with recommendations, to the Leadership Board for final approval (consent calendar, if there are no changes to the policy(ies)).
- (5) PREMIUM PAYMENT: The insurance premium shall be processed by the church treasurer and paid by our accountant.
- (6) CLAIMS: Only the chair and maintenance technician are authorized to submit a building-related claim and deal directly with the insurance companies.
- (7) ONSITE REVIEW: Our maintenance technician is authorized to oversee any onsite review by the insurance company.

¶ 8. Safe Sanctuaries

- (1) DEFINITION: The purpose of having a “Safe Sanctuaries” policy is to minimize risk of harm done to vulnerable persons, or of false claims of wrongdoing; such policies and guidelines help to define and set the standards for abuse prevention and risk reduction strategies for local churches; local churches are REQUIRED to create and maintain their own “Safe Sanctuaries” policy.
- (2) ABUSE PREVENTION: We shall maintain our own “Safe Sanctuaries” policies and guidelines and retain them in this document. (Appendix K)
- (3) REVIEW: The Safe Sanctuaries policy should be reviewed at least one every two years.

SECTION 6

Buildings, Grounds, Equipment

¶ 1. Using the Building (This section, except for 8, 10-11, is included in Appendix G)

(This section, except for 2-4, 8-11, is included in Appendix H)

- (1) *DISCIPLINE*: The church building and grounds are for the use of organized religious activities, in accordance with the Social Principles and provisions of The United Methodist Church's *Book of Discipline*; the pastor shall be the interpreter of the provisions within the *Discipline*.
- (2) *OUTSIDE GROUPS*: The building and grounds may also be offered for the use by other groups, individuals, or event in our community by approval of the pastor and chair.
- (3) *FOR-PROFIT*: The property may not be rented to a "for-profit" group or organization, as this may endanger the church's tax-exempt status.
- (4) *NON-PROFIT*: The property may be rented to "non-profit" groups or organizations, as long as no personal services are rendered beyond basic landlord agreement.
- (5) *SUPERVISION*: The maintenance technician shall be responsible for supervising building usage.
- (6) *DRUGS & ALCOHOL*: No alcohol or controlled substances shall be allowed in the church or on church property in any form at any time.
- (7) *CLOSING UP*: The chair or leader of any committee or organization is responsible, whether they represent a church organization or outside organization, in their designated space, for turning off lights, closing windows, and adjusting the temperature when leaving for the day; as well as locking any doors which they had to unlock.
- (8) *LOCKING UP*: The Administrative Assistant and pastor are responsible for locking all doors at the end of work hours.
- (9) *MAINTENANCE TECHNICIAN*: The maintenance technician is responsible for ensuring that the church is secured at night and, in coordination with the pastor, custodian, and Administrative Assistance, ready for use when a scheduled group or vendor is scheduled to use the facilities.
- (10) *ALCOHOLIC ANONYMOUS*: The Alcoholic Anonymous group is authorized to use only the space designated by the maintenance technician; the Lower Level should not be used by individuals or groups during the meeting times of the Alcoholic Anonymous group. Only the pastor and maintenance technician shall interact or communicate with this A.A. group.
- (11) *BUILDING USE POLICY*: A Building Use Policy shall be maintained which can be signed by individuals and groups who use the building regularly or for a single use (Appendix G).

¶ 2. Security (This section, except for 7 & 9, is included in Appendix G & Appendix H)

- (1) *PERSONAL ACCESS*: Any member of the church who has suitable cause to require personal access to the church building, and upon training, may be given their own security code and key; non-members of the church should not be granted personal access to the church unless by approval of the pastor, chair, and maintenance technician.
- (2) *CODE & KEY*: No individual shall be given a security code without a key or a key without a security code.
- (3) *KEY DUPLICATION*: Only the maintenance technician or chair of the Board of Trustees is authorized to duplicate keys belonging to the church.

- (4) AUTHORIZATION: The pastor, chair, and maintenance technician are authorized to assign codes and keys, change or remove codes, receive keys, or change the designated password.
- (5) ENTRY: All individuals with personal access to the church must use the Office entry and not the Main Entrance in order to arm and disarm the security system.
- (6) ARMING THE SYSTEM: All individuals using the building on Saturdays shall be responsible for arming the security system upon leaving.
- (7) USHER: The designated usher should be responsible for securing the church at the end of worship services, whether on Sunday mornings or throughout the week; this includes extinguishing candles, closing windows, turning off lights, and locking all exterior doors.
- (8) ASSUMING COSTS: The church shall assume any costs for false or actual security alarms; the person responsible shall assume any costs for setting off the alarm by their own error.
- (9) SECURITY AND ACCESS POLICY: A Security and Access Policy shall be maintained which can be signed by individuals who hold personal access to the church building (Appendix H).

¶ 3. Buying and Selling Property

- (1) Provisions provided by the *Book of Discipline*, ¶¶2541-2544, shall be followed.

¶ 4. Buying and Selling Equipment

- (1) MAINTENANCE TECHNICIAN: The maintenance technician is authorized to provide, and oversee, the maintenance and repairs on church-owned property, and is the warden for any church-owned equipment.
- (2) CASH FLOW: For all purchases, the maintenance technician is responsible for checking with the financial manager if cash flow issues are expected.
- (3) ESSENTIAL & TYPICAL WORK: The maintenance technician is authorized to purchase any equipment for the church that is deemed both *essential* (i.e., safety of the building or its people) or *typical* (i.e., annual, seasonal) and can be supported by the budget. This may include: boiler repair and maintenance; lawn equipment repair and maintenance; water heater; refrigerator; washer & dryer; sprinkler repair and maintenance; plumbing and electrical.
- (4) BEYOND ESSENTIAL: If an expense is beyond “essential” or “typical,” but the budget can support it, the maintenance technician is authorized to spend up to \$200 for any single piece of equipment for the church or up to \$500 to complete a project.
- (5) PASTOR AND CHAIR: The maintenance technician must seek approval from the pastor and chair for any atypical, unessential equipment costing between \$200 and \$1,000 or a project costing between \$500 and \$2,000 must be approved by the pastor and chair prior to purchase, if the cost is within the budget.
- (6) LEADERSHIP COUNCIL: Equipment costing more than \$1,000 or projects costing more than \$2,000, or if the budget cannot support the cost, shall be approved by the Leadership Council.
- (7) SELLING: The Maintenance Technician is authorized to sell unused equipment if the value is less than \$2,000; if the equipment is between \$2,000 and \$5,000, the maintenance technician shall seek approval from the chair and pastor; anything above \$5,000 shall require approval by the Leadership Council.

¶ 5. Maintenance and Repairs

- (1) ESSENTIAL & ROUTINE WORK: The maintenance technician shall be authorized, as the budget allows, to conduct *essential* and *routine* maintenance and repairs on church property and is authorized to seek necessary professional help in completing these projects without approval from the pastor, chair, or Council.

- (2) REQUESTS: The maintenance technician should fulfill building requests only from the Council, chair, or pastor.
- (3) BEYOND ESSENTIAL: The maintenance technician is authorized to seek repairs or updates of an unessential or atypical nature (i.e., updating light fixtures, repairing a squeezing door, etc.) within the limitations spelled out in Building, Grounds, and Equipment, ¶4.
- (4) CONTRACTUAL WORK: The maintenance technician is authorized to oversee and monitor contractual work by vendors; vendors should be fully and adequately insured and bonded.

¶ 6. Bids/Quotes

- (1) OBTAINING BIDS: The maintenance technician is authorized to obtain bids upon request of the pastor and chair, or Leadership Council.
- (2) SMALLER BIDS: Any expenditure or project between \$5,000 and \$10,000 shall require at least 2 bids or quotes, reviewed by the maintenance technician, pastor, chair, and financial manager, and their recommendation, including all bid options, sent to the Leadership Council for final approval.
- (3) LARGER BIDS: Any expenditure or project above \$10,000 shall require at least 2 bids or quotes, reviewed by the maintenance technician, pastor, chair, financial manager, and at least two members at large, and their recommendation, including all bid options, sent to the Leadership Council for final approval. (Connection List: Bid Review)
- (4) MAINTENANCE TECHNICIAN: The maintenance technician is authorized to engage the bid, upon approved.
- (5) LOCAL COMPANIES: Preference will be given to hire local companies offering competitive bids/quotes within 15% of others.
- (6) INSURED & BONDED: The church shall not engage businesses or vendors that are not fully and adequately insured and bonded.

¶ 7. Capital Projects & Renovations

- (1) CAPITAL PROJECT DEFINITION: (from *Book of Discipline*, ¶2544): building a new church, education building, or a new parsonage; purchasing a church, educational building, or parsonage; or remodeling an existing church, and existing educational building, or an existing parsonage where the cost of the remodeling with exceed 25% of the value of the existing structure or require mortgage financing.
- (2) DISCIPLINE: Capital projects should follow ¶2544 of the *Book of Discipline*.
- (3) MAJOR PROJECTS: like renovations or additions to the current structure, which would cost more than \$25,000, shall have a work team formed to study, recommend, plan, oversee, and review the project.

¶ 8. Property & Equipment Use (This section, except for 3-6 & 9, is included in Appendix G) (This section, except for 9, is included in Appendix I)

- (1) CHURCH PROPERTY: Members of the congregation shall seek approval from the maintenance technician for the use of church property (e.g., tables and chairs, edger, etc.) for off-premises purposes. The maintenance technician shall set expectations for the transportation, care, and return of the property; the use for members should be free. The pastor and chair must approve the use of church property to non-members for off-premises use; a fee may be instituted for non-members.

- (2) **RELEASE FROM LIABILITY:** The church shall not be held liable for damages or injuries that occur while the borrowed equipment is being used off-premises by a borrower; this shall be reflected in a Release from Liability Form (Appendix I.(1)).
- (3) **LAWN CARE TRAINING:** All volunteers who sign up for the first time to mow and care for the church lawn are authorized to use the lawn mower and other lawn equipment located in the utility shed, only after they have been given a training orientation from the maintenance technician.
- (4) **LAWN EQUIPMENT USE:** Volunteers who mow and care for the church lawn are expected to return all equipment, cleaned, to the utility shed; they shall fill up the gas tanks of every equipment they have used.
- (5) **GAS & OIL:** The maintenance technician is responsible for providing the gas and oil to be used for the lawn care equipment.
- (6) **REPORTING REPAIRS:** Lawn care volunteers are responsible for notifying the maintenance technician of any repairs that are needed.
- (7) **AGE RESTRICTIONS:** Persons under the age of 18 may not use any church equipment without adult supervision.
- (8) **SAFETY:** Standard safety procedures apply to all who are granted use the church's equipment/property, including ladders, trimmers, weed-eaters, leaf-blower, snow-blower, etc.
- (9) **EQUIPMENT USE POLICY:** An Equipment Use Policy shall be maintained. (Appendix I)

¶ 9. Kitchen Rules **(This section is included in Appendix G & Appendix I)**

- (1) **APPLIANCES & UTENSILS:** By rule of the United Women in Faith (formerly the United Methodist Women) and the former Board of Trustees, no dishes, trays, coffee makers, or other equipment shall be taken from church property.

¶ 10. Safety **(This section, except for 2, 5, 7, 10, & 12, is included in Appendix G)** **(Items 1 and 13 are included in Appendix I)**

- (1) **EQUIPMENT:** No person shall use equipment (such as outdoor/lawn equipment, buffer, or ladders) without permission from the maintenance technician; all indoor uses of utility ladders shall take place with a second adult supervising.
- (2) **MAPS:** Emergency exit maps shall be maintained and updated as necessary in every public room of the church.
- (3) **RESCUE AREA:** The northwest corner of the Fellowship Hall shall be designated as our Handicapped Rescue Area; the local fire department should be kept notified of this designation. In the case of a fire, abled-bodied individuals should help mobility-limited individuals with exiting the building. Where mobility-limited individuals, when upstairs, cannot be helped during a fire, they should wait for fire rescue, with windows opened, near the designated Rescue Area; such area should be clearly marked on emergency maps and near the Rescue Area.
- (4) **A.E.D.:** The church should properly maintain an Automated External Defibrillator, conduct congregational training every couple of years, and keep the area well marked in maps and signage. The maintenance technician is authorized to replace damaged, missing, or expired parts without further approval.
- (5) **SUNDAY MORNING USHERS:** All exterior doors shall be locked, except for the main entrance doors, before and after Sunday morning worship services; ushers are required to lock these doors during the worship hour. Ushers are instructed to sit in the sanctuary as to be in the line of sight of the doorbell receiver.

- (6) EXTERIOR DOORS: No exterior door shall be left unlocked and unattended (while the building is unoccupied).
- (7) CALL BUTTON OR TAB: The church is encouraged to obtain a call button or pull-tab that would alarm the police of an emergency; check with the insurance company.
- (8) EMERGENCY PLANS: Our Emergency Plans, for our sanctuary space, are as follows:
- a. STORMS: “Storm: Please seek shelter in the central hallway on the Lower Level. This is our designated Tornado Shelter Area.”
 - b. ARMED INTRUDER: “Armed Intruder: If an individual enters the building with a weapon and the intention to harm, several members are trained in how to respond. You may choose to throw hymnals and Bibles to defend yourself, if you feel you have the strength. We recommend taking cover behind or under a pew and exiting as soon as the space is safe.”
 - c. FIRE:
 - i. For the eleven rows of pews in the front of the sanctuary: “Fire: For this pew: All abled-bodied individuals should use the fire exit ahead of you behind the piano/keyboard. Those who mobility needs should exit through the main entry (parking lot).
 - ii. For the nine rows of pews in the rear of the sanctuary: “Fire: For this pew: All able-bodied individuals should exit through the sanctuary doors and continue out the OLD main entry (river side). Those with mobility needs should exit through the NEW main entry (parking lot).”
 - d. These emergency plans should be made available on cards in the sanctuary pew racks.
- (9) ELEVATOR: In case of fire, do not use the elevator or kitchen stairlift.
- (10) DEFENSE: The church may obtain a canister of pepper spray, or pepper gel, for use the sanctuary, as long as the canister is out of the reach of children and accessible to those who are trained; a team of individuals of the congregation should be trained on how to use the pepper spray/gel; a training for pepper spray/gel should be conducted by a trained professional at least once every three years.
- (11) DANGEROUS OBJECTS: Care should be taken to secure heavy or sharp furniture or objects and to keep such out of the reach of children and vulnerable adults.
- (12) SENSORS AND ALARMS: The maintenance technician is encouraged to obtain as many free or responsibly-priced sensors or monitors provided by the insurance company that provide extra protection on sensitive parts of the building and grounds.
- (13) RELEASE FROM LIABILITY: Organizations and individuals who use our lawn equipment, or other motorized property, whether on or off premises, whether for a one-time or recurring event, shall sign a release from liability form. (Appendix I.(1))

SECTION 7

Finances

¶ 1. Offerings

- (1) USHER: The designated usher shall collect, appropriately mark, and deposit all donations from the worship service into the office of the Financial Secretary.
- (2) LOOSE CHANGE: All loose coins from the main offering box shall go to the church's general budget.
- (3) COUNTING THE OFFERING: The Financial Secretary is authorized to oversee the weekly counting of the offering, including special offerings; the Financial Secretary shall use the designated office and computer provided for their use; the counting and depositing of the offering in the bank should be completed as early in the week as practical.
- (4) REPORTING AND DEPOSITING: The Financial Secretary is authorized to prepare weekly and monthly reports on all income to the church, deposit all income into the bank (Nekoosa Port Edwards State Bank), noting the appropriate banks accounts.
- (5) LETTERS OF RECOGNITION: The Financial Secretary should write a letter of recognition to any single donation \$75 and above to any known giver for tax purposes.
- (6) DIGITAL RECORDS: The Financial Secretary should maintain digital records of all known givers and their giving, within the year, including one-time or first-time giving from known givers.
- (7) YEAR-END STATEMENTS: The Financial Secretary shall issue year-end statements to all known givers for tax purposes.
- (8) BOOKKEEPING: Our digital record-keeping program shall be SHEPHERDBASE.
- (9) ELECTRONIC GIVING: Our electronic giving platform shall be VANCO.
- (10) ADDING AND CHANGING RECORDS: The Financial Secretary is authorized to create records for new givers, and make changes to their records; the Financial Secretary should create profiles for new givers on VANCO, and make changes to existing profiles on VANCO, only after receiving written requests from the giver or giving unit.
- (11) REMOVAL AND RETENTION OF RECORDS: The Financial Secretary is authorized to remove records of inactive, non-member givers, including any VANCO profiles, who have not given beyond twelve months, or upon written request of the giver; the Financial Secretary shall retain the records of all active worshippers, members or constituents, whether they give or not.
- (12) ASSISTANT: The Administrative Assistant should be the Assistant Financial Secretary.
 - i. The Administrative Assistant should count and deposit the offering once every quarter of the year and for one entire month (4 weeks) within the year.
- (13) LEADERSHIP COUNCIL: The monthly income sheet provided by the Financial Secretary shall be received at each regular meeting of the Leadership Council.

¶ 2. Special Offerings

- (1) SPECIAL SUNDAYS: All, or some, of the six designated Special Sundays of The United Methodist Church, with offerings, shall be observed.
- (2) OTHER: Other local, regional, national, and global organizations may be considered for special offerings throughout the year, as long as they do not interfere with any local church fundraising or the financial stewardship of the church's resources.

- (3) SPECIAL SERVICES: Offerings taken at special services (Ash Wednesday, weekday Lenten services, Maundy Thursday, Good Friday, Christmas Eve, etc.), should have, at least, 50% designated to a special cause beyond the local church.
- (4) PASTORAL AUTHORIZATION: Only the pastor should authorize any special offerings or the financial support of any cause, charity, organization, or individual; this excludes the missional giving of the local unit of United Women in Faith.
- (5) RESTRICTED FUNDING: No special offerings or donations of any kind shall be given to organizations or individuals that openly reject, or otherwise discriminate against, LGBTQIA+ people, in accordance with the *Book of Discipline*, ¶613.19.

¶ 3. Community Hardship Fund

- (1) FUND: A fund to support needs in the local community should be maintained.
- (2) SUPPORT: Such fund should be supported by periodic special offerings.
- (3) BANK: This fund shall be located at the Nekoosa Port Edwards State Bank; it is currently titled: “Port Edwards United Methodist Church: Pastoral Hardship Fund.”
- (4) PASTOR: Only the pastor is authorized to administer this fund, or authorize the Administrative Assistant on a case to case basis.
- (5) GUIDELINES: The pastor should maintain guidelines for the use of this fund, balancing grace and abundance with the stewardship of the people’s donations and may be provided in the P.P.P. as an appendix.
- (6) REPORTING: The pastor should regularly give a report of the activity in this fund to the Leadership Council; preferably every quarter of the year.

¶ 4. Congregational Care Fund

- (1) FUND: A fund to support the caring ministry of the church should be maintained.
- (2) PURPOSE: This fund should be used to give “visible signs of care” to members and constituent in our congregation.
- (3) BANK: This fund shall be located at the Nekoosa Port Edwards State Bank; it is currently titled: “Port Edwards United Methodist Church: Pastoral Hardship Fund.”
- (4) SUPPORT: Such fund can be supported by periodic special offerings.
- (5) PASTOR AND MINISTRY LEADERS: Only the pastor and appropriate ministry leaders shall administer and oversee this fund.
- (6) REPORTING: The pastor should regularly give a report of the activity in this fund to the Leadership Council; preferably every quarter of the year.

¶ 5. Vouchers

- (1) VOUCHERS: All reimbursable expenses shall be accompanied by an approved voucher.
- (2) SELF-VOUCHERING: No person shall authorize their own reimbursement or voucher.
- (3) LARGE AMOUNTS: Reimbursable expenses over \$50.00 should be approved *prior to* purchase by the pastor or chair, unless it is already accounted for in the church budget, within a job description, or elsewhere in this document.
- (4) UNAPPROVED: All unapproved purchases on behalf of the church by a member or non-member should not be reimbursed. Unapproved purchases on behalf of the church shall be acknowledged as a gift.

- (5) AUTHORIZED: The following individuals are authorized to approve purchases and vouchers:
- i. Chair of the Leadership Council
 - ii. Financial Manager
 - iii. at least two members of the Leadership Council (preferably those who live in town)
 - iv. the appointed clergy
- (6) UNAUTHORIZED: The following individuals are specifically *not* authorized to approve purchases and vouchers:
- i. Church Treasurer
 - ii. Financial Secretary
 - iii. Paid staff of the church
 - iv. Accountant
- (7) APPROVAL: All vouchers must be approved, and signed by, an authorized personnel before being initialed by the treasurer.
- (8) TREASURER: The treasurer shall confirm the accuracy of all vouchers by initialing them before being given to the accountant for payment.
- (9) CHECKS: Only the accountant is authorized to write out checks on behalf of the church; this excludes the names on other checking accounts associated with the church.
- (10) REPORTING: The treasurer, with assistance from the Administrative Assistant, shall keep a weekly record of all expenses approved, vouchered, and confirmed; these reports should be received at every regular meeting of the Leadership Council.
- (11) MISSIONAL GIVING: The treasurer should keep a report of all missional giving, year to date, receiving the amounts from the Financial Secretary, and providing the vouchers to the accountant for each payment (authorized by either the pastor or chair); the treasurer's mission report should be received at every regular meeting of the Leadership Council.

¶ 6. Gallery Trust Fund

1. HISTORY AND BACKGROUND: The new church (1940s) was built right next door to the house where Dorothy Brazeau Gallery lived. Dorothy was handicapped and the close proximity to the church allowed her to walk just a few feet from her house to the "flower room" door. Dorothy loved the church and its people, especially the young people. The high school class used to meet in her living room on Sunday mornings before the education wing was built, and Dorothy would sit out of sight on the stairs and listen to the young voices.

When Dorothy died in 1975, she left this note:

"I have willed my house and lot to the church – it seems a part of the complex. I don't like to think of it as a parking lot. Sell it if you like. The money I would like used for missions, scholarships, Bishop's askings, relief, etc. Not for stained glass windows."

(signed) Dorothy Gallery

In November 1975, the Gallery house was sold and moved from the property, after the contents had already been distributed according to Dorothy's instructions, and the proceeds given to the church.

On March 4th, 1976, the Dorothy Gallery Trust Fund amounted to \$10,956.82.

2. PURPOSE: The leadership of the church agrees that, with keeping in the spirit of Dorothy's request, income from her Trust Fund may be used for all ministries of the church, including nurturing, outreach, missional, and witness ministries, with an emphasis on Christian outreach,

both local and global, in addition to her stated request; it shall not be used for worship ministries, maintenance or beautification of the facilities or grounds, or any other kind of administrative or stewardship purpose.

3. CHAIR: A chair to oversee and administer the Gallery Trust Fund shall be nominated by the Nominations Committee (Discipleship Team) and approved by Charge Conference.
 - a. The chairpersonship may be held by the Finance Chair, unless the chair is also managing the Endowment Fund; but cannot be held by any other financial officer of the church (treasurer, financial secretary, etc.).
 - b. The chair should maintain a report of the activities in the Fund and requests for use of the Fund; and if the Fund is invested with other funds, the Chair should have access to the statements regarding the Fund.
 - c. The chair should regularly report on the activity and income of the Fund to the Leadership Council.
4. USE AND INVESTMENT
 - a. The principal amount of the Dorothy Gallery Trust Fund shall remain invested, and only the interest will be considered available for purposes aligned with the aforementioned PURPOSE.
 - b. Investment of the Trust Fund will be the responsibility of the Leadership Council.
 - c. The Trust Fund shall be invested with VANGUARD.
 - d. The interest from the Trust Fund shall be disbursed in the following ways:
 - i. From the interest earned by the Trust Fund in a given year, an amount equal to 1% of the balance of the fund on January 1st of that same year, shall be retained and added to the principal of the fund, to maintain a growth of the principal.
 1. Example: On January 1st, 2025, the principal of the Gallery Fund was \$28,809.82. 1% equals \$288.00; thus, at the end of 2025, the principal will be \$29,097.82.
 - ii. The remainder of the interest shall be made available to the Gallery Fund Chair and/or Leadership Council for distribution as:
 1. Scholarships for Port Edwards United Methodist Church members to attend church-related/sponsored educational and inspirational events, such as, but not limited to:
 - a. School of Missions
 - b. Mission trips
 - c. District/Conference training events
 - d. National seminars
 - e. Travels to ministerial licensing or seminary training
 - f. Church camp
 - g. Youth Convocation
 - h. Music workshop/festivals
 - i. Lay Servant Ministry classes
 - j. Scholarships to youth members (high school graduates going on to school) that have been viable members of our church.
 - i. If a person is requested to attend any event by the pastor, lay leader, or Leadership Council, the Trust Fund Chair can authorize the fund to reimburse up to 100% of the cost.

- ii. If a person chooses to attend any event on their own volition, the Trust Fund Chair can authorize the fund to reimburse up to 75% of the cost, based upon guidance from the Leadership Council chair and pastor.
 - iii. A maximum amount of \$300 will be granted over a one-year period to any one person.
- 2. Speaker fees or workshop expenses sponsored by the church that uphold the intentions of the Trust Fund.
- 3. Expenses related to the nurturing ministries of the congregation (fellowship, education, guest hospitality, faith formation), with an emphasis on outreach/missions, reaching new people, and engaging young people.
- 4. Expenses related to the outreach and missional ministries of the congregation (travel fees, participation and insurance fees, etc.); this especially excludes contributing to donations for charities and special causes that should be fundraiser through congregational participation.
- 5. Expenses related to the witness ministries of the church (community events, marketing and advertisement, event signage, logo-wear, event fees, expenses related to community involvement), with an emphasis on outreach/missions, reaching new people, and engaging young people.

¶ 7. Wills & Memorial Fund

- 1. PURPOSE: To maintain a fund of wills and memorials given in the name of members and friends, and friends and family of members, of the congregation; such funds may be restricted/designated or unrestricted/undesignated.
- 2. CHAIR: A chair shall be nominated by the Nominations Committee (Discipleship Team) and approved by Charge Conference; the chairpersonship may be held by other financial officers of the church except for the treasurer and financial secretary.
- 3. DUTIES OF THE CHAIR:
 - a. The chair should be responsible for acknowledging all gifts given to the fund.
 - b. The chair should provide a list of all donors of memorials to the family whose member is being remembered.
 - c. The chair should be responsible for keeping record of all new and current memorials, the correlating name, fund designation, where applicable, and the disbursement of each of memorial, noting how the memorial was used.
- 4. USING FUNDS:
 - a. COUNCIL: The family of a designated memorial (not the individual donor(s)), the pastor, Council chair, Wills and Memorials chair, or other staff, officer, or Council member may petition the Leadership Council for the use of memorial funds, under the condition that the family of the deceased, if reachable, confirms the request before the purchase or before reimbursement.
 - b. WITHDRAWAL: Upon approval of the expenditure by the Leadership Council, the Financial Manager shall be notified for the withdrawal into the general expense account.
 - c. REPORTING: The Financial Manager shall notify the Wills & Memorials Chair to report the expenditure in the records, shall notify the treasurer that a voucher should be submitted to the accountant for payment, and shall notify the Administrative Assistant to relay this information to the donors or family.

5. PHYSICAL GIFTS:

- a. MISSIONAL USE: In the case that a donor or family of the deceased wishes to give some item of tangible property, the proposed gift shall be considered by the Leadership Council from the standpoint of the church and its mission; ill-considered gifts may be of limited use to the church or create an administrative or financial burden; such considerations shall include: purpose, missional usefulness, utility, permanence, and ongoing physical maintenance or financial upkeep.
- b. PROPERTY & RIGHTS: Physical memorial gifts purchased by the donor or family and given to the church shall become the irrevocable property of the church and the church retains all rights to its placement, usage, moving, replacement, and disposal, including the responsibility for the care and maintenance of the memorial.

6. DESIGNATIONS & PROPERTY:

- a. PLACEMENT: Funds given in the memory of a loved one, designated or not, shall be placed in the Wills and Memorials funds and not in the uncommitted portions of the Endowment Fund.
- b. DESIGNATION REQUEST: The Leadership Council retains the right to reject a family's (or donor's) designation, or suggested use, of any memorial gifts or monies given to the church on the basis of its limited missional use or the potential creation of an administrative or financial burden; the designation request by the donor should be made in writing.
- c. CONFLICTS: Any conflicts between the designation desires of the donor and the family of the deceased shall be reconciled between these two parties.
- d. DESIGNATION DEADLINE: The family related to the memorial has three months after the memorial's creation to designate, or offer a suggested use for, the memorial; after three months, all undesignated memorials may be used at the discretion of the church leadership; if the family is not notified of this limitation this rule still remains in effect.
- e. PROPERTY: All wills and memorials given to the church become the property of the church and cannot be withdrawn or revoked by the family at any time, except in the case that a mistake was made by the donor.
- f. REDESIGNATION: Designated memorials may be redesignated by the family at will.
- g. RESTRICTIONS: Undesignated memorials may not be designated by the family after three months, unless by approval of the Leadership Council.
- h. COUNCIL REDESIGNATION: The leadership of church cannot redesignate a designated memorial, unless the family (spouse or next-of-kin) of the memorial cannot be contacted.
 - i. If a memorial is allowed to be redesignated, the Leadership Council shall affirm the redesignation or leave it undesignated.

7. NOTICE TO THE FAMILY:

- a. MEMBER: If the spouse or next-to-kin regularly worships at, or is a member of, Port Edwards United Methodist Church, they shall be notified, by the Administrative Assistant, or the Wills and Memorials Chair or pastor, if a memorial in their loved one's name has a potential use, whether or not the memorial is designated.
- b. NON-MEMBER: If the spouse or next-to-kin is not a member or constituent of Port Edwards United Methodist Church, they may be notified when a memorial has a potential use.
- c. CONTACT: In all cases, the family, if their contact information is known, should be notified of the use of a memorial in the name of their loved one; the notification will be through the Administrative Assistant, or the Wills and Memorials Chair or pastor.

8. PLAQUES:

- a. NO PLAQUES: In the spirit of not glorifying humans but God alone, no further plaques shall be placed upon the memorial itself; a temporary notice may be attached on the backside, or hidden portion, of the memorial.
- b. ONE MEMORIAL PLAQUE: It is suggested that all existing plaques be removed from the memorial itself and placed together on a single memorial plaque to be publicly displayed.

9. MEMORIAL BOOK:

- a. BOOK: In place of plaques, a publicly-displayed Memorial Book shall be maintained by the Wills and Memorials Chair, which lists all memorials gifts purchased for the church, both past and present.

10. PROPERTY OF MEMORIALS:

- a. PROPERTY: All memorial items purchased from the Wills and Memorials Fund, whether the memorial was designated or not, shall be the irrevocable property of the Port Edwards United Methodist Church; Port Edwards United Methodist Church shall retain all rights on the memorial's placement, usage, moving, replacement, and disposal, including the responsibility for the care and maintenance of the memorial.

11. RETENTION OF MEMORIALS:

- a. REPLACEMENT: When a memorial is either damaged, malfunctions, worn down, unusable, or obsolete, the church leadership may ask the family if they would like to repair or replace the memorial, or offer a suitable substitute, at their own expense in order to continue the memorialization of their loved one.
- b. DISPOSAL: The church leadership retains the right to sell or dispose of any obsolete, damaged, or unused memorial.
- c. MISSIONAL: The church leadership retains the right to sell or dispose of any memorial that no longer serves the mission and ministry of the congregation.
- d. TO FAMILY: It is preferable that, in place of disposal, an item be offered back to the family, if said family exists or is reachable.
- e. TO ORGANIZATION: It is preferable that, in place of disposal, an item be sold to another organization aligned with the missional goals of Port Edwards United Methodist.

12. INTEREST:

- a. PRINCIPAL: The interest gained from the Wills and Memorials Fund shall be added to the entire Vanguard account principal and not restricted to Wills and Memorials only.

¶ 8. Budget

- (1) REVISING: The process of revising a new budget for the ensuing fiscal year should commence in September, by the financial executive team, led by the Financial Manager.
- (2) ASKINGS: Financial askings from the staff, ministry leaders, Council members, or pastor, should be made to the Financial Manager for consideration.
- (3) APPROVAL: The budget needs to be presented to, and approved by, to the Leadership Council by the Financial Manager at a meeting prior to Church/Charge Conference.
- (4) ADJUSTED: Once set by Church/Charge Conference, the Financial Manager, in consultation with the pastor and chair and other financial officers, may adjust the budget as needed throughout the year.

¶ 9. Miscellaneous

- (1) YEAR-END REPORTS: The Financial Secretary, pastor, chair, Financial Manager, Treasurer, Administrative Assistant should be involved in the procurement of the data needed to satisfy our annual Year-End reports. The Financial Manager shall review, before submission, the financial data, especially as it pertains to our share of apportionments. The pastor is responsible for the submission of all Year-End reports.
- (2) INTEREST: It shall be the rule of thumb to add all interest earned by a fund back to that fund to become the new principal for future calculations. Monies, other than interest, added to funds are to become part of a new principal amount.

SECTION 8

Personnel

¶ 1. Roles

- (1) CHAIR: The council chair shall be the Staff-Parish Relations contact to the district superintendent and oversee, with the pastor, personnel matters of the church.
- (2) PASTOR: The pastor shall be regarded as the day-to-day supervisor of the paid and unpaid staff. The pastor shall be present at all personnel-related work team meetings and at all discussion of Staff-Parish Relations discussions of the Leadership Council.
- (3) COUNCIL: The Leadership Council shall fulfill the *Book of Discipline* requirements of Staff-Parish Relations. The Leadership Council is not permitted to meet for S-PRC-related issues, or hold S-PRC-related discussions in meetings, without the knowledge, approval, and attendance of the pastor, except when the district superintendent convenes a meeting.

¶ 2. Paid and Unpaid Staff

- (1) PAID: Paid staff, as of 1/1/2025, include the positions of
 - (a) administrative assistant (part time; wages; 50 weeks; 2 weeks paid vacation),
 - (b) custodian (part time; wages; 52 weeks paid),
 - (c) maintenance technician (part time; salaried; 52 weeks paid), *and*
 - (d) media technician (less than quarter time; wages; per service/event).
- (2) UNPAID: Unpaid (volunteer) staff, as of 1/1/2025, include the financial positions of
 - (a) Financial Manager,
 - (b) Financial Secretary (and assistant), *and*
 - (c) Treasurer,
 - (d) Stewardship chair,
 - (e) Wills & Memorials chair,
 - (f) The Dorothy Gallery Trust Fund chair

¶ 3. Contracted Accountant

- (1) CONTRACT: We should contract through MONEYMANAGERS for an accountant.
- (2) DUTY: The accountant's job shall be to disburse checks, manage payroll, and be the official bookkeeper of our expenses.

¶ 4. Contracted Accompanist

- (1) CONTRACT: Those who provide music for a worship service or event are entitled to compensation, at will, as contracted accompanists (less than quarter time; wages; per service/event).

¶ 5. Job Descriptions

- (1) MAINTAINED: Job descriptions for every paid and unpaid employee shall be maintained and retained in this document. (Appendix J).
- (2) CREATE AND UPDATE: A description for the creation and updating of a job description can be found in ¶ 7(3).

¶ 6. Closed Session

- (1) DEFINITION: Closed Session is defined as the inclusion of *only* authorized persons in a meeting; only *ex officio* persons (chair/lay leader and pastor) may attend all closed sessions.
- (2) CAUSE: All personnel-related portions, including deliberations about staff and pastor, of the Leadership Council shall be in closed session; this portion shall be held as the last agenda item; only members of the Leadership Council, including alternates, are to be present.
- (3) WORK TEAMS: All personnel-related work teams (“Interview Staff,” “Staff/Pastor Evaluation,” “Staff Compensation,” “Short-Term Personnel Project,” etc.) shall meet in closed session.
- (4) REQUIRED REFERENCE: The following reference shall be read at the beginning of a closed session, or immediately before the Leadership Council enters into closed session: *“The Book of Discipline, 2020/2024, states in paragraph 723, ‘Subjects that may be considered in closed session [include] . . . personnel matters. . . . Meetings of the committee on pastor-parish or staff-parish relations are to be closed meetings pursuant to paragraph 258 point 2e.’”*
- (5) MINUTES: Minutes of closed sessions shall be taken, separate from open meetings; these minutes shall be filed with the pastor; all minutes of closed session meetings, or closed portions of open meetings, become the property of the local church. Minutes of closed sessions may be approved at the end of that closed session or approved at the next closed session.
- (6) REPORTING: A report of the results of a closed session shall be made at the conclusion of a meeting or as soon as practicable; but the reporting shall not violate matters of confidentiality, accreditation, negotiation, security, or personnel matters.

¶ 7. Hiring and Releasing of Staff

- (1) DISCERNMENT: The Leadership Council shall discern the need for the hiring of a new staff member, the adaptation of a current position, or the suspending or releasing of a staff member from employment.
- (2) EMPLOYMENT STATUS: The decision to hire, adapt, suspend, or release a staff member shall reside in the council; the pastor or chair may be given this authority by the council for specific cases.
- (3) JOB DESCRIPTION: The Leadership Council shall direct a council member to lead the drafting of a new job description or the updating of a current job description with up to two professing members, with the pastor; the respective staff member may be consulted, where necessary. (Connection List: “Short-Term Personnel Project”)
 - a. The short-term personnel work team shall meet in closed session.
- (4) INTERVIEWS: After the job description has been approved by the Leadership Council, the council chair and pastor may conduct interviews with up to two professing members. (Connection List: “Interview Staff”)
 - a. The interview work team shall meet in closed session.
- (5) STAFFING AGENCY: The chair, or pastor, shall be the contact for the staffing agency (e.g., Nicolet Staffing).
- (6) DOCUMENTATION: All employment records for employees, including all personnel and confidential materials, shall be filed in a secure location in the pastor’s office.

¶ 8. Oversight of Staff & Compensation

- (1) CHECK-INS: The pastor and chair should conduct regular “check-ins” with all paid staff, at least quarterly, and keep in contact with the staff.
- (2) FORMAL EVALUATIONS: The pastor and chair should conduct job evaluations, at least annually, with at least two members at-large. The results may be submitted to the Leadership

Council for review, if desired. (Connection List: “Staff/Pastor Evaluation”) (see ¶11 of this section for evaluations of the pastor)

- a. The evaluation work team shall meet in closed session.
- (3) PERFORMANCE IMPROVEMENT PLANS: The pastor and chair are authorized to draft performance improvement plans for a paid staff member, to be approved by the Leadership Council.
- (4) PAYROLL: The pastor shall sign off on all payroll wages, or the council chair in the absence of the pastor; the Administrative Assistant shall submit the time sheets to the accountant.
- (5) COMPENSATION: The annual compensation planning for pastor and staff, completed no later than September, shall be overseen by the chair via a work team. The work team shall include at least two professing members, in addition to the appointed leader and pastor. (Connection List: “Staff Compensation”)
 - a. The work team shall meet in closed session with the pastor (and without staff present);
 - b. The pastor may not be asked to leave the room during compensation discussions pertaining to their position, but the pastor may choose to step out.
 - c. The pastor should be present, and involved, in the compensation discussions of the other staff of the church.
 - d. The leader shall submit the work team’s proposed numbers to the Leadership Council for review and approval.
 - e. Upon approval, these numbers shall be submitted to the Financial Manager to be incorporated into the draft of the ensuing year’s budget.
 - f. The compensation work team shall also complete the required conference forms related to the annual pastoral appointment recommendations.

¶ 9. Pastoral Appointment

- (1) ANNUAL PASTORAL APPOINTMENT FORM: The compensation work team shall complete the required conference forms related to the annual pastoral appointment recommendations. (Connection List: “Staff Compensation”). These forms shall be reviewed and approved by the Leadership Council before being submitted to the Annual Conference. This work should be completed no later than September.
- (2) PASTORAL TRANSITION: The Leadership Council shall meet with the district superintendent, upon requested, during a pastoral transition; the pastor shall not be present at these meetings unless approved by the district superintendent. (These may have to be *in addition to* regularly scheduled council meetings.)

¶ 10. Staff Conflict & Issues (*Matthew 18 Model*)

- (1) MINOR ISSUES: The pastor shall handle all minor conflicts with the staff member(s); this may include, but is not limited to: job satisfaction; work environment; personal issues; methods of payment; scheduling and holidays; work-load and duties.
 - a. All issues shall be documented and maintained in a secure location, to be shared with the chair.
- (2) MAJOR ISSUES: If a conflict cannot be resolved one-on-one, the pastor and chair shall . . .
 - a. meet together with the staff member; the staff member may elect to bring with them a trusted observer;
 - b. the chair shall act as the conciliator;

- c. such “major” issues may include: issues between staff members or between staff and members of the church or between staff and the pastor; accusations toward the staff member; performance improvement; the retirement or abandonment of a position.
 - d. If an issue remains unresolved, the pastor and chair may convene several members of the Leadership Council, or the entire Council, or invite the district superintendent to mediate.
 - e. All issues shall be documented and maintained in a secure location.
 - f. Such meetings shall be in closed session, and documentation retains and secured, becoming the property of the local church.
- (3) **RELEASE FROM EMPLOYMENT:** Upon approval by the Leadership Council, the Council may direct both the chair and pastor to inform an employee, in person and in writing, of their release from employment.
- (4) **SEXUAL ETHICS:** Sexual Ethics policies and procedures shall be maintained and retained in this document (Appendix P); sexual ethics policies and procedures are **REQUIRED** for every local church.
- a. Every paid staff of the church shall review and sign a copy of the most current Sexual Ethics Policies and Procedures; their copy shall be retained in a secure location in the pastor’s office.

¶ 11. Pastoral Matters (*Matthew 18 Model*)

- (1) **EVALUATION:** The chair may convene a work team of two professing members to oversee an annual evaluation with the pastor (separate from compensation discussions), with the pastor present. Details of the evaluation shall not be made public; a summarized report of the evaluation shall be submitted to the Leadership Council. (Connection List: “Staff/Pastor Evaluation”)
- a. The evaluation shall take place in closed session.
- (2) **PASTOR-PARISH ISSUES:** If a member of the congregation has an issue relating the pastor, and the issue comes to the attention of a staff, chair, or council member,
- a. the person shall encourage the concerned congregant to first speak to the pastor directly.
 - b. If a member of the congregation has an issue relating to the pastor, but the congregant is unable to, or does not feel comfortable, speaking one-on-one with the pastor, the leader may offer to go along with them to a meet with the pastor; the leader shall act as a conciliator.
 - c. If a concerned member has an issue relating to the pastor, but one-on-one or one-on-two did not resolve the issue, the pastor or chair may either convene several members of the Leadership Council, or the entire Council, or invite the district superintendent to mediate.
 - d. The pastor shall be informed of the nature of the issue before meeting with the complainant.
 - e. This model shall be adopted as the model of management for all cases of conflict at PEUMC.

¶ 12. Pastoral Compensation

- (1) **REIMBURSEMENT:** The chair shall approve the reimbursements of the pastor; the pastor shall seek approval by the chair for any single purchase above \$50, and seek approval by the Leadership Council for any single purchase above \$100.

- (2) COMPENSATION: The process of considering pastoral compensation is listed in ¶ 8.(5).
- (3) CONFERENCE REQUIREMENTS: As per Conference rules, the local church is required to maintain minimum salary of the pastor (set annually by the Annual Conference); provide health insurance coverage (including dental and vision); parsonage or housing allowance in lieu of parsonage; internet, phone, and basic cable at the parsonage; and define the accountable reimbursement plan.
- (4) PARSONAGE PHONE: In lieu of a landline at the parsonage, we agree to compensate part, or all, the pastor's monthly cell phone expenses.
- (5) PARSONAGE CABLE: In lieu of cable, we agree to compensate for one streaming service, pastor's choice, with live TV, at the parsonage.
- (6) ACCOUNTABLE REIMBURSEMENT: The accountable reimbursement plan shall include:
- a. MILEAGE: Provisions to cover travel at the IRS's current year mileage rate; for mileage taken during the course of the pastor's work; this also includes mileage taken for district and conference events; and other meetings the pastor is expected to attend either by the local church, the district, or conference.
 - b. PROFESSIONAL EXPENSES: Provisions to cover professional expenses (e.g., purchase of books, publications, office supplies, postage, equipment, computer, cell phones, software, professional dues, materials, vestments, meals while traveling, meals during meetings, etc.;
 - i. We agree to cover the cost of the pastor's due for one local service organization (e.g., Lions Club or Rotary).
 - 1. We are currently paying \$600 annually for Rotary membership.
 - c. CONTINUING EDUCATION: Provisions to cover continuing education; pastors are required to obtain continuing education credits annually; there is a minimum of \$900 set annually by the Conference.
 - d. CONFERENCE EXPENSES: Provisions to cover two require Conference meetings:
 - i. Annual conference: travel, room and board, and fees
 - ii. School for Ministry (or equivalent): travel, room and board, and fees
- (7) PENSION: We are required to cover the pastor's pension, Part I, called the CPP, or Comprehensive Protection Plan) and the pastor's pension, Part II, called the CRSP, or Clergy Retirement Security Program. One is a flat rate set by the Conference, the other is a formula based on the pastor's salary.
- (8) PARSONAGE UTILITIES: We are required by Wisconsin Conference Standing Rules to cover parsonage utilities, such as electric, gas, oil, water, trash, and sewer.
- (9) TIME OFF: In accordance with the *Book of Discipline* and Wisconsin Conference Standing Rules, the pastor is granted a weekly sabbath day during the week in addition to Sunday and Saturday; the pastor is to be granted up to 31 days off, including four Sundays.
- (10) VACATION: Specifically not included as "vacation" are mission trips or time spend counseling at a church camps (or anywhere that the pastor is in their professional role); the pastor is annually granted one week for spiritual renewal and one week for camp counseling.
- (11) OFFICE HOURS: The pastor is not expected to hold office hours on religious or federal holidays, even as they are expected to address pastoral emergencies.

¶ 13. Use of the Parsonage

- (1) **PARSONAGE COVENANT:** A Parsonage Covenant, the content of which is mutually agreed upon by the Leadership Council and pastor, shall be signed by both parties and retained in this document; such document should be signed near the start of a new pastoral appointment and reviewed regularly and updated as needed. (Parsonage Covenant, Appendix F).
- (2) **PARSONAGE REPAIRS:** When the parsonage family, or pastor, has identified a maintenance need, the pastor should talk with the maintenance technician. The pastor is authorized to address general maintenance needs as they arise, if able. The pastor should not engage with vendors or businesses for parsonage work, unless previously authorized to do so, and is willing to assume the cost of the work.
- (3) **DOCUMENTATION:** The maintenance technician, with the chair of the board of trustees, shall be the caretaker of the manuals and warranties of all parsonage-related equipment, furnishings, and appliances.
- (4) **FURNACE FILTERS:** The pastor shall be responsible for the replacement and installation of furnace filters every quarter of the year; this cost may be forwarded to the church or assumed as housing deduction by the pastor.
- (5) **CARBON MONOXIDE DETECTORS:** There shall be one carbon monoxide detector on each floor of the parsonage. The maintenance technician is responsible for the installation and replacement of the carbon monoxide detectors. The pastor is responsible for the regular testing and replacement of batteries.
- (6) **WATER AND RADON TESTING:** In accordance with civil law and Wisconsin Conference Standing Rules, the church shall conduct annual radon tests in the basement of the parsonage, as well as, test the water supply, or obtain the most recent water report of the village.