



Organization of The Board of Stewards

The Board of Stewards will be the governing body at Open Hearts United Methodist Church in place of the standard Church Council model.

PURPOSE

The purpose of the Board of Stewards is to provide strategic missional alignment of the church and its resources to the vision and mission of the church.

RESPONSIBILITIES

The Board of Stewards is responsible for the stewardship of resources such as people, funds, facilities, and ministries with the vision and mission of the church.

Strategic work – The Board monitors trends in giving, professions of faith (membership), engagement in ministry and discipleship, and the development of new leaders, making adjustments as needed to align and optimize resources.

Generative work – The Board not only addresses immediate decisions but also proactively generates future-focused initiatives that advance the church toward its vision. This generative work involves discerning how to keep our ministries relevant to the world's needs and compelling to our mission field, requiring both prayerful discernment and cultural competency.

Administrative work – The Board undertakes key administrative tasks, such as approving budgets and policies, to support the church's ministry. These activities are not the mission itself but are vital in serving and advancing the church's mission.

BOARD OF STEWARDS MEMBERSHIP

The size of the Board of Stewards shall remain relatively small, with a recommended size between 12 and 15. The Board is not a body of representative leaders from church committees. Rather, it is a collective body of leaders responsible for the strategies to fulfill our holistic vision of the church. Those strategies will be shared with all committees and their leaders to develop church ministries.

This smaller group will help foster better working relationships, collaboration, and communication. According to expert opinions, groups of 12 to 15 are “still small enough to build trust and intimacy, but large enough to offer diversity of opinion.”¹ Patrick Lencioni, well-known authority on organizational health asserts in his book *The Advantage: Why Organizational Health Trumps Everything Else in Business*, “On a cohesive team, leaders are not there simply to represent the

¹ Parker, Priya. *The Art of Gathering: How We Meet and Why It Matters*. New York: Riverhead Books, 2018, 51.

departments that they lead and manage but rather to solve problems that stand in way of achieving success for the whole organization.”²

Members of the Board are elected by the Leadership Development and Nominations Committee and are ratified at Charge Conference. They will include the following roles, with positions required by *The United Methodist Book of Discipline* ¶1252.5 marked with an asterisk (*). A recording secretary will be nominated from within the Board. At-large members are on an alternating two-year class rotation. (See Appendix A: Board of Stewards Chart)

With voice and vote:

- Pastor*
- Chairperson*
- Vice Chair
- Lay Leader/Lay Member to Annual Conference^{3*}
- Staff-Parish Relations Committee Chair*
- Finance Chair*
- Board of Trustees Chair*
- Young Adult Representative*
- Youth Representative*
- Growth Committee Chair or Representative
- SHARE Chair or Representative
- At-large member
- At-large member

With voice only:

- Ministry staff

MATTERS OF VOTING

Ex Officio Voting

The chairperson has voting rights and does not need to withhold their vote only for the sake of breaking a tie. “The primary role of a chairperson is to facilitate the work of the committee. Being elected as a facilitator does not restrict voting privileges.”⁴ The pastor “is the administrative officer of the church, and therefore an ex officio member of most committees of the local church. As an ex officio member of a committee the pastor may vote on decisions before the body...” with the exception of SPRC and Trustees.⁵

Proxy Voting

There is no provision for proxy voting in *The United Methodist Book of Discipline* and it is discouraged by *Roberts Rules of Order* since voting by proxy is “incompatible with the essential

² Lencioni, Patrick. *The Advantage: Why Organizational Health Trumps Everything Else in Business*. San Francisco: Jossey-Bass, 2012, 123.

³ The positions of Lay Leader and Lay Member to Annual Conference will be combined as recommended by *Job Descriptions and Leadership Training in the United Methodist Church: A Leader Development Guide 2017-2020*, developed by the UMC Discipleship Ministries.

⁴ <https://www.umc.org/en/content/ask-the-umc-who-has-voice-and-vote-in-a-local-church>

⁵ Ibid.

characteristics of a deliberative assembly.”⁶ However, some work is time-sensitive and may need authorization before a meeting can be called, therefore, proxy voting of individuals and electronic (email) voting can be discussed and agreed upon by the Board.

Staff Voting

Ministry staff are essential to connective ministry and effective communication, bringing resources and information to board conversations. Their attendance is expected for the mutual benefit of their work and the work of the Board. Unless otherwise noted in the section “Board of Stewards Membership,” ministry staff will have voice but not voting privileges.

Votes of Co-Chairs

In the event that a committee has two people serving as co-chairs, it is requested that only one attend board meetings at a time to simplify conversations and voting. If both co-chairs attend, only one vote can be cast as a representative of the committee they serve. The only exception is if the Board of Stewards has co-chairs, then they have one vote each.

MEETINGS OF THE BOARD

The frequency and duration of Board meetings will be decided by the chair, in consultation with the pastor.

A quorum is those members who attend the scheduled meeting.

The agenda will be published and posted publicly in advance of the meeting, no more than seven days in advance. Estimated minutes per agenda item is encouraged to help keep the meeting moving efficiently. The Board chair reserves the right to call an emergency meeting in special circumstances and will provide at least 24-hour notice to its members. The agenda of the called meeting will be limited to the emergency/circumstance for which it is called.

We recognize that because we do not have full representation from each ministry area on the Board, and because we value their work and input, all committee chairs of the church are expected to submit a report to be reviewed by the Board. Reports are requested ten days in advance of the meeting and can be submitted using the online form provided. Reports will be compiled and redistributed to the Board as a consent calendar item on the agenda. Board meetings will spend minimal time on hearing reports of past work, and it will be the responsibility of board members to read the compiled report before the meeting to stay informed about other ministry areas. (See Appendix B: Report for Board of Stewards).

All meetings are open, and observers are welcome to attend but they do not have voice in meetings, unless the chairperson recognizes them. People can sign up in advance of a meeting to have speaking time, but they must submit a short summary of the content they would like to present before the Board. Inclusion on the agenda is at the discretion of the chair according to the context of the request, the work needing to be accomplished at that board meeting, and the appropriateness of the content. A written report or communication may be distributed as a consent calendar item or an email communication to the Board in lieu of speaking time.

⁶ <https://robertsrules.com/frequently-asked-questions/>

The Board may choose to go into executive session when necessary. If so, all non-voting members and guests will be excused for the duration of the agenda item, vote, or conversation. The secretary will include in the minutes when an executive session is called, that the parties have been excused and when the parties have been invited to return. When the executive session is closed, the excused parties will be welcomed to return and normal proceedings will resume. The results of the agenda item, vote, or conversation can be disclosed to the larger group without disclosure of sensitive details, and will be included in the minutes of the meeting.

STAFF EXPECTATIONS

On days that the Board meets, the ministry staff are encouraged to adjust their time accordingly to help with their work/life balance.

As the ministry staff grows and roles evolve, their status and privileges on the Board may be reviewed and changed by a vote of the Board.

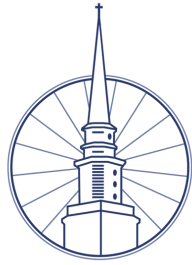
AUTHORITY OF THE BOARD TO REORGANIZE

Should the Board of Stewards collectively decide it is beneficial to permanently add more members, they may do so. If the Board decides to dissolve in favor of the Church Council model, they must approve the change with a vote and notify the District Superintendent.

APPENDIX

(A) Board of Stewards Charts

(B) Report for the Board of Stewards



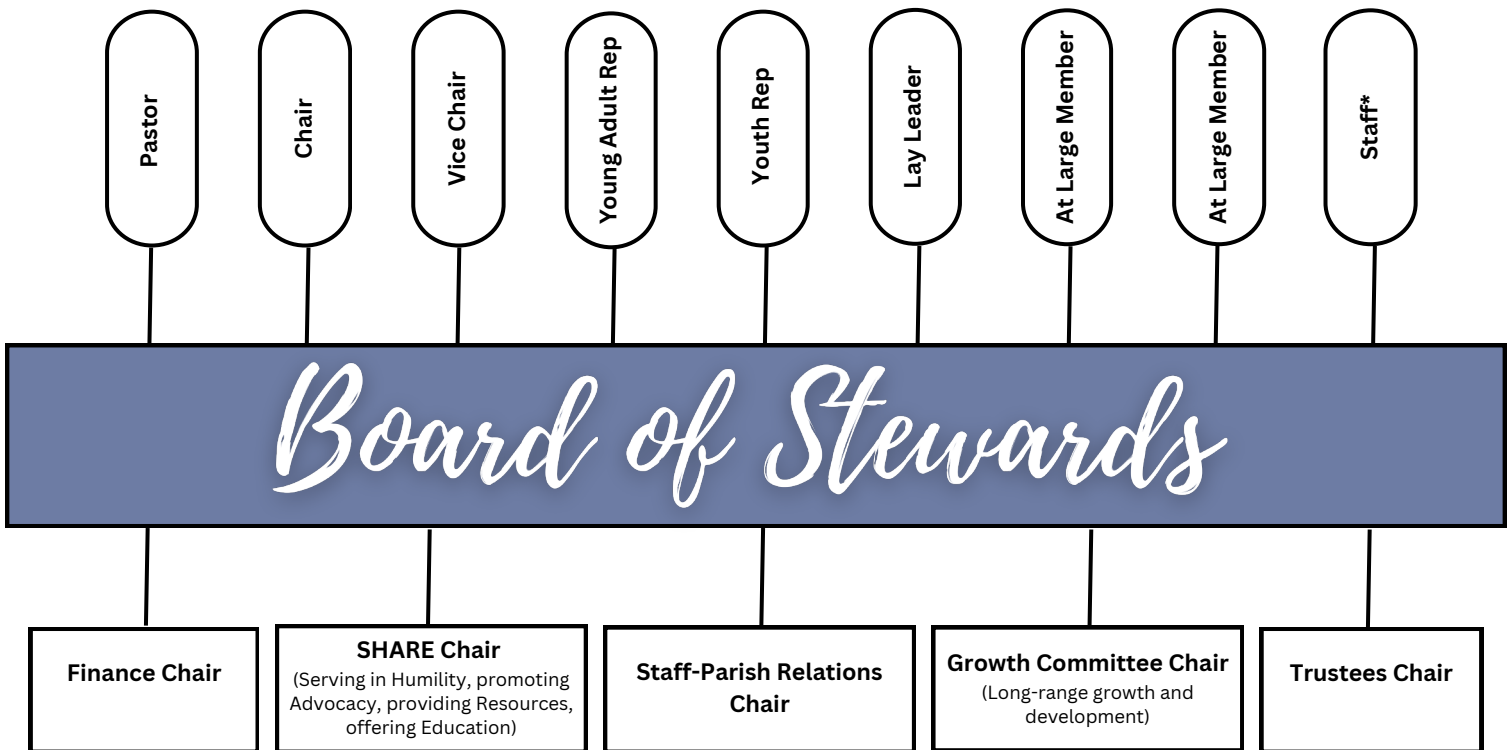
OPEN HEARTS
UNITED METHODIST CHURCH

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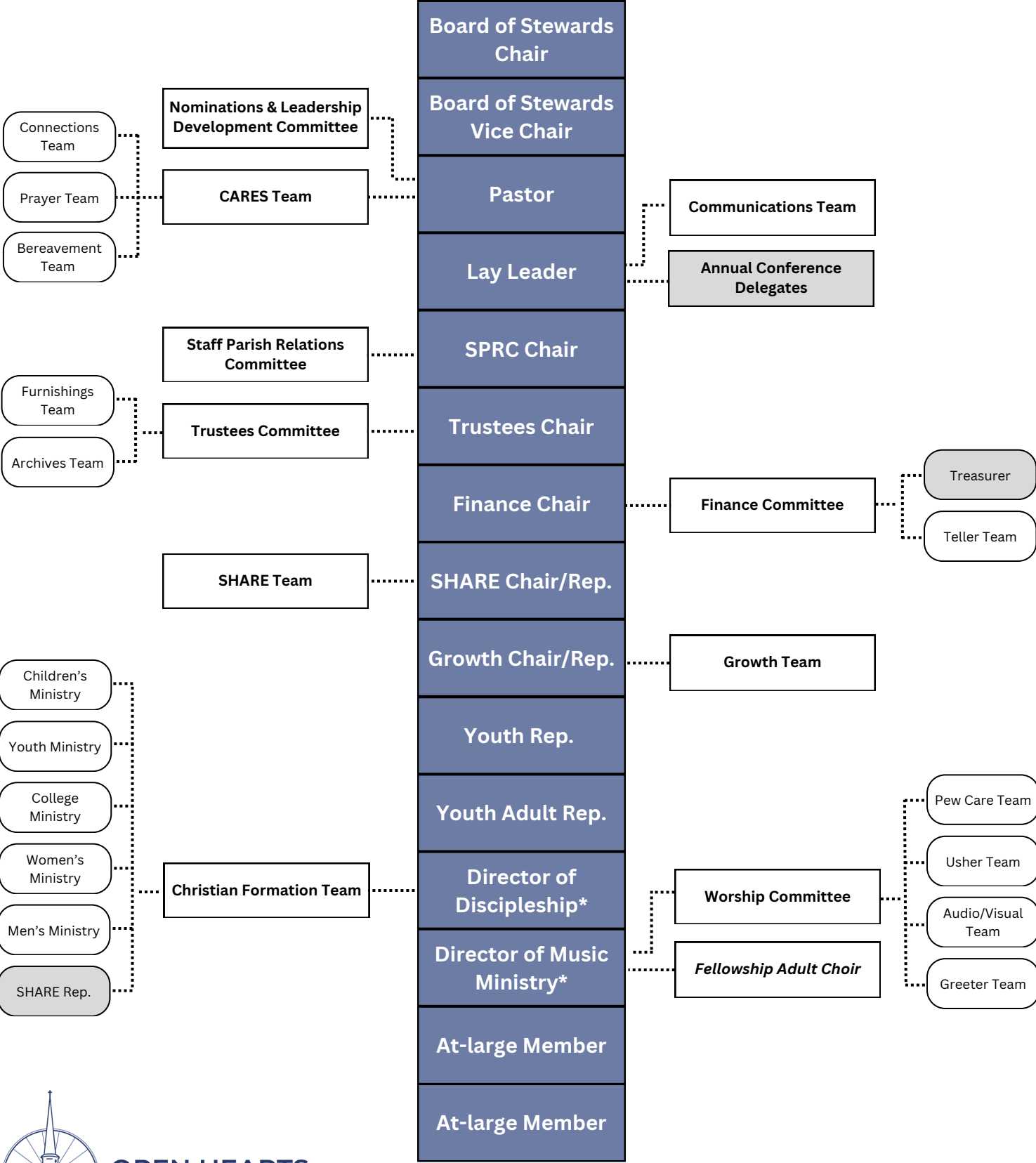
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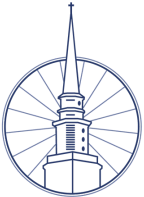
* voice only

Open Hearts UMC

Committee Organization with the Board of Stewards



* voice only



Report for Board of Stewards

Please tell us about what your team/committee has done since the Board of Stewards last met. Please be concise and include any details that you would like submit for the "Celebration of Stewardship Quarterly."

1. What is your name?

2. If you would like to request agenda time at the next Board of Stewards meeting, please give a short description below of what you would like to report/present/request. (If you do not need agenda time, you can skip this question).

3. For which team are you reporting?

Mark only one oval.

- Trustees
- Staff-Parish Relations Committee (SPRC)
- Finance
- CARES team
- SHARE team
- Worship team
- Christian Formation team
- Individual report - Chair
- Individual report - Lay Leader
- Individual report - Pastor
- Individual report - Staff
- Individual report - Youth Representative
- Individual report - Young Adult Representative
- Individual report - member at large
- Not applicable

4. **Committees/teams** - please share highlights of the work you have done since we last met.

Individuals - please share anything you believe would be beneficial for the board to know.

5. Please share ministries and their metrics (hours, dollars, people serving/served, items collected/distributed, etc.) to be including in our upcoming Celebration of Stewardship quarterly report. You may also share a brief story, quote, or blurb since we know ministry is not entirely quantifiable.

This is anything that relates to discipleship by our Prayers, Presence, Gifts, Service, or Witness.

6. Please provide upcoming dates of ministry programs in your area below.

7. Do you have other comments to be included in your report?
