

## Westside Leadership Roster and Church Governance Structure

**All Church Conference - Dec 10, 2023**

Submitted by Brett Stuvland, Pastor

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# Westside UMC Leadership Roster 2024

## A. Church Leaders

### I. Evergreen Teams

Evergreen teams are vital to the functioning and governance of the church on an ongoing basis. Leaders on this list go through a discernment process with the Nominations & Leadership Development Team on call, clarity, skills, gifting, etc.

#### **Church Council**

Class of 2024: Mark Walker, Mark Smith

Class of 2025: Sandy Holt (2024 Chair), Bonnie Becker, Jane Williams, Wendy Pursinger, Merry Goldthorpe

Class of 2026: **2 to be filled late 2023 / early 2024**

Brett Stuvland, Pastor, ex-officio

#### **Trustees**

##### ***Chair - Mark Walker***

Stephanie Raether, Lighthouse Keeper

Gerry Edwards - Grounds and Landscaping

Rafaél Chavez - facilities + maintenance

Elizama Chavez - facilities

#### **Finance Team**

##### ***Chair - Role under construction/testing - to be sketched, nominated, and elected in 2024***

Treasurer - Carolyn Sloan

Payroll Manager/ Assistant Treasurer - Rich Holt

Counter Secretary - Bonnie Becker leads team with 2 others

Donation Secretary - Virginia Cooper

#### **Nominations and Leadership Development Team**

##### ***Chair - Brett Stuvland***

Sandy Holt

Bonnie Becker

#### **SPRC Team**

##### ***Chair - Rich Holt (class of 2024) - interim only***

Wendy Fedderly

**Annual Conference Lay Representative**

Mark Smith (2024)

**Lay Leader**

*\*\*Duties and Role of Lay Leader being discerned for 2024 in light of Bishop Cedrick's M.I.L.E. vision for lay leaders to do more than run around and attend every meeting.*

**B. Leadership Roster****I. Deciduous Teams**

Considered vital to the functioning of the church, but can ebb and flow, be seasonal, to fulfill the mission and vision of the Church. Usually, Deciduous teams have more flexibility and input on inviting and self-selecting members around how congregation members feel led to participate, and how the Holy Spirit is moving.

**Outreach Ministers / Areas of Leadership**

*\*\*Needs to be clarified in 2024 how to best organize all outreach efforts\*\**

Bonnie Becker - HomePlate, Family Promise, Migrant Camp, Westside TG baskets, Westside Xmas Baskets

Merry Goldthorpe - Western Farm Workers Association

Wendy Fedderly - Dominican Republic Outreach Trip 2024, Help Build Hope 2024

Helping Hands (Westside Fund) - Mark Smith, Brett Stuvland, Jane Williams, Wendy Fedderly

**Stewardship**

Chair - Kari Suppes

Sally Sullivan

Markus Tollefson

Brett Stuvland

Becky Walker

**Worship Arts and Music**

Sandy Holt - Director of Music Ministries

Linnea Brooks - Choir Director

Fred Cooper (A/V arts)

Rich Holt (sound)

Brett Stuvland

**Greeters**

Kari Suppes

Vicki Snodgrass  
Markus Tollefson  
Kat Tollefson  
Marianne Cooper  
Wendy Pursinger  
Mark Smith

**Prayer Team**

Mark Smith  
Amy Peña  
Bonnie Becker  
Carol Day  
Dave Sullivan  
Jan Harlan  
Jane Williams  
Kari Suppes  
Marianne Cooper  
Mel Day  
Brett Stuvland

# Church Governance Structure

(To approve by the Charge Conference - Submitted by the Church Council)

## 1. Governance Structure

Comes before the All Church Conference on Dec 10, 2023 from the Church Council's 2023 year-long discernment process. The Rev. Tim Overton-Harris gave a presentation to the Church Council on February 5, 2023 on the various options and types of simplified governance structures. The following structure (picture below) was [approved by the Church Council via unanimous vote on Feb 26, 2023](#).

An all church conference / listening session was held June 6, 2023 in the Lighthouse building to explain the new governance structure, field questions, and explain the shift from the Single Board model to the Simplified Board Governance model and was [made available for review](#) to all members and people on the email distribution list. This Simplified Board Structure supersedes the Single Board Governance adopted and implemented in 2013/2014 by a previous Westside Church Council / Charge Conference.



Aspects of the Decision-Making process that the Church Council prioritized while selecting a governing structure:

- Empowering various groups by the Leadership Board to do their particular work independently, but with accountability to the Leadership Board / Church Council.
  - Shifts from previous model of 12-13 board members who do the various jobs

- Minimum is 9 on the Council versus the minimum of 12 in previous model
  - Matches the current size of our congregation
- Ease of Use and easy to understand and train new leaders in
- Roles and responsibilities can be developed in each core area to accomplish its piece of governance.

# Brief Descriptions of Four Main Governing Committees

## THE FOUR MAIN COMMITTEES

The Church Council seeks to establish these four evergreen Committees that are empowered to do their work and regularly report to the Church Council

### Nominations and Leadership Development Committee

- Appointed pastor is always the chair and nominates Committee members who will nominate others for positions of leadership across Committees
- Focus of Committee on calling, developing, training and deploying leaders, discerning spiritual giftings and onboarding new leaders with clarity of roles, vision, and mission of congregation
- Reports to the Church Council on status of leaders for carrying out mission of church, presents to Charge Conference a list of people nominated that have agreed to serve in leadership positions for upcoming year

### Trustees

- Looks after and maintains real property, buildings, parsonage inspections, financial investments of church
- Can call others to join in on projects and delegate tasks out to others to accomplish goals, e.g. mowing the lawn, watering plants, etc.
- Works with Nominations Team on establishing sub-structure and empowering others under Chair's oversight, e.g. Lighthouse Keeper, Buildings Rentals, Lease Agreements
- Can carry out spending on behalf of church up to \$ amount. If over \$ amount, will look to Council for approval

### Staff Parish Relations Committee (SPRC)

- Purpose of this group is to walk alongside the community and staff (paid and volunteer), ensuring Westside UMC is appropriately staffed to accomplish its mission.
- Main liaison between the District Superintendent (DS) and the local church in regards to pastoral appointments
- Focused on encouraging healthy relationships and boundaries, direct lines of communication, gathers feedback for annual evaluation of pastoral effectiveness.
- Establishes and implements HR-type policies on hiring, firing, etc.

### Finance Committee

- Proposes a budget to Church Council, then raises, receives, manages and disburses financial resources of the congregation to accomplish its mission. Can revise an adopted budget with approval from Church Council. Gives regular reports to Council.
- Arranges for annual audits of church financials and reports to charge conference.
- Separation of roles and duties:
  - Secretary (Incoming)
  - Treasurer (Outgoing)
- No one person may perform two or more of these duties: (1) approving payments for expenditures; (2) signing checks; (3) reconciling bank accounts.

## 2. Finance Team - Role Description

### **Finance Committee**

- Proposes a budget to Church Council, then raises, receives, manages and disburses financial resources of the congregation to accomplish its mission. Can revise an adopted budget with approval from Church Council. Gives regular reports to Council.
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## 3. SPRC Committee

Developed by Nominations Team, approved by Church Council July 2023  
(To be implemented, tested, and revised by SPRC Team as time goes on at Westside)

### Purpose

To walk alongside the community and staff, ensuring Westside UMC is appropriately staffed for its mission, as well as offering care and support to staff.

### Result Expected

An effective committee builds a strong positive relationship between staff and congregation so that the congregation makes disciples of Jesus Christ for the transformation of the world. This committee will work with the lead pastor and other staff to fulfill legal and ethical responsibilities related to staff.

### Spiritual Gifting Helpful for the Job

Individuals on this committee should have one or more of these spiritual gifts: exhortation (encouragement), wisdom, discernment, administration, shepherding, helping, servanthood, and leadership. This committee, ideally, should be diverse in age, experience, and interests, bringing all interests of the ministry to the attention of the staff. Some experience in human relations, personnel management, and communications is helpful. These individuals must listen well to both staff and people of all ages in the congregation, while keeping a focus on the mission of the church. This committee must be able to maintain confidentiality. Members of the Committee should be able to resist the urge to get caught up in drama, triangulation, or becoming emotionally over-invested in trying to change conflicting parties to get along.

### Chairperson

The chair is the congregation's primary connection with the district superintendent and bishop related to the appointed leadership of the congregation. This individual leads the committee with creativity and flexibility to accomplish its purpose by doing things like

- Preparing and communicating the agenda for meetings/gatherings, leading the meetings, and following up on actions by assigning responsibility for implementation.

This person should become familiar with how Westside UMC's governance is structured, including a working understanding of the various roles and responsibilities of all staff (paid and volunteer).

## Responsibilities of the Committee

### Personal Spiritual Life and Congregational Involvement

- Committee members maintain a healthy and growing personal spiritual life. They engage in biblical and theological reflection and action regarding the mission and work of the church

### Staff Care & Development

- This committee encourages, strengthens, nurtures, supports, and respects the pastor(s) and staff and their families.
- Assist the pastor and staff in assessing their gifts
- They confer regularly about the personnel conditions and issues that affect the congregation's total ministry, including healthy life-work balance. They can help the staff set priorities for leadership and service.
- Check in with staff (paid & unpaid) and establish observed baseline for each person

### Staffing Needs of Congregation

- This committee communicates as needed with the pastor(s), staff, and congregation.
- They coordinate evaluation / feedback of pastor annually for ongoing effective ministry
  - Can be survey / form; encourage people to take responsibility for their feedback
- Confer with the pastor and/or other appointed members of the staff if it should become evident that the best interests of the charge and pastor will be served by a change of pastor.
- In consultation with the pastor(s), the committee recommends to the church council a written statement of policy and procedures for hiring, evaluating, promoting, retiring, and dismissing staff members who are not subject to episcopal appointment (procedures must comply with local and state laws).
- This committee is responsible for carrying out, through appropriate agencies, proper screening (including background checks) for lay employees and volunteer staff. The committee can ask the administrative staff for help in accomplishing this.
- This committee enlists, evaluates, and annually recommends candidates for professional ministry to the charge conference.

## Promoting Healthy Relating

- This Committee promotes and exemplifies healthy relating between members of the church and staff by:
  - Encourage direct communication between conflictual parties
  - Being a neutral observer to conflicts that may arise and be brought to its attention.
- The members of this committee can and should maintain confidentiality on interpersonal and personnel issues that arise.

## Connections / Touchpoints with other teams at Westside

- Nominations and Leadership Development Team works on needs / staff / job descriptions to give to SPRC
  - In consultation with the lead pastor and with awareness of the strategy of the church leadership team, the Nominations committee recommends needed staff positions and develops and approves written job descriptions and titles for staff.
- Be familiar with how pastoral compensation is structured, and policies around accountable reimbursement set by Finance Committee
- Confers with the Finance committee to recommend compensation, travel, housing, and other financial matters to the church council.
- Give input to the Council on the 'Church Profile' (what the denomination has in front of them as a snapshot of the current congregation) that reflects the needs, characteristics, and opportunities for mission of the charge consistent with the church's statement of purpose.
  - This committee weighs several factors as it meets with the district superintendent and/or the bishop in an advisory capacity related to clergy leadership. Committee members consider the age and stage of the congregation. They must have an understanding of the feelings and desires within the congregation about the pastor's leadership and appointment. They also consider the culture and needs of the community around the church.
- Can utilize church administrator to help put on
  - Putting together annual feedback / evaluation
  - Obtaining Background checks

### **Resources to build the team out from (added July 19, 2023):**

From Greater Northwest Area:

- [Human Relations: Working with volunteer staff, lay staff, clergy \(SPRC\) Workshop on Vimeo](#)
  - This is a recorded training from March 2023 where Cascadia District Superintendent goes through the structure of SPRC. It is a presentation format.

- [Engaging Conflict in Healthy Ways Workshop on Vimeo](#)

## 4. Nominations and Leadership Development Committee

### **Nominations and Leadership Development Committee**

- Appointed pastor is *always* the chair and nominates Committee members who will nominate others for positions of leadership across Committees
- Focus of Committee on calling, developing, training and deploying leaders, discerning spiritual giftings and onboarding new leaders with clarity of roles, vision, and mission of congregation
- Reports to the Church Council on status of leaders for carrying out mission of church, presents to Charge Conference a list of people nominated that have agreed to serve in leadership positions for upcoming year

## 5. Trustees Committee

### Trustees

- Looks after and maintains real property, buildings, parsonage inspections, financial investments of church
- Can call others to join in on projects and delegate tasks out to others to accomplish goals, e.g. mowing the lawn, watering plants, etc.
- Works with Nominations Team on establishing sub-structure and empowering others under Chair's oversight, e.g. Lighthouse Keeper, Buildings Rentals, Lease Agreements
- Can carry out spending on behalf of church up to \$ amount. If over \$ amount, will look to Council for approval

### Westside Trustees

Developed by Nominations Team - Draft July 25, 2023

Chair oversees the work of the trustees, which includes particulars to Westside:

#### Long Term Lease Agreements / Covenants with other Congregations

- Apostolic Assembly (last updated circa 2010/2012)
- 99 Year Easements with Octagon Towers (2020, 2023)
  - Management of logistics of service, repairs, equipment rentals etc. from web of companies involved in Cell Towers
- Setting / Updating Building Usage Policies

#### Short Term / One Time Rentals

- Setting rates for one time rentals, overseeing process of renting (even though this is actually on the Administrator's job duties to execute/implement)

#### Property and Asset Stewardship

- Land
  - Marquee
  - Trash Cans
  - Yard Maintenance and Debris
  - Event Tent

- Buildings
  - Main
  - Lighthouse
    - Lighthouse Keeper
  - Parsonage
    - Rental Company
  - Shed
  
- Investments and Assets
  - Exercising fiduciary responsibilities and/or hiring them out
    - TD Ameritrade - giving monthly statements to Treasurer for reconciliation
  - Planned Giving
  - Estate Gifts
  - Endowments

## Evergreen Responsibilities of Trustees

### Fiduciary Responsibilities

- a. Duty of Loyalty
  - i. Charged to make decisions on behalf the church. Must declare any potential conflicts of interest (i.e. owning a business that provides services that the church is needing or seeking).
  - ii. Be transparent about the work and decisions of your board with the church but maintain confidentiality around sensitive matters.
- b. Duty of Care
  - i. Take reasonable care in decisions and actions.
  - ii. Be reasonably informed about the needs, concerns, and solutions to Trustee matters.
  - iii. Be reasonably prudent in decision making.
  - iv. Exercise independent judgment.
- c. Duty of Obedience
  - i. Make sure the church is in compliance with all denominational, local, state, and federal laws and regulations.
  - ii. Carry out the organization's mission and purpose that was originally stated when the nonprofit incorporation of the organization was granted.



## Trust Clause (§2501 & §2503 BOD)

- a. The trust clause means that all property is held in trust for the United Methodist denomination as embodied by the Annual Conference.
- b. Local church has full and complete control over local church property unless you try to sell any or all portions of the property.
- c. If a church votes to sell all or part of its property, permission must be granted from your District Superintendent, District Board of Church Location and Building, and potentially other denominational representatives (e.g. Annual Conference Board of Trustees)
- d. When a church closes, the trust clause directs the Conference Board of Trustees to assume responsibility of care for all the church's property.

## Care of Local Church Property

- a. Responsible for regular care and maintenance of property.
- b. Conduct an annual walk-through to examine the condition of church property including parsonage. Use the parsonage report to help guide your walkthrough. Make note of any issues that need immediate attention and create a schedule of upkeep items to help guide your work. c. Role of Trustees defined in detail in the Book of Discipline §2525-2533.
- d. Conduct inventory of all fixed assets and property. If your church has a full audit, the auditor will need to know the value of all fixed assets (tables, chairs, equipment, etc.) and property.
- e. Develop a plan to handle major maintenance and replacement for all church property (i.e. painting, roof, furnace, HVAC, flooring, siding, etc.).
  - i. Set aside money according to a plan established up by Trustees to make sure this upkeep can happen on a regular basis. f. Insurance: Each church is responsible for maintaining its own insurance policy.
  - ii. Trustees must ensure that insurance coverage meets UMC denominational and Oregon-Idaho minimum standards.
  - iii. Trustees should conduct an insurance assessment on a periodic basis. Is your insurance adequate enough to provide replacement coverage? Have new purchases (equipment, instruments, etc.) been added to your insurance coverage? Is your liability insurance adequate? OR-ID Conference requires each church have at least \$1M sexual misconduct coverage.
- g. Prepare the Report of the Trustees.

## Legal Matters

- a. 501c3: Make sure you have documentation of your 501c3 status – letter from the IRS (provided for by the General Board of Finance and Administration Group Ruling) that allows your church to legally receive donations and that donors can deduct those donations from their taxes.
- b. Renew annually your corporation registration: Make sure you have an up-to date non-profit corporation renewal status.
- c. Review annually of any leases or building use agreements.
- d. Review annually your local church's Safe Sanctuary Policy. Make sure you have a policy and make sure it is being followed
- e. If your church is named in a lawsuit, your first calls are to your church's attorney and insurance carrier. Following that call your conference treasurer and appraise them of the situation.
- f. Recommended reading – The Little Book of Boards by Erik Hanberg