

Chapter 5

LOCAL BOARD OF ADMINISTRATION

A. Function

750. The local board of administration carries out the will of the local church conference, serving as the chief governing and coordinating body of the local church in the interim of local church conference sessions.

B. Membership

752. The local board of administration shall consist of one of the following:

(1) The pastor as chair, the associate pastor (except when the pastor's spouse), the church secretary, the church treasurer, the Sunday school superintendent and, if the church has a separate board of trustees, at least one member of the board of trustees designated by the local church conference. In addition, the local church conference may designate the assistant pastor(s), lay assistant(s) to the pastor, lay leader and other trustees as *ex officio* members of the local board of administration. In case the local church conference chooses not to elect a local church treasurer and/or a Sunday school superintendent but to assign their duties to employed or appointed staff, and such are covenant members of the local church, it may designate such persons as *ex officio* members of the local board of administration.

(2) Or, the pastor as chair, and ministry leaders of the church as recommended by the local board of administration and approved by the local church conference. They shall be qualified and elected as set forth in 815.

(3) In either of the above, the local church conference may also elect members-at-large to provide for proper representation within larger congregations. If there is a co-pastor arrangement (738:4), only one of the pastors shall be designated to serve as chair of the local board of administration, while the other may attend its meetings as a non-voting member.

755. It is recommended that no two persons of the same household be elected to serve on the same local board of administration, that no person shall be elected to more than one office carrying *ex officio* membership on the board, and it is recommended that a former pastor should not serve on the local board of administration (3097).

757. A local church conference may, by a two-thirds majority vote, recommend the limitation to three of the number of successive terms of the members of the local board of administration.

C. Sessions

760. Regular Sessions. It is recommended that the local board of administration meet monthly.

763. Special Sessions. The local board of administration may authorize special sessions as it deems necessary, or it may be called into special session by the pastor, the vice-chair (for sessions dealing with a pastoral vote or with the pastor's financial support and related matters), or in times of emergency by the district superintendent or a representative appointed by the district superintendent. A special session may be held at any time if all members of the local board of administration are present. Otherwise, each shall have been notified either personally or by a notice mailed to the residence of the board member at least forty-eight hours prior to the convening of the session. A special session may not be conducted in the absence of the pastor except as provided for in 773.

767. Evaluation Session. Periodically, either during regular sessions or in a session called specifically for self-evaluation, the local board of administration shall consider its priorities, review the distribution of its time and evaluate the effectiveness of its efforts, using the duties and powers listed in *The Discipline* as a guide. The method and extent of each evaluation shall be determined by the board, but special attention should be focused on those responsibilities that are most likely to contribute to future outreach and growth to the glory of God.

D. Organization and Procedure

1. Officers

770. Chair. The pastor shall be chair of the local board of administration, ex officio, presiding over all sessions except as noted in 773.

773. Vice-Chair. The local board of administration shall elect one of its members as vice-chair. The vice-chair may preside over meetings of the local board of administration when a pastoral vote or the pastor's support is under discussion (for exceptions, cf. 712; 722:2). The vice-chair may also preside over sessions or portions of sessions of the local church conference dealing

with a pastoral vote or the pastor's support when neither the district superintendent nor a representative of the district superintendent are present (635; 692:2). The vice-chair may preside, at the request of the pastor, over other sessions of the local board of administration or of the local church conference. In emergencies, when the pastor is absent or incapacitated, the vice-chair may also preside over other sessions of the local board of administration and local church conference with the permission of the district superintendent. The district superintendent or a representative of the district superintendent shall preside over all sessions of the local board of administration considering the termination of a pastoral agreement (712; 722:2), and in times of emergency.

775. Secretary. The local church secretary shall be secretary of the local board of administration *ex officio* (830). If the secretary is absent, the local board of administration may elect a secretary pro tem.

2. Procedure

778. Quorum. A majority of the members of the local board of administration shall constitute a quorum.

780. Voting. A majority vote of those present and voting shall be sufficient in all items of business except when voting on the reception of a covenant member against whom an objection has been made, which shall require a two-thirds majority vote of those present and voting (297:5; 782:8); and when petitioning the district board of administration to remove a pastor during the initial call, which shall require a two-thirds majority vote of those present and voting (712; 782:13).

E. Duties and Powers

782. The local board of administration shall administer the affairs of the church in keeping with *The Discipline*, other general and district regulations, and the directions of the local church conference, and shall be responsible:

General

- (1) To direct all activities of the church toward the spiritual, moral and social maturity of its people.
- (2) To provide a place of worship.
- (3) To counsel with the pastor, as the pastor may request, concerning all

phases of the pastor's work, and to coordinate the work of all the officers, boards, committees and auxiliaries of the church (cf. 920:3; 7110; 7310; 7515; 7715).

(4) To receive monthly reports from the pastor (725:32), associate and assistant pastor(s), church treasurer (842:3), Sunday school treasurer (898); quarterly reports from the Sunday school superintendent (889:7); and reports as the local board of administration shall require from all officers, boards, committees, auxiliaries and auxiliary officers (7130:5b; 7330:6b).

(5) To direct the church in its evangelistic outreach, seeking to win its community to Christ; to establish an extension department of the Sunday school (880:15; 913); to recommend to the local church conference the establishment and operation of a mission, a branch Sunday school or a developing church, as it deems necessary and proper (cf. 537; 655:15).

(6) To adopt an annual calendar of events (cf. 655:16).

Membership

(7) To provide for the examination of all candidates for church membership, which may be done by delegating the actual examination to a committee on witness and membership (835-837); and to assist the pastor in providing church membership classes (568-570; 725:11; 880:11).

(8) To make recommendations concerning the reception of covenant members to the local church conference, unless full authority concerning such reception has been delegated by the local church conference to the local board of administration (297:5; 655:1); and when such authority has been delegated, to authorize the reception of covenant members by a majority vote, except that when an objection is raised against the reception of a member it shall require a two-thirds majority of those present and voting to receive (297:5; 553:3; 780).

(9) To approve, when the local church conference has authorized the implementation of the community membership category (558), the reception of community members (558); or to drop community members from the roll (563; 588-605).

(10) To examine the church membership roll annually, and to provide for its revision according to the provisions of *The Discipline* (553-610; cf. 655:1).

(11) To consider all accusations and charges against covenant members of the local church (cf. 5105), and to appoint a committee of investigation and a local judicial committee as provided for in the Judiciary (5012; 5105:1, 4; 5110; cf. 5115:3b; 5221:1).

(12) To instruct the local church secretary concerning the removal of the

name of a member who has joined another religious body or secret society (595); to recommend to the local church conference that it remove from the roll by majority vote the name of a member who has moved away and neither transferred membership to the nearest Wesleyan church nor maintained contact with and support of the former church (600), and that it remove by a majority vote the name of a member who has failed to attend or support the church where membership is held for one year without proper reason (605), unless the local church conference shall have delegated full responsibilities in such matters to the local board of administration (655:1).

Pastors, Staff and Licensed Workers

(13) To nominate pastor and associate pastor to the local church conference (705:3-4; 738:2); to assume full responsibility for securing a pastor when such is delegated by the local church conference (708); and to recommend to the district board of administration by a two-thirds majority vote the termination of a pastoral agreement if such becomes necessary during the initial call (712).

(14) To recommend to the local church conference after a favorable vote has been received for a four-year renewal of the call, the renewal of the pastor's call for an extended period (718:1a); or to recommend prior to the vote on the renewal of call, and after consultation with the pastor, a specific call for four years or, an extended call (718:1b); to review at least quadrennially with the district superintendent an extended call and by majority vote to reaffirm the call or recommend for the local church conference to vote on renewing the call (720:2); to meet, at the request of one-third of its members and under the district superintendent or a representative appointed by the district superintendent as chair, to consider the possibility of ordering a pastoral vote before the expiration of a renewed call, and to call for such a vote by majority vote (722:2).

(15) To review annually the pastor's support and related matters (723; 724).

(16) To recommend to the local church conference the number of employed staff positions, including office secretary, custodian and assistant pastor(s) (655:11); to employ persons for all such staff positions as have been authorized by the local church conference, subject to the pastor's nominations for office employees and assistant pastors and the board of trustees' nominations for custodians; to define the duties and working conditions of all such employees; and to assist the pastor in the supervision of all employed staff members.

(17) To employ evangelists, evangelistic singers and other special workers as needed (cf. 1310:21).

(18) To provide, in cooperation with the pastor, for the supply of the pulpit during the pastor's absence; and to provide, in cooperation with the district superintendent, for the supply of the pulpit during temporary vacancies.

(19) To recommend to the local church conference the licensing and the renewing or revoking of licenses of lay ministers (cf. 315:3; 655:7).

(20) To recommend ministerial students and special workers to the local church conference for their approval and recommendation to the district conference for district licenses (cf. 315:4; 655:8).

Officers, Boards, Committees and Auxiliaries

(21) To elect, when so authorized by the local church conference (655:3), two members of a nominating committee from among the members of the local board of administration to serve as set forth in 820-823.

(22) To elect annually at such time as it shall determine, an auditing committee (863); all Sunday school officers except the superintendent, and all departmental supervisors and teachers (880:7; 895-900; 906); one or more offering tellers (845:3); a local director for Church periodicals (840); and such of the following as are needed and can be supplied: financial or tithing secretary (845:2), CYCI director (920:1), children's church director (cf. 880:7), vacation Bible school superintendent (cf. 880:7), local educational director (926), literature secretary (928), local missions director (930), local evangelism director (935), adult youth leader (7530:2a) and other special assignments (cf. 7325:1a).

(23) To approve two or more nominees submitted by the nominating committees, or to present other nominations as desired, for the president of Wesleyan Men (7125:5), the director of Wesleyan Women (7325:5) and the chair of Young Adults International (7730:5), and to ratify the election of officers by these auxiliaries; to ratify the election of Wesleyan Youth officers (7530:2b), and to review and approve the actions of all the auxiliaries (7125:5; 7130:2, 6; 7135; 7325:5, 8; 7330:7; 7530:2b, 3a, f; 7545; 7730:5, 7; 7740:4; 7745).

(24) To organize and elect such boards and committees as it deems necessary to the proper organization of the church, such as the committee on witness and membership (835-837), committee on finance and stewardship (865-868), music committee (870-873), ushering committee (873), communion committee (873), committee on missions (955) and committee

on evangelism (960); and to receive and evaluate their recommendations, including their appointment of subcommittees; to serve as or to establish a local board of Christian education, to determine its membership and to elect such members and to delegate full authority of the duties listed in 880:1-21 as it deems wise (cf. 875; 880:1-22).

(25) To recommend to the local church conference the removal from office of any church officer, trustee or delegate (315:5; 655:4, 6), and to remove by majority vote of the local board of administration all who fill other positions (825:4) and officers of auxiliaries (7125:7; 7325:8; 7530:5; 7730:7).

(26) To fill all vacancies occurring in those offices elected by the local church conference, in the interim of its annual sessions, and all vacancies occurring in offices elected by the local board of administration; and to provide for the filling of vacancies in the auxiliaries in keeping with their respective constitutions (7125:7; 7325:8; 7530:5; 7730:7).

Property and Finance

(27) To direct the local board of trustees in the maintenance of church property, the signing of notes and mortgages and the attending to all legal matters connected with the church, in keeping with the requirements of local laws (4510), and *The Discipline* (850-859; 4500-4720; 4760); or if trustee responsibility is delegated to the local board of administration by the local church conference, to care for such matters.

(28) To direct the local board of trustees to secure sufficient property and liability insurance to cover all buildings and vehicles owned and operated by the local church (856:8); or if trustee responsibility is delegated to the local board of administration by the local church conference, to care for such matters.

(29) To recommend to the local church conference financial policies, and to administer such as are adopted (cf. 655:10). The local board of administration shall review all plans of support annually, adjusting salaries as advisable, recommending changes in the financial policies as necessary (cf. 702; 703; 746).

(30) To recommend an annual budget to the local church conference, to assist the pastor in securing the money necessary to fund the adopted budget and to authorize expenditures within the limits of the adopted budget (655:12; cf. 865-868); or to assume, if such authority is delegated by the local church conference (655:12), authority to adopt the annual budget and authorize all expenditures within the limits of the budget and any expenditures not provided for in the annual budget; to provide for annual audits of all funds (cf. 863).

(31) To recommend to the local church conference: all major expenditures or investments; the purchase or sale of property, the erection or remodeling of buildings, all mortgages or other indebtedness which encumbers the property and major items of equipment (655:13; 4700-4720); and other expenditures not provided for in the annual budget (cf. 655:12).

(32) To implement all General Church and district plans which apply to the local church, and to see that the local church raises its assigned portion of the United Stewardship Fund, supports all other General Church financial campaigns and offerings and raises the amount assigned to it by the district conference for the support of the district work.

(33) To open the doors of the local church to properly authorized representatives of the General Church, the general educational institutions of the area and the district for the presentation of their interests and for the receiving of offerings in keeping with the approved financial plan.

(34) To seek advice from the district board of administration or from an investment committee authorized by the district board of administration when making investment or distribution of funds received as an undesignated estate gift, property for sale or other out-of-pattern contribution with value equal to or exceeding the total contributions for all purposes of the preceding year (cf. 1233:32).

Day Care and/or Day School

(35) To present to the district board of administration for approval a plan for a day care and/or day school following authorization by the local church conference (655:18; 19) or any plans for a significant change in mission, facilities or finances of an established day care and/or day school (1233:34); to govern and direct a day care and/or day school when such has been properly approved (1233:34), or to govern while delegating the operation to a separate school committee; to elect the separate school committee and name its chair when thus delegating said operation; to submit an annual report to the district board of administration including organization, administration and fiscal operations (655:18), for its approval.

(36) To establish treasuries, distinct and separate from that of a local church, to provide for the financial administration of day care centers, day schools, retirement homes, nursing homes and such enterprises (cf. 655:18, 19; 1233:34) and to adopt financial policies to assure adequate supervision and accountability.

F. Pastor's Advisory Committee

795. The local board of administration may establish a pastor's advisory committee when recommended by the pastor. This committee shall have no authority for final action in any matter except that for which the local board of administration grants such authority.