

Arapaho United Methodist Church Leadership Guiding Principles

The Simplified, Accountable Structure (adopted in 2019), is a basic and unified arrangement that keeps the church focused on its Mission and points the church in a direction with purpose and accountability.

The secondary benefit to the simplified governing structure is to release people from monthly meetings thus giving them more opportunities to be in hands-on ministry and to use their gifts and passions in multiple ministry areas.

The senior pastor, together with the Leadership Board, set the annual goals for AUMC. The Ministry Table leaders shall decide how best to execute their ministry goals using the Mission Principles and Boundary Principles. These leaders are accountable to their clergy and staff partners, who are accountable to the senior pastor, who is accountable to the Leadership Board (LB or Board).

The purpose of this document is to define the Mission, Boundary and Governance Principles for the leaders of Arapaho United Methodist Church (AUMC).

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1. Mission Principles

1.1 Mission Statement:

We are a creative, constructive, forward-leaning Christian community, opening the door wide for all to experience and embody God's healing and reconciling love.

1.2 Vision Statement:

We envision a Christian community of transformed people who embody God's love and work together in the Spirit to transform the world.

1.3 Core Values:

1.3.1 Inclusivity. All persons regardless of age, race, ethnic background, gender, gender expression, marital status, sexual orientation, disability or any other basis of discrimination prohibited by law, are the beloved children of God.

1.3.2 Open table. Christ invites all to his table of grace and all means all. All are invited to receive the sacrament.

1.3.3 Interpretation of Scripture using our experience, reason, and tradition. We do not literally interpret the Bible. We apply historical and literary scholarship, consider our own experiences and rely on the Holy Spirit to guide us towards understanding and insight for today.

1.3.4 Authentic relationships. We go deeper in our relationships with one another, forming soul friendships, supporting one another through all of life's journey.

1.3.5 Pursuing peace and justice in our world. We partner with God to fight injustice and advocate for the poor and marginalized.

1.3.6 Generosity. We give our time, talent, and financial resources for God's work in the world.

1.3.7 Unity, not uniformity: We respect differences and believe we grow when we are open to learning from one another in a space of mutual respect and love. As the founder of Methodism put it, we "Think and let think."

1.4 Our Discipleship Plan:

We experience and embody God's healing and reconciling love by becoming more like Jesus in our inward being and outward service in the world. Choosing to become more like Jesus is the first step of a disciple; consistently engaging in intentional spiritual practices both personally and with others help us to become more like Christ: more aware, more loving, more compassionate, more generous. Through grace we experience God's healing and reconciling love which we embody by becoming more like Jesus in our inward being and outward service in the world.

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2. Boundary Principles

The senior pastor is the visionary leader responsible for guiding Arapaho United Methodist Church (AUMC) to the accomplishment of its mission. S/he has the responsibility, authority and accountability to lead the Congregation through teaching, the Leadership Board (LB) through vision and inspiration, and the Associate Pastors and Staff through direction and coaching. Within the limitations set by these Boundary Principles, the senior pastor may use his/her judgement to meet AUMC's Mission Principles and Goals.

The Leadership Board (LB) will direct the senior pastor to write measurable goals each year that correspond to the Mission statement. The senior pastor will present the goals to the LB. The goals will be affirmed or modified by the LB. The senior pastor will provide monthly updates to the LB. Goals will be measurable, e.g. attendance, new members, giving, participation in small groups, children and youth program growth, and/or others as agreed upon.

Should additional resources to meet the goals be needed, the LB will base their decisions on the following considerations:

- 2.3.1 Does the budget and staff reflect our mission and goals?
- 2.3.2 Does a new opportunity further our mission and goals?
- 2.3.3 How does the opportunity to reach out or relate to the unchurched?
- 2.3.4 Is hospitality being offered?
- 2.3.5 How does this opportunity offer people a next step in their discipleship and/or relationship with our church? (e.g. are they invited to deepen their relationship with Christ, are they invited to return to another event, etc.)

All leaders at AUMC will use the answers to these five questions when defining the strategies to fulfill their team's goals. Sections 3.4-3.8 covers the various Ministry Teams.

3. Governance

The Leadership Board (LB or Board) is the group that looks after the overall effectiveness and fruitfulness of the congregation. It is responsible for setting the policies, ethical standards and adequate processes to set the boundaries for ministry in and by the church. Membership comes not from representing a particular ministry or constituency, but instead is focused solely on the disciple-making mission and the congregation as it lives into God's vision.

The responsibility of the Board through the leadership of its senior pastor is to assure: 1) the fulfillment of its Mission Principles and Goals, and 2) that the Boundary Principles have not been violated.

The LB will operate as the legal power of the Church Council, the Trustees, the Staff-Parish Relations Committee (SPRC), the Finance Committee, and the Lay Leadership Committees

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except wherein such activities described by the Discipline are delegated within these Guiding Principles to the senior pastor or other party.

3.1 Board Structure

- 3.1.1 The Leadership Board (LB) will be composed of eight (8) active church members, the lay leader, the senior pastor, a UMW member, the full-time associate pastor(s), the Day School representative (Director or Board Chairperson) and the recording secretary. When a qualified candidate is identified, an additional seat (maximum of 2 seats) for a high school student and / or a college-age (<26 yo) student will be filled. (See Glossary). Ideally the UMW member is one of the eight or the lay leader.

Non-voting members are the pastors, Day School representative (Director or Board Chairperson) and the recording secretary. Members other than the pastor(s) and Day School representatives will be selected by the Committee on Nominations and Leadership Development and confirmed by vote at an annual Church meeting, presided over by the LB chair or senior pastor or Conference presiding elder.

Due to the Board serving as the congregation's Staff-Parish Relations Committee, no immediate family of the senior pastor, no paid staff nor family of paid staff or clergy, nor two family members may serve on the LB at the same time. The LB will go into Executive Session for matters concerning staff or confidential issues. Executive Session for SPRC issues will exclude ex-officio members and the student member(s).

Due to serving as the congregation's Board of Trustees, only LB members over the age of 18 will have voting privileges in matters of property, incorporation, legal matters, contracts, insurance, investments, or other matters described in the BOD ¶2525-2551.

- 3.1.2 Members of the LB will serve staggered three (3) year terms. The initial LB will have four (4) classes with two (2) people serving a one-year term, two (2) serving a two-year term, two (2) serving a three-year term and two (2) serving a four-year term. The initial LB chair will come from the class serving the three-year or four-year term. Members may apply for successive terms through the Committee on Nominations and Leadership Development. Student members will serve a two (2) year term, with a check-in (and the option to conclude their term early) after their first year of service.
- 3.1.2.1 If a LB position becomes vacant prior to term completion, the nomination process outlined is used to replace that LB member within 60 days. If the vacancy is a Leave of Absence, the Board will determine if an interim replacement is desired.

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- 3.1.2.2 If the class of new LB members presented to the annual Church Conference is not approved, the LB currently in place at the time will continue to serve and will present a revised slate for approval to a Church Conference within 45 days.
- 3.1.3 The Committee on Nominations and Leadership Development determines the chairperson annually. At its first meeting of the year, the LB will affirm the chairperson as the Trustees and SPRC chair for Conference purposes, and the LB will select a vice-chairperson. The vice-chairperson will assume the chair role in the chair's absence.
- 3.1.4 A "quorum" will be two-thirds (2/3) of the voting LB members. A quorum must be present when making decisions with legal implications. The senior pastor must be present at such meetings except if she/he is attending to an emergency.
- 3.1.5 LB members will be required to be present at a minimum of two-thirds (2/3) of the regularly scheduled LB meetings and participate in all necessary phone and electronic correspondence, reading, and training. In all cases, the senior pastor must be aware of every meeting. A LB member will be considered present whether in attendance physically or electronically.
- 3.1.6 The LB will follow a simplified interpretation of Robert's Rules of Order for the business of the meetings and seek to make decisions based on consensus as often as possible.
When a consensus cannot easily be reached, the chairperson will call for an official vote. (Ex-officio members do not vote.) In case of a tie vote, the senior pastor or his/her designated associate pastor shall vote. The requirements for passage are follows:
- 3.1.6.1 A simple majority will be required to pass a motion except in cases that involve changes to the Guiding Principles or that have legal implications. Student members must be at least 18 yrs. old to vote in Trustee matters.
- 3.1.6.2 For issues involving changes to the Guiding Principles or that have legal implications a two-thirds (2/3) majority will be required.
Revision history will be maintained at the end of this document.
- 3.1.7 LB members who are not faithfully fulfilling their obligations will be counseled and if necessary, be asked to resign.

3.2 Chairperson of the Leadership Board

The chairperson assures that the Leadership Board (LB) executes its duties with integrity and faithfully governs according to the guiding principles. Accordingly, the chairperson:

- 3.2.1 Presides at the meetings of the LB.

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- 3.2.2 Is authorized to use any reasonable interpretation of the Accountability Principles to ensure the integrity of the LB process.
- 3.2.3 Monitors meetings to ensure that deliberations are fair, open, and thorough and that a simplified interpretation of Robert's Rules of Order is being followed when necessary.
- 3.2.4 May delegate the authority described above when necessary, but remains accountable for its use.
- 3.2.5 Represents the LB to outside parties when needed.

3.3 Governance Style

The Leadership Board (LB) will govern with an emphasis on the outward vision rather than internal procedures and programs recognizing that AUMC's Mission calls us to reach out to those seeking a relationship with Jesus while also nurturing those among us on their journey. It has adopted a simplified leadership structure (2016 UM BOD ¶274.2) Accordingly, the LB will:

- 3.3.1 Covenant with other LB members to live out their membership vows faithfully, participate fully in the activities of the LB, protect the unity of the church, maintain confidentiality, support the senior pastor, clergy and church staff, and hold the senior pastor accountable to the Guiding Principles.
- 3.3.2 Sign and abide by the LB Covenant.
- 3.3.3 Govern with one voice through written policies with an emphasis on long term goals.
- 3.3.4 Be responsible for excellence in governance. The LB will cultivate a sense of group responsibility and accountability.
- 3.3.5 Manage itself with discipline and integrity with regard to its own processes.
- 3.3.6 Focus on long-term goals, leaving the administrative and programmatic means to those goals at the discretion of the senior pastor.
- 3.3.7 Develop, define, maintain, and adhere to the Guiding Principles and ensure a church-wide emphasis on:
 - 3.3.7.1 Our Vision, Mission and Core Values
 - 3.3.7.2 Scripture, tradition, reason and experience guided through prayer as the means of ministry and strategic planning.
 - 3.3.7.3 Strategic leadership over administrative detail.
 - 3.3.7.4 Clear distinctions between LB, senior pastor, clergy, staff, and congregational roles.
- 3.3.8 Monitor the performance of the senior pastor and all staff.

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- 3.3.9 Be accountable to the Metro District Superintendent, North Texas Annual Conference Bishop of the United Methodist Church and to the congregation of Arapaho United Methodist Church in the following way:
 - 3.3.9.1 The Bishop or District Superintendent may call for a Church Conference both to replace a LB member or the entire LB if the Guiding Principles are being flagrantly broken or LB action is contrary to District, Conference or Denomination norms.
- 3.3.10 Annually monitor its performance individually and collectively in the following areas:
 - 3.3.10.1 Quality and effectiveness of the Guiding Principles;
 - 3.3.10.2 Alignment of all resources to the Mission and Guiding Principles;
 - 3.3.10.3 Care of and accountability for the senior pastor and other appointed clergy as it relates to their job descriptions and duties as described in the current Book of Discipline.
- 3.3.11 Respectfully and clearly voice their individual opinions in the LB discussions.
- 3.3.12 Keep the congregation informed in a timely manner of its activities. Annually, the LB will formulate (or renew) a communication plan, to include at minimum, a spring and fall LB update. All LB meetings will be posted on the church calendar and are open to all persons. Where confidentiality is required by law, privacy agreement, or minister/pastoral responsibility or privilege, or SPRC concerns, the LB will go to Executive Session (see 3.1.1) and information will not be shared.
- 3.3.13 Maintain agreed upon confidentiality of any sensitive topics considered during LB meetings; not discussing with people outside the LB.
- 3.3.14 Designate a LB member (usually the senior pastor or chairperson) to inform the congregation of significant LB actions.
- 3.3.15 Take the lead in negotiating with the District Superintendent on the succession of the senior pastor.

3.4 The Senior Pastor

The senior pastor shall abide by all guidelines and policies of the United Methodist Church (UMC), the Book of Discipline and all civil and legal codes. Should there be need or desire to deviate from the Discipline, the Church will only do so according to decisions made by the Board.

The senior pastor shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, unethical, or in conflict with AUMC Mission

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Principles. AUMC Policies will be reviewed at least biannually to ensure they remain in sync with the way we do business. All policies must be followed by all staff and committee members.

The Leadership Board (LB) holds the senior pastor accountable to the Guiding Principles through the following means:

- 3.4.1 Empower, encourage and support the senior pastor in the fulfillment of the Mission and attainment of the Goals using their best judgment within the Boundaries of these Guiding Principles.
- 3.4.2 Support his/her spiritual, physical, emotional, and relational health.
- 3.4.3 Review the annual evaluation of the senior pastor according to the goals negotiated each year.
- 3.4.4 Within the church's budgetary constraints, appropriately compensate the senior pastor based on adherence to the Annual Conference policies for compensation (including clergy minimums) and the evaluation.

3.5 Ministry Table Leadership and Ministry Teams at AUMC

For purposes of practicality and in some cases, in keeping with the Discipline, it is necessary to have key Ministry teams in place at all times. All teams will formally report to their clergy partner as necessary and appropriate. The composition of each team is the responsibility of the Committee on Nominations and Leadership Development, Senior Pastor, Associate Pastors, and/or AUMC Staff.

All Ministry Teams will use this document's Mission Principles, Boundary Principles and Core Values sections on pages 2-3 to determine if their Team is living into the Mission of the church. All LB approved policies are linked in Appendix Two.

The following are permanent teams with formalized composition, activity and reporting requirements:

- 3.5.1 Committee on Nominations and Leadership Development (BOD ¶1258.1)
- 3.5.2 Missions Fund Committee
- 3.5.3 Safety Team
- 3.5.4 Columbarium Committee

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3.6 The Finances

Financial Planning: Budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate substantially from the mission and goals established with the LB nor risk fiscal jeopardy. The Finance policy is reviewed and approved annually by the LB.

- 3.6.1 With respect to the actual, on-going financial health of the church, the senior pastor may not cause or allow a trend toward fiscal jeopardy or a substantial deviation of actual expenditures from the budget set with the LB. The senior pastor may not allow any approved payments for debts, payroll taxes, apportionments, or other financial obligations to go unpaid or unfulfilled nor allow government or Conference required filings to be overdue or inaccurately filed.
- 3.6.2 Once the budget is approved, those responsible (i.e. Staff and team leaders) for the various ministry areas have the authority to spend their budget to align with the objectives for their area approved by the senior pastor. No further approval is needed to access the budget in their area of responsibility.
 - 3.6.2.1 Team leaders will apprise the Treasurer of large expenditures (>\$25,000) within their budgets. This is not for the Treasurer to approve, but to ensure cash flow is adequate for the expenditure at the time of the expense.
- 3.6.3 The senior pastor is responsible for reviewing line items within ministry areas with the staff and team leaders for accountability from the staff and to the LB.

3.7 Building Maintenance Team

The senior pastor, in effect, is the church administrator. The senior pastor has the authority to approve purchases by AUMC staff, Building Maintenance Team (BMT), or committee chairpersons that further the mission and long-term vision of the church's ministry areas and goals. BMT members and the AUMC staff are responsible for assisting the senior pastor and/or the LB chairperson with guidance, product recommendations, quotes, bids and the like. This will ensure the BMT knows what equipment is coming into the building and so can provide for necessary support, and what building repairs and maintenance are being made and by whom. If the expenditure is for the senior pastor directly, the LB chairperson must authorize the payment.

- 3.7.1 Any member of the Building Maintenance Team (BMT) {Leadership Board Chair, Senior Pastor, Designated Member of the LB, and others as selected by the LB) has the authority to purchase supplies for building maintenance and improvement up to \$1,000.00 without LB approval. Any purchases over

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\$1,000.00 and up to \$10,000.00 need to be approved by the chairperson of the LB and the senior pastor unless the expenditure is already approved in a capital expenditure line item in the approved annual budget. The LB shall be informed of all expenditures greater than \$5,000.00 and up to \$10,000.00; no vote is necessary for approval.

3.7.2 Any expenditure over \$10,000.00 will require three bids unless AUMC is under contract with the company providing the services. Preference will be given to hire local companies offering competitive bids within 5% of other bids. If the expenditure is already approved in the budget and meets the previous criteria, a simple-majority vote of the LB is required.

3.7.3 Summary for approvals / votes:

- Up to \$1,000: Any member of the BMT, LB Chair, LB designee(s) or Senior Pastor can approve, no LB vote
- Greater than \$1,000 and up to \$5,000: Senior Pastor & LB Chair together approve, no LB vote
- Greater than \$5,000 and up to \$10,000: Senior Pastor & LB Chair together approve, LB notification, no LB vote.
- Greater than \$10,000: LB vote required, simple-majority approval

3.7.4 The BMT is responsible for the creation of and periodic review of a Qualified Vendor List. This list will be used for scheduled maintenance, trouble calls, and emergencies.

3.7.5 Emergency expenditures: An emergency is defined as damage to the building or its infrastructure due to a natural or other disaster such as a flood. An emergency is something that cannot wait (for a routine service call) just as would be an emergency in one's home: HVAC not working, electrical problem, potential water damage (flood or broken pipe or leaking water heater, etc.), plumbing issue (toilet problem, washing machine potential flood problem, etc.)

In an emergency situation, two (2) members of the BMT can approve the expense up to \$10,000. Ideally, it would be the senior pastor and the LB chair, however, any combination of BMT members can approve. The BMT members authorize the emergency work, AND, should notify the senior pastor and LB chair as soon feasible. If the issue will affect campus activities, the Administrative Assistant and the Day School director shall be notified as well. They will ensure impacted parties are notified.

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3.7.6 Generosity: Gifts to the church will be approved by the LB and accepted only if they meet our purposes. Examples: Designated-item monetary gifts, large art, furniture, and the like.

3.7.7 Asset and Facilities Protection

Financial and physical assets shall not be allowed to be unprotected by lack of insurance, security and hazard monitoring, prudent policies, or other appropriate means. Property of the Church shall be maintained by the appropriate staff and not be kept beyond its expected life cycle. Things that are no longer usable by our congregation shall be disposed of in the correct manner, with an understanding that it may be usable for another congregation. The church's intangible assets, i.e. its goodwill, image, reputation and credibility, must not be placed in jeopardy particularly in ways that would hinder the accomplishment of its Mission.

3.8 Human Resources – Staff-Parish Relations

3.8.1 AUMC Employee Handbook is reviewed and approved annually by the LB

3.8.2 Treatment of Staff, Volunteers and Constituents:

The senior pastor or lay leadership may not cause or allow conditions which would result in unfair or disrespectful treatment nor allow concerns to go unheard. The senior pastor/lay leadership must not ignore the guidance provided in the AUMC Employee Handbook. Note: AUMC requires Ministry Safe training for all persons working with Youth and Children. On-going recertification is required as prescribed by the program. (*See Personnel Handbook, Background Checks*)

3.8.3 Communication and Counsel to the Leadership Board:

The senior pastor must do all in his/her power to not permit the LB to be uninformed on matters of significance that affect the life of the church.

3.8.4 Employment, Compensation and Benefits:

With respect to the employment, compensation and benefits to employees, consultants, and contract workers, the senior pastor may not cause or allow the fiscal integrity or public image of the church to be jeopardized. The senior pastor must not ignore the guidance provided in the AUMC Employee Handbook.

3.8.5 Senior Pastor Leave and Succession:

In order to continue the day-to-day management of the church in the event of the sudden loss of the senior pastor's services, the senior pastor may not have less than one other person on the Leadership Board (LB) know the senior pastor's duties and processes. In the absence of an associate pastor

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or an interim pastor, it is expected that the chairperson of the LB will be able to continue the church's work until the senior pastor is replaced.

3.8.6 Authority to hire, terminate, discipline employees:

The authority to hire and terminate non-clergy employees of the church shall be vested in the senior pastor and the Executive Session of the Leadership Board (Exec. LB) together. The Leadership Board delegates to the senior pastor the authority to interview and recommend candidates to fill open staff positions, to supervise, to discipline, and to manage paid staff. When requested and appropriate, and required in the case of a termination, an Exec. LB member will be present with the senior pastor. The Exec. LB shall have the sole authority to determine the number of staff positions, approve job descriptions for each staff member and set the salary paid to each staff member.

3.9 Relationship: Arapaho UMC Day School and Arapaho UMC

3.9.1 The Arapaho Day School (the "Day School") operates under the name of Arapaho United Methodist Church (the "Church") and the Church's tax identification number. The Day School's campus is not a separate facility from the Church. The classrooms, playground, kitchen, furniture, equipment, and capital acquisitions used and/or acquired by the School are the Church's property, regardless of the source of funding. The following guidelines for cost allocation between the Day School and Church apply:

- A. The Day School must purchase the office and school supplies needed for its operations.
- B. The Day School must pay for the use and maintenance of the Church's facilities and equipment used by the Day School on an allocated basis.
- C. The Day School must pay for inspections of the Church's facilities and other items related to maintaining the Day School's state licensing requirements for childcare.
- D. The Church is responsible for the operation, maintenance, and upkeep of all permanent buildings, grounds, and facilities. The Church will provide property and liability insurance. The Day School will maintain compliance with the background check/child safety requirements that our conference insurer(s) specifies and occasionally changes.
- E. The personnel of the Church, i.e., the Church's Administrative Assistant, work for the Church and not the Day School. Additional hours to the church's Administrative Assistant must be agreed to by the Assistant and the Church's Leadership Board. An appropriate hourly

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wage shall be paid to the Church's Assistant by the Day School for work done on the Day School's behalf.

3.9.2 Use of Facilities

For its use of the Church's facilities and equipment, the Day School pays to the Church from September to May the "Building Use Fee."

The Building Use Fee is calculated annually for the upcoming academic year and becomes part of the Day School's annual budget for that upcoming academic year. (For the avoidance of doubt, the academic year runs from September to May.) It is recommended that the Allocated Cost equal at least 10% of the Day School's budgeted income, excluding Summer Camp income.

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APPENDIX ONE: Glossary

The following definitions are terms used in these Guidelines.

Term	Definition
AUMC	Arapaho United Methodist Church
Board	Leadership Board
BMT	Building Maintenance Team (See 3.7)
BOD	Book of Discipline
Charge Conference	The basic governing body of each United Methodist local church is composed of all members of the church council (or administrative board or leadership team). (2016 UM BOD ¶246)
Church Conference	All members of the congregation, beyond the church council members, are invited to attend and are extended the privilege of vote. The member must be a member of AUMC (the local church). To convene a church conference, there is a 10-day notification window, the DS must be informed, etc. per the BOD. The quorum at the Church Conference is those in attendance and a simple majority for election. (2016 UM BOD ¶248)
Clergy	People ordained for church service and appointed by the North Texas Conference Bishop, paid by AUMC for that service.
DS	District Superintendent
Executive Session	Private, confidential session of the LB, primarily for the purpose of Staff-Parish related discussions. (See SPRC)
LB	Leadership Board
Pastor	Clergy person charged with giving particular spiritual direction through preaching, teaching, or counseling, often to a specific group. Leads either directly or through delegation all other clergy, staff volunteers and the congregation of the church.
Qualified Vendor List	A list of pre-qualified vendors who have third-party products or services that the BMT has approved as suitable and compatible with our existing property/infrastructure. The list is periodically reviewed to ensure price competitiveness in the market.

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Senior Pastor	Pastor appointed by the North Texas Conference Bishop to AUMC to lead his/her fellow pastors, clergy, staff and congregation at AUMC.
SPRC	Staff-Parish Relations Committee, also known elsewhere as Committee on Pastor-Parish Relations and other similar variations. (BOD ¶1258.2) Executive Session of the Board
Staff	Non-clergy people hired by the SPRC and paid for their services to the church by AUMC.
Student Member	A qualified senior high student and / or college-age (<26 yo) person who participates in the life of AUMC with leadership skills and the desire to lead in a large way in the greater church. The student member seat(s) may not always be filled.
Volunteers	Anyone serving the church in an unpaid capacity; may also be referred to as unpaid staff.
Voting Majority	A majority of those eligible to vote, are present, and constitute a quorum.

APPENDIX TWO: Document Links

Building Usage Policy

Columbarium Committee Policy

Employee Handbook

Finance Policy

Missions Fund Policy

Safety Team Policy

