

Board of Administration Wallenpaupack Church

Purpose: The purpose of the Wallenpaupack Church Board of Administration is to provide oversight and guidance to the ministries of Wallenpaupack Church.

The Scope of Responsibility:

Policy: The BOA will establish, revisit, and steward the policies of the church as stated in the bylaws of Wallenpaupack Church and the Discipline of the Free Methodist Church-USA.

Budget and Financial: The BOA will work with the staff to determine the needed funds and budget them accordingly. They will also work to make sure the church make wise financial decisions and faithfully stewards the money that God has provided for His work at Wallenpaupack Church and beyond.

Ministry Oversight: The BOA will work with the staff to ensure the staff is executing the tasks they have been called to in a faithful and timely manner. The BOA will also provide prayer, discernment, and insight support to the ministry staff.

Human Resources: The BOA will oversee the work of the staff. The staff will report their activity to the BOA each month and the BOA will perform a yearly performance review of each staff member. This review should provide actionable steps for each member to improve in their positions as well as yearly salary increases/cuts. This oversight also includes accountability and disciplinary action should the need arise.

Conflict Resolution: Should conflict arise within the church the people involved in the conflict are to follow the standards for resolution set forth by Jesus in Matthew 18:15-17. If the conflict is not resolved in the first two steps, the BOA is the final step. This is rare, but there is always a potential.

In very rare cases when the pastor and staff have exacerbated all their resources to resolve interpersonal issues or if an attender or partner has an issue with a staff member, that issue will be handed over to the board for resolution. Not every board member will be part of these processes but often a subgroup will be assigned.

Board of Administration Expectations:

Each board member must:

1. Be a growing follower of Jesus who understands and believes in the mission and theology of Wallenpaupack Church and the Free Methodist Church-USA.
2. Be a partner in good standing at Wallenpaupack Church.
 - i. Attend Sunday worship faithfully. Minimum of 3 services/month.

- ii. Give financially to the work of Wallenpaupack Church.
 - iii. Volunteer their time in service to Wallenpaupack Church outside of their role as a board member.
 - iv. Participate in Grow Groups for 2 of the 3 semesters each year.
3. Attend Board meetings each month.
 4. Commitment to respond to board communications outside of regular meeting time. (Call, text, email)

Specific Board Roles:

Partner-At-Large: A representative voice of the congregation.

Trustee: Oversees and reports on the grounds and maintenance of the church.

Finance Chair: Oversees and reports on the financials of the church.

Lay Delegate: Representative voice of the congregation to the annual conference.

Who attends board meetings?

The board members and staff attend the meetings. Board members are required to be at the meetings but the staff are given the option. The staff is there to report and share insight but they are non-voting members of the board. During matters of human resources the staff are asked to leave the meetings.

When/how often/how long are board meetings?

Board meetings are the third Monday of every month and usually last 1.5 to 2 hours but can sometimes go longer depending on the topics of conversation and the cohesion of the group.