

## LCP1: Leadership Council Operating Policy

Change history:

<b>Date:</b>	<b>Change:</b>	<b>Made by:</b>
2/7/2013	Initial draft sent to Leadership Council for review	Gov TF
2/11/2013	Edits by the Leadership Council to clarify, additions made during February Leadership Council meeting	LC (TS)
3/12/2013	Minor edits by the Leadership Council concerning board liaison role, as well as other clarifications (church name, timing of budget process) made during March Leadership Council meeting	LC (TS)
10/24/2013	Added Stewardship Board representative to Budget and Finance Committee	LC (TS)
12/9/2013	Added definition of “young adult” for at large LC member	LC (TS)
2/24/2014	Added the memorial garden policy (exists but was forgotten from the list)	LC (TS)
3/29/2014	Clean up of document following recommendations of LC and governance committee	LC (TS and NB)
4/7/2014	Made some policies stand alone policies rather than part of operating policy (personnel, hiring, staff relations)	LC (TS)
4/14/14	Personnel Comm. increased to four members; clarified Planned Giving references	LC (HC)
5/12/14	Filling of open board slots by Leadership Council; removed Organist job description	LC (TS)
8/11/14	Dormant accounts and gift policy additions and new Job Description for Communication Coordinator and Pastoral Assistant	LC (TS)
11/10/14	Clarifying Personnel Committee roles	LC (TS)

1/12/2015	Added senior minister evaluation process as responsibility of Leadership Council; finalized all remaining policies and ensured consistent numbering	LC (TS)
2/9/2015	Added contracts language	LC (TS)
5/8/2015	Addition of Board Support Team as committee of Leadership Council and description of role.	LC (TS)
6/8/2015	Address dysfunctional committees of Leadership Council	LC (TS)
6/22/2015	Added term for personnel committee	LC (TS)
11/14/2016	Created LCP-F-5 Memorial Garden Fee Schedule	LC (NR)
2/13/2017	Renamed "Review and audit" committee to "Review Committee" Added Progressive Evangelism Committee Added LCP-9 Gift Acceptance Policy	LC (NR)
10/9/2017	Moved responsibilities of "Media Relations Team" to "Progressive Evangelism" and removed outdated name. Changed LCP-JD-8 to IT, Database, and Communications Coordinator Job Description	LC (NR)

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## Leadership Council Operating Policy

This document provides basic policies of the Leadership Council precipitated by the new governance approved by the Congregation in January, 2013 and it aggregates various Plymouth policies previously maintained as separate policies. It may be changed by the Leadership Council in any meeting and the changes will be recorded in the minutes.

### **Meetings of the Leadership Council**

1. Agendas for all meetings will be published by the moderator 3 days before the meeting and sent by email to all Leadership Council Members, Board Chairs, clergy, administrative and program staff.
2. Minutes will be kept by the clerk and published within 7 days after the meeting to the all Leadership Council Members. Once approved by the Leadership Council, they will be posted on a bulletin board in the fellowship hall and sent to Board Chairs and staff. Any member may also request a copy of approved minutes from the clerk.
3. After each meeting a brief summary of the meeting will be sent by the moderator to all staff and board members and published in the Placard.
4. The Leadership Council may vote to go into executive session, during which time meetings will become closed to others at its discretion. Executive sessions of the Leadership Council will be used for discussion only, and any vote will occur only after a return to open session.

### **Leadership Council Committees**

The following committees will be created and maintained by the Leadership Council. These committees shall serve at the pleasure of the Leadership Council without specific terms unless specified in another policy (example: Planned Giving). These committees serve exclusively to help the Leadership Council fulfill its duties, often supplying additional expertise, and do not require nominations or approval from the congregation. It is essential that these committees be fully staffed and functional at all times.

When there is a vacancy on a Leadership Council Committee, the Leadership Council will fill the vacant slot. Person will be elected by a vote of the Leadership Council to fulfil the remainder of the vacant term. The Leadership Council also has the ability to replace committee members as needed to address any dysfunction that arises.

1. Budget and Finance
  - a. Committee members will be the Moderator, Vice Moderator, Treasurer, Clerk, and Sr. Minister plus one member of the Personnel Committee and the Stewardship Board. Vice Moderator will chair this committee.
  - b. Meetings of this committee will comply with the agenda and minutes expected for full Leadership Council meetings.

- c. This committee will prepare the budget annually and present it to the Leadership Council and assist in the presentation to the congregation by the Leadership Council. The process shall include
  - Input from others on the Leadership Council, staff and boards. Ministry teams will make budget requests through their supervising board.
  - Salary proposals from the Personnel Committee
  - Optional: Preparation of a “request proposal” budget for use in the Fall Stewardship Program.
  - Modification of the budget to be consistent with the projected income after the Stewardship Program
  - Presentation of the budget to the Congregation at the Annual Meeting

## 2. Personnel

- a. Committee members will be five members of Plymouth appointed by majority vote of the Leadership Council including the Senior Minister. The members shall serve up to two - two year terms.
- b. This committee will interpret and make recommendations for changes to the personnel policy (separate document LCP-2) for all clergy and employees of Plymouth as directed by the Leadership Council.
- c. This committee will recommend salaries for all clergy and employees of Plymouth as part of the annual budgeting process or other times if needed. This committee will use available Rocky Mountain Conference Guidelines for ministers’ salaries.
- d. The committee will work with the Senior Minister on current contracts and salaries for all staff, maintain job descriptions and draft new ones at the request of the Leadership Council.
- e. The Leadership Council will assign a liaison to Personnel Committee. The liaison will be accountable to the Leadership Council to raise particular committee concerns. The liaison will be accountable to the Personnel Committee to be a contact point for the committee from the Leadership Council.
- f. This committee will hear appeals from staff members who disagree with the application of Plymouth’s personnel policies and formulate a recommendation to the Leadership Council as appropriate.
- g. As a working committee of the Leadership Council, Personnel Committee meetings will normally not be open meetings. The committee will keep confidential minutes. The Chair will keep the minutes and will pass them on to the next Chair. A brief summary of meetings will be provided to the Leadership Council through the appointed liaison.

## 3. Review Committee

- a. Committee members will be a minimum of two members of Plymouth appointed by majority vote of the Leadership Council.
- b. As determined by the Leadership Council, this committee will complete an annual financial review and submit for publication before the annual meeting and may coordinate an external review or audit.

4. Planned Giving
  - a. The responsibilities and membership of this committee are covered in a separate policy document (LCP – 3).
  
5. Nominating Committee
  - a. The Leadership Council will create a slate of three members of Plymouth as nominees each year for presentation in the Annual Report and at the Annual Meeting to replace the three retiring Nominating Committee members.
  - b. The Nominating Committee serves as a committee elected by the Congregation, and thus the Leadership Council as well as the relevant board may be consulted by the Nominating Committee as it develops the annual slate for all other positions, but otherwise will exert no additional influence or control over the committee members.
  
6. Board Support Team
  - a. Function as Ombudsmen. Represent the interests of Plymouth’s boards and assist with problem solving. Act as a conduit for communication with staff and the Leadership Council
  - b. Participate in quarterly meetings of board chairs and prepare a summary report for the Leadership Council
  - c. Share techniques for recruitment to staff boards
  - d. Assist boards with implementation of the “Good to Go” training program
  - e. Assist Leadership Council with church wide leadership and training programs
  - f. Be a resource/sounding board for people wanting to create new ministry teams
  - g. Keep up to date spreadsheet of names and contact information of:
    - i. Members of each Board
    - ii. All current Ministry Teams and their contact person
  
7. Progressive Evangelism
  - a. Committee members will be one or more members of Plymouth appointed by majority vote of the Leadership Council and will additionally include the Senior Minister.
  - b. This committee will work to make Plymouth visible in the community, advertise as desired, be spokespersons for external media and work to further Plymouth’s image and mission in the community.

#### **Leadership Council Member Definition**

One At Large Member is defined as a “young adult” in the Constitution. The Leadership Council has defined “young adult” as any member under 40 at the time of election.

## **Money considerations**

1. Funds given to Plymouth with a designated purpose will be kept as separate equity accounts at the discretion of the Treasurer. Decisions to spend these funds, consistent with their designated purpose, shall be made by the Leadership Council. Note that the Planned Giving Policy contains a flow chart for deciding when a memorial gift is to be put in the Endowment Fund.
2. Unless they are considered planned gifts, memorial funds given to Plymouth shall be aggregated into one equity account. Decisions to spend these funds shall be made by the Leadership Council.
3. The budget process will begin with input from staff, the Leadership Council and its committees, and boards. Ministry teams will make budget requests through their supervising board.
4. In months that the Leadership Council meets, it will review the P&L and balance sheet and take appropriate action. In months that the Leadership Council does not have a meeting, an executive committee of the Leadership Council consisting of Moderator, Vice Moderator, Clerk, Treasurer and Sr. Minister shall meet before the 15<sup>th</sup> of any month. The primary purpose of this meeting will be to review the P&L and Balance sheet from the prior month and take appropriate action or take issues to the full Leadership Council.
5. The approval to create and schedule fundraising at Plymouth will be accomplished by staff through the boards. Ministry teams will bring requests to their board. The boards will then bring requests to their staff member.
6. Boards may have spending control over designated fund accounts or reserve accounts. Leadership Council authorization is required only if a single expenditure exceeds \$5,000. For any expenditure over \$2,000, the treasurer should be given two weeks' lead time for cash-flow purposes. All receipts must be turned in by the end of the fiscal year in which it was spent.
7. Any unused balances in specified reserve accounts will revert to the general reserve fund at the end of the calendar year if there has been no account withdrawal for a period of three years.

## **Contracts**

Any contractual agreement other than purchasing described above, must be approved by the leadership council.

## **Gifts**

The Leadership Council is grateful for gifts made to Plymouth Congregational UCC and reserves the right to decline gifts that are not in line with Plymouth's mission statement, including gifts of real property, physical property, or financial gifts. The most useful gifts are undesignated funds that will be used in accordance with the desires of the congregation and its Leadership Council. Any gift of physical or real property may be decommissioned at the discretion of the Leadership Council. Plymouth policies on planned giving, endowments, and memorial gifts will apply.

## **Senior Minister Evaluation**

Leadership Council shall conduct a senior minister annual evaluation process with input from the congregation, staff, and Leadership Council.

## **Strategic planning**

1. Once created, a 5-year strategic plan will be assessed annually and refreshed every 4 years.
2. As a Leadership Council we recognize the vital importance of making the discernment and decision process of strategic planning open and transparent and will actively work to include the congregation and stakeholder constituencies within the congregation in the process.
3. The Leadership Council will have primary accountability for accomplishing the strategic goals and will provide leadership and communication to the members of Plymouth.

## **Board Liaisons and Openings on Boards**

1. Members of Leadership Council may serve as Liaisons to the boards and/or the committees of council. They may be assigned individually or as teams.
  - a. The liaison will be accountable to the Leadership Council to
    - Raise particular board concerns that relate to the leadership council
  - b. The liaison will be accountable to their assigned board to
    - Be a contact point for the board from Leadership Council
    - Coordinate with boards about operational and strategic planning
2. When there is a vacancy on a board, the Leadership Council will fill the vacant slot. Leadership Council shall ask for names from the board chair and staff person who serves as liaison. Person will be elected by a vote of the Leadership Council to fulfil the remainder of the vacant term.

## **Blessing of Unions and Same-Sex Marriage**

The Leadership Council declares its support of Plymouth UCC Clergy regarding the blessing of unions and same-sex marriage

1. We declare support of clergy of Plymouth Congregational, UCC, who preside at services recognizing and blessing the union of persons who are committed to live in covenanted, committed, mutually respectful and loving relationship. This may include persons of the same sex.
2. We support the clergy in conducting counseling deemed appropriate in preparation for a requested service of blessing, and in making pastoral decisions based on understanding of serious intention and adequate preparation.
3. We affirm the same-sex marriage resolution passed by UCC General Synod 25 in Atlanta.

## List of Policies

1. The Leadership Council may create and maintain policies as provided by the Constitution. The Clerk will maintain these documents in editable format and post them in read only format on the web site when approved.
2. The following list of policies will be maintained and used by the Leadership Council. The Leadership Council may add or remove policies or modify any of these by majority vote of the Leadership Council. If policies are added or removed, the list that follows must also be revised. The Leadership Council should review the policies annually and revise as needed.

## Plymouth Leadership Council Policies

### Policies

LCP-1	Leadership Council Operating Policy
LCP-2	Personnel Policy
LCP-3	Planned Giving and Endowment Fund Policy
LCP-4	Facilities Use Policy
LCP-5	Van Use and Operating Policy
LCP-6	Memorial Garden Policy
LCP-7	Board Operating Policy
LCP-8	Prevention of Abuse and Harassment Policy
LCP-9	Gift Acceptance Policy

### Job Descriptions

LCP-JD-1	Officers Job Descriptions (Moderator, Vice Moderator, Clerk, Treasurer)
LCP-JD-2	Board Job Descriptions (including Board Support Resource)
LCP-JD-3	Senior Minister Job Description
LCP-JD-4	Associate Minister for Congregational Life and Care Job Description
LCP-JD-5	Director of Christian Formation, Adults, Job Description
LCP-JD-6	Director of Christian Formation, Children and Youth, Job Description
LCP-JD-7	Director of Music Job Description
LCP-JD-8	IT, Database, and Communications Coordinator Job Description
LCP-JD-9	Financial Coordinator
LCP-JD-10	Sexton Job Description

### Forms

LCP-F-1	Facilities Use Approval Form
LCP-F-2	Facilities Use Application Form and Schedule
LCP-F-3	Ministry Team Charter Covenant



LCP-F-4  
LCP-F-5

Exit Interview Form  
Memorial Garden Fee Schedule