



THE FARMHOUSE

FOSTERING THE HEALTH OF OUR PLACE

The Farmhouse: Administrative Information

Article I – Structure

Section 1 – Administrative Bodies

- The Farmhouse’s Administrative Leadership is comprised of four bodies:
 1. Administrative Board (Leadership Team or Church Council)
 2. Board of Trustees
 3. Staff Pastor Parish Relations Committee (SPPRC)
 4. Staff

Article II – Purpose & Function

Section 1 – Administrative Board

1. The role of the Administrative Board is to lead the church and organization by practice, responsibility, and voice.
 - a. The Administrative Board is the primary administrative agency and representative of the local church body and global denominational body and exists to oversee the organizational direction of the local church within the denomination.
2. The primary actions of the Administrative Board are as follows:
 - i. **Evaluate & Analyze** the state of the church & community in reflection of the agreed upon vision, goals, and values.
 - ii. **Manage Scope** of the structural requirements of the organization.
 1. Legal, denominational, financial, and organizational necessities are the responsibility of this body including the implementation and execution of decisions and/or changes made.
 - iii. **Support** the larger identity of the organization within the community and the individuals in all leadership or staff positions.
 - iv. **Vision** – this body is responsible for promoting, maintaining, and executing the vision of The Farmhouse in all aspects of our existence.

Section 2 – Staff Pastor Parish Relations Committee (SPPRC)

1. SPPRC is the communication medium between the staff and the larger community.
 - a. This committee exists to assist overseeing lay activity, community activity, and staff activity.
2. Specific SPPRC Meeting Guidelines
 - a. Meets at least quarterly. Each meeting should consist of:
 - i. Discussing administrative details, changes, or items of importance.
 - ii. Expressing communication on behalf of the community and receiving communication from the staff for the extended community.

- iii. Checking in on staff, their goals, and their areas of both growth and concern.
 - b. Meetings are organized by the SPPRC chair in cooperation with appointed clergy and/or the district.
 - i. An SPPRC meeting cannot be called without proper notification to at least one of those two bodies (appointed clergy and/or District Superintendent)
 - c. All meetings are closed and held confidentially unless permission granted by the necessary party.
 - d. Specific meetings should be held for the following:
 - i. Initial introduction and training for new members (beginning of the year).
 - ii. Staff and church goal setting (late winter, early spring).
 - iii. Annual review of appointed clergy (early fall).
 - iv. Annual review of all staff and leadership (late fall).
- 3. SPPRC Roles
 - a. **Evaluate** – the life of the community and the life of the staff.
 - i. This committee is meant to act as a third-party representative of all stakeholders in The Farmhouse including the general population of the local community, the leadership, and the denomination.
 - ii. Evaluation specifically involves feedback from the stakeholders, including themselves. Communication with others and full participation themselves is essential to developing a proper evaluation.
 - b. **Communication** – bridge between people and leadership.
 - i. Members are available, approachable, and intentional to the community to receive their perspectives, concerns, and feedback.
 - ii. Supports and aides the disbursement of communication from leadership to the community.
 - 1. Especially regarding organizational identity, position changes, or major updates.
 - iii. Communication interactions should always use a united front and respect confidentiality.
 - iv. In response to major concerns or conflicts, especially with a specific person, direct communication should be encouraged. If a person is uncomfortable speaking directly with the pertinent party, the SPPRC member should offer to assist with the potential conversation.
 - 1. A posture of health and reconciliation should always be upheld.
 - c. **Support** – SPPRC members are asked to receive the vision of The Farmhouse and guide that vision to be executed in the life of the community.
 - i. This body is meant to hold the church and its leadership accountable to the vision and is dedicated to moving The Farmhouse relentlessly forward.
 - ii. This body also commits to acting as a direct support to the staff by:
 - 1. Holding the staff accountable to the vision, goals, and values of The Farmhouse.
 - 2. Assisting to develop goals that promote strengths and overcome weaknesses.
 - 3. Looking after the health and vitality of individual staff members.
- 4. Organizational Responsibilities
 - a. **Tend Relationships**
 - i. With the church and community – this implies being an active participant, but also includes representing the vision, mission, hopes, dreams, information, and direction of The Farmhouse within the larger community.
 - 1. Often involves fielding requests, questions, concerns, joys, and other information; leading to appropriate dissemination to the staff.
 - ii. With the staff – SPPRC members should be the primary encouragers and accountability to the staff, their health, their growth, and their relationship to the church.
 - b. Establish Staff Priorities & Church Goals
 - i. While this should occur at a dedicated meeting toward the beginning of the year, this process should be consistent as goals adapt and as their execution continues.
 - 1. The process should involve the following:
 - a. Committee hears ideas and situation of staff and offers feedback.
 - b. Committee communicates and represents these goals as necessary; especially in situations of conflict or uncertainty.

- c. Committee checks in on the goals, holds the staff accountable, and helps them adjust, as necessary.
- c. **Model** – SPPRC members should be those that embody the vision, goals, and values of The Farmhouse most explicitly.
- d. **Official Business** – this committee makes decisions on hiring, compensation, and position descriptions for all staff in cooperation with other leadership bodies and the staff itself.
 - i. SPPRC should be the primary communication mechanism for changes pertaining to staff – both to the Administrative Board and to the community at-large.
 - 1. All staff and position changes are decided by the SPPRC via vote and are brought to the Administrative Board as updated.
 - 2. All staff and position compensation are voted on by the SPPRC and given to the Administrative Board as recommendations. The Board cannot decide personnel issues, but can determine compensation.
 - ii. **Evaluations** – all appointed clergy require annual evaluations in cooperation with the district and conference. Occasionally, a parsonage or property inspection will be required in collaboration with the Trustees.

Section 3 – Trustees

1. The Trustees are a separate nominated sub-group under the Administrative Board.
 - a. They are part of the Administrative Board meetings as nominated members, but may hold separate meetings as necessary.
2. The Trustees are responsible for overseeing the property, buildings, and their functionality.
 - a. All legal documents pertaining to these items or the organizational identity as a whole fall under Trustee jurisdiction.
 - b. All decisions regarding property changes or repairs are the responsibility of the trustees.

Article 3 – Administrative Processes

Section 1 – Election & Nomination

1. Administrative roles are nominated by the Nomination Representatives.
 - a. The Nomination Representatives are led and assigned by the appointed clergy.
 - b. The nominations are voted on by the current Administrative Board each year at Charge Conference.
 - c. Approved nominations, if accepted, begin their elected year in January of the following year.
 - d. Elected roles must be voted on every year with continuing roles simply affirmed.
 - e. Eligibility for nominated roles are based on active participation in The Farmhouse, general aptitude for organizational leadership and communication, knowledge of and commitment to The Farmhouse, and the ability to be a personal, relational, and communal reflection of faith, vision, values, and ethics of The Farmhouse.
 - f. The total demographic of nominated leadership should be a direct reflection of and representation of the total demographic diversity of the church and community.

Section 2 – Meeting Processes

1. All meetings and activities (except SPPRC) are open to the public.
 - a. Nominated members of the board and any active participants in The Farmhouse can vote on any items. If an active status is uncertain, the discretion of the clergy along with nominated members of the board can determine voting privileges.
2. Meeting frequency (both Board & SPPRC)
 - a. Meets must be held at least quarterly and typically occur at a preordained time once a month.
 - b. Special meetings may be called by the Board Chair or appointed clergy, as necessary.

3. Meetings should be duly scheduled and set by a standard agenda.
 - a. Administrative Board meeting general outline:
 - i. State of the Church – led by appointed clergy, staff, or pertinent member and followed by additional items by present members. Brief reflection and discernment should accompany discussion. Guest presenters are given the floor during this time.
 - ii. Financial Review – led by the Treasurer or other pertinent member. Includes the voting of any financial decisions.
 - iii. Trustee, Legal, & Property Review – led by Board Chair or Trustee Representative. Includes the voting of any legal or property decisions.
 - iv. Other Business, as necessary.
 - b. SPPRC meeting general outline:
 - i. General commentary or communication from the community.
 - ii. Staff updates and review.
 - iii. Notable items for discussion and review.
 - c. All Administrative Board Meetings must be duly annotated via minutes and minutes must be available to the public.
 - i. Financial information must also be available upon request. Public release of financial information can take a different, simplified form.

Article 4 – Administrative Roles

1. Board Chair

- a. Oversees all meetings and the effectiveness of the Administrative Board in respect to its purpose.
- b. Communicates meeting information to participants in collaboration with the Secretary including notices for meeting dates and times (including location, special/unordinary information, and meeting agenda).
- c. Represents all decisions made to the public, if necessary and distills, interprets, or reviews discussion items, as necessary.
- d. Executes the meeting agenda, especially calling for discussion, votes, and adjournment.

2. Secretary

- a. Communicates with the Board Chair in regards to meeting information (date, time, location, and special/unordinary information) and meeting agenda.
- b. Records the content of all meetings and provides a public record of minutes.

3. Treasurer

- a. Leads the financial sector of the Administrative Board including any team members appointed at the Treasurer's discretion (cannot be related to the Treasurer or one another).
- b. Oversees the material resources of The Farmhouse and keeps record accordingly.
- c. Guides the Administrative Board as to suggested use of material resources.
- d. Records all payments, transactions, and income.
- e. Responsible for creating and tracking the annual budget (in cooperation with staff and leadership).
- f. Maintains reports and necessary paperwork for tax receipts, audits, payroll, taxes, and denomination reports.

4. SPPRC Chair

- a. Representative of the SPPRC to the Administrative Board.

5. Trustees

- a. Separately appointed sub-committee of the Administrative Board.

6. At-Large Members

- a. Separately nominated members of the Administrative Board with no formal role outside of the general purpose of the Administrative Board.

Article 5 – Additional Information

Section 1 – Voting & Meeting Participation

1. All Administrative Board meetings are open to the public.
 - a. Voting is limited to nominated members and active participants in the organization.
 - b. Final discrepancy on voting privileges shall be determined by nominated members and appointed clergy.
2. Quorum – a quorum is determined as at least half of the nominated members. A quorum is required for any official action or voting to be acceptable.
3. Voting by Proxy – is permitted. This includes voting by electronic devices.
 - a. To imbue effectiveness, the Administrative Board is permitted to assess, discuss, and vote on items through electronic communication as long as all nominated members are included in the messaging.
4. Voting Process
 - a. Any action for voting must begin with a motion by a voting member.
 - b. Any motion must be seconded by a voting member.
 - c. Discussion and amendments should be prompted before a vote is taken.
 - d. Substitute motions or amendments can be made in response.
 - e. A call to vote is given with vocal responses in “yes/no” format.
 - i. Other voting procedures (roll call vote, secret ballot, show of hands, etc) can be used if specifically requested.
5. Passing Votes – a simple majority is required for any voting decision to be approved.

Section 2 – Change in Membership Status

1. Terms – all positions are valid following an appropriate Charge Conference meeting for the following year from January through December.
 - a. Terms can be repeatedly extended with proper nomination at Charge Conference.
 - b. SPPRC recommendation: SPPRC roles are recommended to be no more than three consecutive years.
 - c. Chair terms – when a chair term has ended, it is recommend that the chair not be present on the standing committee for one year to assist with the transition process.
2. Dismissal
 - a. A nominated member of any leadership position can be dismissed during a term year for any of the following reasons:
 - i. Deemed no longer an active participant in the organization.
 1. Requires board and appointed clergy approval.
 - ii. Requests removal from the nominated position.
 1. No board approval necessary.
 - iii. Legal or ethical issues.
 1. Requires special discussion and both board and appointed clergy approval.
 - iv. Position failure – failure to execute duties of the position or failure to attend or respond to position requirements or purposes.
 1. Requires special discussion and both board and appointed clergy approval. Person in question must be offered information pertaining to the decision before it is final.