

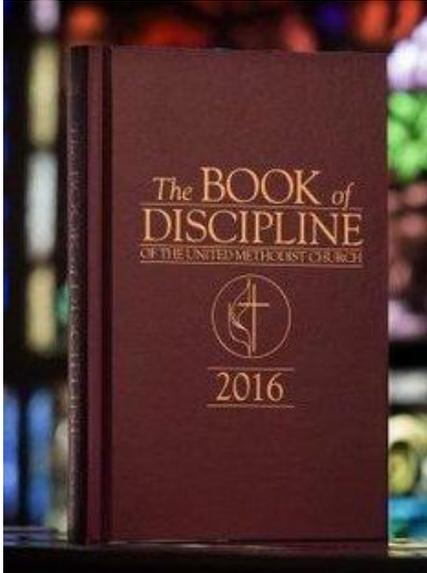


UNITED METHODISTS OF
Arkansas

District Leadership Board Orientation

***Supporting District Personnel
and Stewards of District Assets***

District Administrative Structure



¶ 661

Each district of an annual conference may organize to develop, administer, and evaluate the missional life, advocacy needs, and ministries of the Church in and through the district.

In 2018, we simplified our ARUMC District Structures, and have used the last four years to learn and live into the simplified system.

In 2022, the ARUMC voted to further refine our structure.

New for 2022: New Roles for the DBCLB and Trustees

- The work of Trustees and DBCLB are very different and we separated these committees from each other:
 - **District Trustees** have an internal and fiduciary focus of managing physical district assets such as district offices, equipment, and DS parsonages. They also have responsibility for district funds held at the Foundation and operate as the district's legal board of directors. They are now part of the District Leadership Board
 - Meanwhile, **DBCLBs** have an external and strategic purpose focused on local church property throughout the district, new starts, and studying the future potential of churches before closings.
- The work of the District Strategy Team overlapped the work of the DBCLB, and strategy was pulled away from the oversight role outlined in the *Discipline* for the DBCLB. Our new structure reconnects responsibility and authority.



District Leadership Board

1 District Lay Leader (4 yr Term)
2 Lay Women (serve as Trustees)
2 Lay Men (serve as Trustees)
2 Clergy (serve as Trustees)
2 At Large Members
2 Members Selected by DS (¶669.1)
Nonvoting Advisory Members as Needed
(Organized according to Superintendency Committee)

ROLE: STEWARDSHIP

TERM: 1 Year, renewable

¶661 District Council

¶669 Superintendency

¶2518 Trustees - District-owned Property

MFA Funds/Endowment Fiduciary Duties

District Nominations & Finances

Relate to Ministry Teams

Elected at District Conf.

DBCLB

District Board of Church
Location & Building

3 Lay Women
3 Lay Men
3 Clergy
District Superintendent (ex officio)
District Chancellor (optional, non-voting ex officio)
District Lay Leader (optional, ex officio, ¶660.8)

ROLE: STRATEGY

TERM: 3 Year In Classes,
renewable

Building & Land Proposals

Fiduciary: Leases & Closings

New Starts & Grants; DST work

Discipline ¶2519-2520

Elected at AC

dCOM

District Committee on Ministry

3 Laity from local Churches
6 Clergy - Elders, Deacons, LPs, AMs, etc.
BOM-Assigned Representative
District Superintendent (ex officio)
District Lay Leader (optional, ex officio)
Additional voting members as needed

ROLE: BUILD CLERGY
LEADERSHIP

TERM: 1 Year, renewable

Recruitment

Development and Formation

Credentialing

Discipline ¶666

Selected by DS/BOM;
elected at AC



District Leadership Board Composition

Composition:

(based on ¶669.1 requirements for Committee on District Superintendency)

- 1 District Lay Leader (4 yr Term)
- 2 Lay Women *(serve as Trustees)*
- 2 Lay Men *(serve as Trustees)*
- 2 Clergy *(serve as Trustees)*
- 2 At Large Members
 - e.g. Finance Steward/Treasurer and Associate District Lay Leader
- 2 Members Selected by DS (¶669.1)
- Nonvoting Advisory Members as Needed (¶669.2)
 - Coordinator - Youth
 - Coordinator - Disaster Response
 - Coordinator - Lay Speaking Ministries
 - Coordinator - 200K More Reasons
 - District Chancellor
 - Other advisors as needed, including district “representatives” from Conference Committees

Notes:

- Elected at District Conference
- Resident Bishop is Ex Officio (¶669.2)
- Single Year Renewable Terms*
 - * Terms for District Trustees (¶2518.2)
 - * Lay Leader has 4 year Term



District Leadership Board Responsibilities

The DLB is assigned the Book of Discipline Responsibilities of the following committees:

- (§661) District Council/Committee on Ministries, Finance, Nominations
- (§669) Superintendency
- (§2518) District Trustees

Operating as the DLB

- The DLB is amenable to the District Conference and the Annual Conference
- The DLB will report annually to the District Conference
- The focus of the DLB is governance, the stewardship of God's resources in the district, and district office/district superintendent support
- The DLB may assign the DBCLB responsibility and authority for grants, befitting their strategic role.
- Include key district coordinators as advisory members to the DLB to support collaboration and appropriate resourcing of these impactful ministries. Connect with and include representatives from conference committees as guests and/or advisory members on an "as needed" basis to support our connectional ministry.
- Use a function-based agenda to stay on focus.
- Use Guiding Principles to create workflows with clear accountability and boundaries.



District Leadership Board Annual Work

Regular meetings are usually held Quarterly with specific areas of focus in addition to regular business

- **Summer:** Organization Meeting for the new DLB
- **Fall:** Ingathering planning, consultation with the DS concerning learnings from DS visits with clergy and laity throughout the season
- **Winter:** Plan a prospective Budget recommendation, begin District Nominations & District Conference Planning
- **Spring:** Finalize Nominations & complete District Conference Planning



DLB - Use a Function-Based Agenda

In addition to times for prayer, spiritual formation, and learning, include function-based agenda items to define your work at every meeting:

- **Fiduciary Work:** Include a fiduciary agenda item in every meeting
 - Trustees (parsonage, office, assets)
 - Oversee the management of district-owned endowments
 - District Administrative Budget and finances
- **Resourcing and Coordination of District Teams and Boards:**
 - The DLB may assign an annual budget for any district missional grants to the DBCLB, along with grant-making authority, in its role as the district's strategic body.
 - Resource ministry teams such as the District Ingathering Team and DCYM,
 - Encourage district branches of conference ministry teams such as Disaster Response, 200K More Reasons, and Lay Servant Ministries.
- **Nominations Work:** Good governance requires constant tending to the future membership of the committee and leadership development
- **Executive Session:** Include a time in every meeting where the DLB moves into a confidential Executive Session to operate as the Superintendency committee, similar to the work of the SPRC in a local church.



DLB as District Trustees

- **Responsibility to steward District Property ¶2518**
 - District property is held in trust for the ARUMC. In the ARUMC, districts are operated as extensions of the conference.
 - May assign a single Trustee to be the primary point of contact for district office-related property matters
 - The Trustees/DLB do not need to do the “toolbelt work” themselves -- they are the legal board of directors with focus on stewardship, policy and oversight. So, a local building/parsonage ministry team may be recruited by the DLB from members local congregations to assist with minor repairs that do not require a professional. This group may even be given a spending limit in the district’s Guiding Principles.
- **District Parsonage**
 - May assign a single Trustee to be the primary point of contact for parsonage-related matters
- **Governing Officers**
 - The Trustees are part of the DLB, and in matters under consideration that require a vote of the District Board of Trustees, only those 6 individuals should vote.
 - Coordinate with Conference office on maintaining nonprofit incorporated entity status by completing annual Secretary of State Paperwork
- **District Endowments and Accounts**
 - The Trustees are responsible for the endowments and accounts, often held at the MFA. Policies can be set to oversee the funds.
 - The District may assign grantmaking and grant oversight authority for endowed funds to another group, such as the DBCLB. This is particularly important for New Start, Fresh Expression, or development grants.



DLB as District Superintendency Committee

- **Support the DS in the oversight of the spiritual and temporal affairs of district ¶669**
 - District property is held in trust for the ARUMC. In the ARUMC, districts are operated as extensions of the conference.
- **Office Staff**
 - In the ARUMC, district office staff are now considered Annual Conference employees, and are amenable to the conference's employee handbook and the council on finance and administration.
 - However, in its role as the Committee on District Superintendency, the DLB also has a responsibility "to advocate for adequate budget-support services for the district superintendent, such as adequate secretarial support, travel, continuing education, and parsonage needs"
- **Consultation**
 - The DLB serves in an advisory relationship with the bishop for the purposes of appraisal and consultation.



DLB - Examples of Guiding Principles

Reduce the number of decisions the DLB needs to make by creating clear Guiding Principles that give permission for leaders to make decisions. Here are some examples:

- **District Parsonage or Office Property Care Spending Limits:**
 - DS or DA may immediately contact a vendor/contractor for up to \$ A in repairs or regular office/parsonage maintenance.
 - Repairs or maintenance between \$ A and \$ B require the permission of the DLB/Trustees Chair
 - Repairs or maintenance over \$ B require the approval of the DLB/Trustees
 - Repairs or maintenance over \$ C require a minimum of three bids before Trustee consideration.
 - A Trustee is required to sign a contract or a lease, such as photocopier maintenance or parsonage HVAC. The Chair may approve contracts under \$ B. Contracts over \$ B require the approval of the DLB/Trustees after consultation with the conference office.
 - A certain company in the community could be defined as the preferred vendor (i.e. for plumbing or HVAC)
- **Finances**
 - The DS and DA are authorized to spend Administrative Budget funds approved and budgeted by the Annual Conference, with mindfulness to annual needs and the directives of CFA, the conference office, and the DLB. The DLB will examine the district's financials as prepared by the Conference office and may offer counsel or restrictions on spending, in coordination with the Conference Office and CFA.
 - Within the budgeted total for the District, line item transfers are allowed with the approval of the DLB and the conference office. New line items may only be created with authorization of the conference office.
 - The DA is expected to reconcile the monthly financial statements with the conference office and submit the records to the District Leadership Board's treasurer/ finance steward/ chair/ assigned member.
- **Policies**
 - The Book of Discipline, the Arkansas Conference Employee Policy, and all annual conference policies and guidelines govern the work of the Districts and the DLB.



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***THANK YOU
FOR YOUR SERVICE!***

Presenter



- District Superintendent, Arkansas Conference
- Dean of the Appointive Cabinet
- Co-Author of *Mission Possible: A Simple Structure for Missional Effectiveness and Impact: Reclaiming the Call of Lay Ministry*
- Author of *Strengthening Decision-Making and Governance*

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