

By-Laws Example (Adopted 10/29/25)

PREAMBLE

The By-Laws of *DeMotte United Methodist Church* (here after referred to as DUMC) have been written with the intent to comply with the Discipline of the United Methodist Church 2020/2024 (hereafter called Discipline). The Discipline supersedes the DUMC By-Laws.

THE GOVERNANCE BOARD (GB)

Purpose/Function:

- 1) The Governance Board (GB) shall have general oversight of the administration and program of DUMC. Oversight shall include, but not be limited to the areas of Staff Parish Relations (SPR), Finances, and Trustees.
- 2) The GB acts solely in the interest of the members of DUMC. All other administrative and programmatic structures of the local church shall be amenable to the GB.
- 3) The GB holds the responsibility of the Trustees as is understood in the Discipline (§258.3 §252-255.0). The GB thus directs and authorizes the purchase, sale, mortgage, encumbrance, construction, and remodeling of any and all property of the local church.
 - a) The GB shall not prevent or interfere with the Sr. Pastor in the use of any of said property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of The United Methodist Church (UMC), or permit the use of said property for religious or other meetings without the consent of the Sr. Pastor.
 - b) In conjunction with the Sr. Pastor, the GB shall review annually the adequacy of the property, liability, and crime insurance coverage on church-owned property, buildings, and equipment. The purpose of these reviews is to ensure that the church and its properties are properly protected against risks.
 - c) Charge Conference approval is required for construction or remodeling costs that exceed 25% of the value of the existing structure. Charge Conference approval is also required if mortgage financing is used in the construction. (§2543.b.c)¹¹

- 4) The duties of a Staff Parish Relations (SPR) are required in the Discipline (§258.2, 350, 431, 432.1). The duties and responsibilities of the SPR are the responsibility of the GB.
- a) The SPR's relationship to the district superintendent and the bishop shall be advisory only (§258.2.g.11, §§430-433).²¹
 - b) Participates in the interviewing and hiring of all staff members.
 - d) Yearly reviews the Sr. Pastoral staff and the effectiveness of his or her leadership.
 - e) Makes recommendations and gives advice to the staff as it relates to personnel issues.
 - f) Reviews and sets compensation for the pastoral staff members based upon national statistics.
 - g) The interviewing and hiring of all other staff members is delegated to the Sr. Pastor, the Staff and respective department heads.
 - h) If in place, Staff Parish Relationship Committee (SPR) will make salary recommendations to the GB for the staff members under their supervision. The Sr. Pastor will make salary recommendations to the GB for the members of the Staff. (SPR is the Staff Management Team; this team exists when a church has several paid staff members that lead ministry teams.)
 - i) Understands that the entire staff of DUMC ultimately works for the Sr. Pastor.
 - j) All member must be professing members of DUMC (§258.2).
- 5) The Finance Team (if in place), or the staff, recommends an annual budget to the GB for approval.

With the help of the other members of the SPR (if in place), the Sr. Pastor is responsible for day-to-day planning and administration of the church. The SPR shall initiate vision, mission, programming, and ministry with suggestions and evaluation from the GB. The appropriate SPR member shall communicate to the GB the ministry programming as devised by the SPR. The SPR shall be accountable to the GB for the use and disbursement of the church's finances

² Within the pastoral charge, the basic unit in the connectional system of the UMC is the charge conference. The charge conference shall therefore be organized from the church or churches in every pastoral charge as set forth in the Constitution (Discipline 246). The membership of the charge conference shall be all members of the CC (§ 246.2), chaired by the District Superintendent of the West District of the Indiana Conference of the UMC (§ 246.5). At the District Superintendent's discretion, he or she may appoint the Sr. Pastor to chair the meeting.

according to the GB's approved annual budget, as well as the operation and ministry of the church.

Meetings:

- 1) The GB shall meet at least quarterly at a duly announced meeting.
- 2) A duly announced meeting shall only be called:
 - a) by the consensus of the entire GB,
 - b) or by the Chairperson of the GB in agreement with the Sr. Pastor.
- 3) Notification shall be given in writing ten days prior to the meeting date.

Quorum:

The members present at any duly announced meeting shall constitute a quorum.

Minutes:

Minutes of all GB meetings shall be kept on record and made available to any member of the GB and to any participating member of the DUMC congregation.

Nomination and Election:

Nomination of the members of the GB shall be submitted to the Charge Conference³ by the Nomination Committee for election. The Nomination Committee consists of the GB or an Operational Team designated by the GB or the SPR⁴. Other nominations can be made from the floor of the Charge Conference.

Membership and Term of Office:

- 1) The GB shall have a minimum of nine members; including the Sr. Pastor and 8 lay people. An additional four at large lay members at the discretion of the GB to serve a term as listed below.
- 2) The membership and term of the GB members shall consist of the following: (see Church Board Structure) Three Terms for each member.
- 3) All members of the GB are voting members. Exception: The Sr. Pastor does

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not vote when during his or her performance and salary review.

4) Terms and Classes

- a) Lay-Members may serve two consecutive terms. In the case of a member serving two consecutive terms, a minimum of a one-year sabbatical will be observed before that person may serve again.
- b) In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term.
- c) Other than the SPR (if available), although not mandatory, priority will be given to nominees from the ranks of the DUMC administrative teams.⁵
- d) Only one person from an immediate family residing in the same household shall serve on the GB. *Any member of this team who is related to a member of the DUMC Staff shall recuse him or herself prior to discussion or decisions involving said staff person and when all routes have been exhausted.*

Officers:

- 1) Officers shall consist of a chairperson, vice-chairperson, treasurer, and Secretary to be elected by the GB from the GB's duly elected lay members.
- 2) Officers shall be elected annually at the first meeting of each year.
- 3) The vice-chairperson shall be elected from a class differing from the chairperson. The chairperson may serve in addition to his or her two three-year terms for one year to mentor the incoming chairperson.
- 4) If incorporated, a treasurer is necessary according to the Discipline and state law.

Character:

Members of the GB shall be persons of genuine Christian character, as based upon I Timothy 3, who love the Lord Jesus Christ. This love is demonstrated through a commitment to the vision and call of DUMC and his or her sacrificial giving in prayer, service, and finances.

Relationship to Operational Teams:

The GB shall have the privilege to attend but be non-voting members of any and all meetings of the Operational Teams.⁶⁴

⁵ Administrative Teams consist of the FT, Trustees Team, and the Endowment Team.

⁶⁴ Administrative Teams consist of the FT, Trustees Team, and the Endowment Team.

Relationship to DUMC Area Ministries:

All functional ministries shall report to or be under the leadership of a Program Staff person. The GB's relationship to each area ministry shall be through the normal reporting of the Sr. Pastor member. (Paid and volunteer staff may be called by the GB to report if the GB deems necessary.)

Formation of Ad Hoc Teams:

The GB shall have the authority to form any additional teams/committees as it deems necessary to carry out the vision and mission of the church. (e.g. Building Team)

Communication:

The GB shall receive monthly financial reports, weekly staff agendas and prayer requests, minutes of any team it deems necessary (e.g. Facilities and Grounds Team, Endowment Team, etc.)

ADMINISTRATIVE TEAMS**Trustees Team****Purpose/Function:**

- 1) Subject to the final approval and recommendation of the GB, the Trustees Team shall have the supervision, oversight, and care of all real property owned by DUMC, and of all property and equipment acquired directly by DUMC.⁷
- 2) Care includes the upkeep and maintenance of the DUMC facilities and grounds.
- 3) To recruit and lead volunteers in the remodeling and maintenance of the facilities and grounds.

Meetings:

The Trustees Team shall meet at least quarterly. Special meetings may be called by the Trustees Team Chairperson or the Sr. Pastor.

Quorum:

⁷Repairs, maintenance, redecorating, and remodeling occurring in the general upkeep of the DUMC campus do not need CC approval unless monies needed for such projects exceed that allocated in the yearly budget. It is understood that redecorating is discussed and approved through the normal yearly budgeting process.

Half of the GB at any duly announced meeting⁸ shall constitute a quorum.

Minutes:

Minutes of all Trustees Team meetings shall be kept by the Secretary of the Trustees Team and be on record and made available to any member of the GB.

Nomination and Election:

Nomination of the members of the Trustees Team shall be submitted to the Charge Conference by the Nomination Committee or from the GB for election.

Membership and Term of Office:

1) Members

- a) Includes a Trustees Team Chairperson whose nomination shall come from the nomination committee and be elected by the GB. The Trustees Team Chairperson serves on the GB.
- b) Team leaders who have expertise in the area of their responsibility and the willingness to lead a team of volunteers, if necessary. Areas of expertise include, but are not limited to, plumbing, lawn care, electrical, carpentry, heating and cooling, and snow plowing.
- c) The GB shall have the privilege to attend any and all meetings of the Trustees Team as non-voting participants.
- d) $\frac{2}{3}$ of the Trustees Team must be professing members of DUMC and include at least one female identifying person (§2525).

2) Terms and Classes

- a) Limited for the Trustees Team Chairperson per the term limit found under GB Term of Office.
- b) All other members serve a three-year term with no term limit.
- c) In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term.

Officers:

Officers shall consist of a Trustees Team Chairperson and a Secretary. The Secretary shall be elected annually from the membership of the Trustees Team.

Character:

⁸Meetings called and notification given in writing ten days prior to the meeting date shall constitute a duly called meeting.

Members of the Trustees Team shall be persons of genuine Christian character, as based upon I Timothy 3, who love the Lord Jesus Christ. This love is demonstrated through a commitment to the vision and call of DUMC and his or her sacrificial giving in prayer, service, and finances.

Finance Team (§ 258.4) – an example of a team the Governance Board (GB) deems necessary to fulfill the mission and vision of the church.

Purpose/Function:

- 1) Shall have general oversight of the finances of DUMC.
- 2) Shall review the financial records of DUMC monthly to ensure its financial stability.
- 3) Shall assist the Sr. Pastor in developing the yearly budget.
- 4) Shall ensure that adequate safeguards are in place to protect the fidelity of the counting, recording and disbursement of funds.
- 5) Shall ensure an annual financial review is executed by an outside accounting firm, and to meet with the auditors to review the results.

Meetings:

- 1) The FT shall meet at least quarterly.
- 2) The Team will meet as needed to review the financial condition of DUMC as it relates to budget, to meet with the outside auditors, to examine the annual audit/review, and to assist the Sr. Pastor in formulating the budget for the coming year.
- 3) Special meetings may be called by the Chairperson or Sr. Pastor.

Quorum:

Three members present, not from the same household, at any duly announced meeting⁹ shall constitute a quorum.

Minutes:

Minutes of all FT meetings shall be kept by the Secretary of the FT and be on record and made available to any member of the GB or the FT.

Nomination and Election:

Nomination of the members of the FT shall be submitted to the Charge Conference by the Nomination Committee or the GB for election.

⁹Meetings called and notification given in writing ten days prior to the meeting date shall constitute a duly called meeting.

Membership and Term of Office:

1) Membership

- a) Includes a chairperson whose nomination shall come from the nomination committee or the GB and be elected by the Charge Conference. The chairperson serves on the GB.
- b) In addition, at least two and up to four at large members, who are professing members of DUMC, shall be nominated by the nomination committee or the GB, and submitted for election at the charge conference.

2) Terms and Classes – At Large Members

- a) Members may serve two consecutive terms. If a member serves two consecutive terms, a minimum of a one-year sabbatical will be observed before that person can serve again.
- b) In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term.

3) Only one person from an immediate family residing in the same household shall serve on the team. *Any member of this team who is related to a member of the DUMC Staff shall recuse him or herself prior to discussion or decisions involving said staff person.***Officers:**

Officers shall consist of a Chairperson and Secretary. The Secretary is elected by the FT from its members.

Character:

Members of the FT shall be persons of genuine Christian character, as based upon I Timothy 3, who love the Lord Jesus Christ. This love is demonstrated through a commitment to the vision and call of DUMC and his or her sacrificial giving in prayer, service, and finances.

Endowment Team**Purpose/Function:**

As set forth in the Endowment Fund Charter, dated _____, the Endowment Team has the power, duty, and authority to receive, administer, and invest bequests, trusts, and trust funds.

Meetings:

The Endowment Team will meet as needed to manage the disbursement of funds. Special meetings may be called by the Chairperson or staff member.¹⁰⁷

Quorum:

Any action taken by the Endowment Team must be approved by a majority of the members attending a Team meeting so long as a quorum is present. A quorum shall be defined as more than 50% of the members eligible to vote.

Minutes:

Minutes of all Endowment Team meetings shall be kept and made available to any member of the GB or the Endowment Team.

Membership and Term of Office:

1) Membership

- a) Includes an SPR member and a chairperson whose nomination shall come from the nomination committee or the GB and be elected by the GB.
- b) In addition, at least three and up to five at large members, who are professing members of DUMC, shall be nominated by the nomination committee or the GB, and submitted for election at the charge conference.
- c) The Endowment Team shall elect a Secretary and such other officers and sub-Teams as it deems appropriate or necessary.
- d) Members of the Endowment Team shall have expertise in legal, financial, public relations or other services valuable to the Team.

2) Terms and Classes – At Large Members

- a) Members may serve two consecutive terms. If a member serves two consecutive terms, a minimum of a one-year sabbatical will be observed before that person can serve again.
- b) In order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term.

3) Only one person from an immediate family residing in the same household shall serve on the team. *Any member of this team who is related to a member of the DUMC Staff shall recuse him or herself prior to discussion or decisions involving said staff person.*

Officers:

¹⁰⁷Meetings called and notification given in writing ten days prior to the meeting date shall constitute a duly called meeting.

Officers shall consist of a Chairperson and, if deemed necessary by the Endowment Team, a Secretary. The Secretary is elected by the Endowment Team from its members.

Character:

Members of the Endowment Team shall be persons of genuine Christian character, as based upon I Timothy 3, who love the Lord Jesus Christ. This love is demonstrated through a commitment to the vision and call of DUMC and his or her sacrificial giving in prayer, service, and finances.

ADOPTION

These by-laws of DeMotte United Methodist Church were adopted by the duly authorized at a session held at _____, Indiana, on the _____ day of _____

By: _____	By: _____
Chairperson: Governance Board (GB)	Secretary: Governance Board (GB)