

APPENDIX B

Ten Steps to Transition to Simplified, Accountable Leadership Structure

DATE

STEP

- 1. Determine why a structure change is needed or desired. Equip your leaders in basic principles of discernment and accountable leadership. Create a draft time line and plan for discernment, communication of the proposed change, congregational votes, and launch.
- 2. Consult your District Superintendent for a preliminary conversation about a potential structure change.
- 3. Ensure the congregation is prepared for an accountable leadership model of governance. Prepare for and lead congregational conversations about potential changes utilizing two-way communication. Lead with the why and then follow with the “what” and “how.”
- 4. Uncover and discuss feedback from congregation and use the feedback to build your model for a new leadership structure.
- 5. Create a temporary task force, approved by the existing administrative board or church council, to create a draft set of founding guiding principles, and to begin preparing updates for all existing congregational policies (personnel, facility, finance, endowment, by-laws, etc.) so that the policies will be in compliance with the proposed structure.
- 6. Letter to District Superintendent officially requesting a structure change and the convening of a Charge (Church) Conference.
- 7. The Committee on Nominations and Lay Leadership assembles to nominate new leaders illustrating new leadership criteria and structure.

- 8. The congregation's Charge Conference, preferably one convened as a Church Conference, is called with proper notice to approve:
- New structure
 - Nominations
 - A founding set of guiding principles that the new board is authorized to adapt to meet the ministry and missional needs of the church.
- 9. Congregational vote of the Charge or Church Conference. Once approved, all existing administrative teams cease to exist as separate bodies (this does not include ministry teams) on a certain date set by the Charge Conference. The responsibilities and authority of the constituent bodies will rest in the new board.
- 10. First meeting of the new board. Elect a trustee chair, orient the board on the guiding principles, and approve a board covenant.