



Dayspring Methodist **Transitional Committee Handbook**

Approved by Church Council December 3, 2023

The Apostles' Creed

*I believe in God the Father Almighty,
Maker of heaven and earth;
And in Jesus Christ, His only Son, our Lord,
Who was conceived by the Holy Spirit,
Born of the virgin Mary,
Suffered under Pontius Pilate,
Was crucified, dead and buried.
The third day, He rose again from the dead.
He ascended into heaven,
And sitteth at the right hand of God the Father Almighty;
From thence he shall come to judge the living and the dead.
We believe in the Holy Spirit,
The universal church,
The communion of saints,
The forgiveness of sins,
The resurrection of the body
And the life everlasting. Amen*

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Mission & Vision

Through the tender mercy of our God; Whereby the Dayspring from on high hath visited us, to give light to those who sit in darkness and in the shadow of death, to guide our feet into the way of peace. Luke 1:78-79

Dayspring Methodist is a member of the Global Methodist Denomination. The mission of the Global Methodist Church is to make disciples of Jesus Christ who worship passionately, love extravagantly and witness boldly. We adhere to the doctrine of the Global Methodist Church, as outlined at www.GlobalMethodist.org .

The mission of Dayspring Methodist is feeding our love-starved culture by empowering a Christ-filled life. We are one church with two campuses and seek to honor God in all that we do.

Dayspring values the gifts and experiences of the people who make up our congregation and believe it is essential to healthy church functioning to have committees that help guide the mission and vision of our church. There are five volunteer driven committees: Church Council, Finance, Nominations, Staff Parish Relations (SPR) and Trustees. Committees are made up of members from Tyler and Flint campuses.

*The Dayspring Committee Handbook is an amended version of the Global Methodist Church Book of Discipline as approved by the Church Council December 3, 2023.

Committee Members

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him. Colossians 3:17

In order to serve on a Dayspring committee, individuals must meet requirements as outlined in the Dayspring Committee Handbook and individual committee job descriptions. Additional requirements are outlined in the Committee Chair job description.

Eligibility Requirements

To be considered for service on a committee, an individual must:

- Believe in Jesus Christ as Savior and be actively investing in their faith
- Be a Professing Member of Dayspring for a minimum of 1 year
- Live a life in accordance to the doctrine of the Global Methodist Church and have a commitment to the mission and vision of Dayspring
- Be actively engaged in the life of the church- demonstrated by regular church attendance, tithing, volunteer service, and participation in church functions that demonstrate spiritual growth
- Possess knowledge or skills that would contribute to the specific committee in which they will serve
- Demonstrate a willingness to work as a team in the best interest of both Dayspring campuses.

Family members of Dayspring staff are not eligible to serve on committees. Additionally, members of the same household cannot serve on the same committee.

Dynamics

- Committees are typically made up of a designated committee chair, members of the congregation, a Lay Leader, pastor(s) and other committee chairs as designated in the handbook.
- Committee meetings, with the exception of SPR, are open to staff and Dayspring members unless noted as a closed meeting in advance. However, only those listed above are eligible to speak and vote on presented material at the meetings. Individuals who are not members of the committee may speak if designated in the agenda ahead of time.
- Charge conference is the primary method of transparency for the congregation at large. This annual meeting is designed to discuss important Dayspring matters and usually occurs in December.
- In order to have a quorum, 66% of the committee members must be present. A member may be considered present and vote by conference call or participate via an online video platform.
- Committee members will seek to collaborate and communicate across committees regularly.
- There will be a 2 to 1 ratio of Tyler campus members to Flint campus members.

Charge conference is the specific method of approval for church matters through the Global Methodist Church. Typically, this meeting is when budgets, annual reports, and audits are presented for approval by Church Council. Additionally, the Nominations Committee will present the candidates for members serving on committees and seek to have them approved. Charge conferences are usually held once a year but can be called at any time if needed.

Expectations

It is important to understand the level of commitment we are asking for those who serve on committees. The following are some expectations for those who invest in our church in this way:

- Service Term is 2 years, beginning in January and ending in December of your second year. Nominations committee members will serve from beginning of September to end of August. If you agree to serve as a chair you will serve an additional 3rd year.
- Attend 75% of committee meetings. Each committee sets their schedule and meets every other month but may meet more often as needed. Meetings in June or July are at the discretion of the committee chair.

- The committee chair will communicate the schedule and agenda in advance of the meetings.
- Active engagement in meetings -this is demonstrated by a willingness to dialogue and debate topics presented in order to achieve the best outcome for the church, a readiness to take on projects and tasks as needed by the committee, and a desire to work alongside staff members to help each ministry area function with excellence.
- Participate in the life of the church by serving regularly in a specific ministry area, Sunday worship service or special event
- Maintain a healthy rapport with church staff and other members of the committee, and work diligently to make decisions for the good of the church at large while maintaining confidentiality.
- Seek opportunities to learn church best practices - this could include things such as attending another church, reading a book, listening to a podcast, etc.
- Work within approved church budget
- Abide by Dayspring Methodist Church Committee Handbook
- Attend at least one service during each year of your term at campus other than your home campus
- Navigate conflict by following procedures as outlined in the Dayspring Handbook
- Attend yearly training for committee members in January

Committee	Committee Description
Church Council	The primary function is to govern the church. This includes casting vision and mission alongside the pastor(s), approving the work of all committees, and making decisions that benefit the church at large. This committee helps ensure that Dayspring has clear direction in its ministries both inside and outside of our church walls, and that we are effectively using our resources to advance the gospel.
Finance	The primary function is to oversee the stewardship of financial resources. This committee helps create the annual budget, ensure staff and ministries are operating within allowed expenses and encourage the congregation to give generously toward the mission of the church.
Nominations & Leadership Development	The primary function is to identify, develop, deploy, evaluate and monitor congregational members that serve on committees. This includes the committee chairs, members of each committee and lay member delegates to annual conference.
Staff Parish Relations	The primary function is to manage the employment needs of the congregation. This committee monitors the leadership demands of the congregation, supervises the entire employee experience, and proactively identifies ways to advance the mission of the church in relation to staffing requirements.
Trustees	The primary function is to oversee and care for all property owned by the church. This committee assesses buildings and equipment to ensure proper functioning, makes plans to address needs as they arise and ensures that property is accessible to all.

Church Council

Role of the Church Council

The primary function is to govern the church. This includes casting vision and mission alongside the pastor(s), approving the work of all committees, and making decisions that benefit the church at large. This committee helps ensure that Dayspring has clear direction in its ministries both inside and outside of our church walls, and that we are effectively using our resources to advance the gospel.

Responsibilities & Expectations

It is important to understand the level of commitment we are asking for those who serve on Church Council. Here are some responsibilities that are carried out by members of Church Council:

- Understand the demographics of church membership in an effort to make decisions that benefit the whole while not excluding any group of people
- Approve annual church budget based on recommendations from Finance and SPR committees, as well as monitor and support financial needs of the church. Additionally, consider requests for changes in the approved budget.
- Approve recommended candidates for committees as slated by the Nominations Committee.
- Recommend to the Charge Conference the salary, provision of housing, and additional compensation of the pastors and staff after receiving recommendations from SPR.
- Work actively alongside all staff to help further the mission of the church by serving regularly on Sunday mornings, at Dayspring special events and in local mission opportunities
- Evaluate the programming, missions and ministries of the church annually in an effort to remain focused on the mission of the church
- Take charge of ministry needs as directed by Church Council Committee Chair and pastors
- Approve any vacancies or removals needed of committee chairs or members between sessions of annual charge conference

- Navigate conflict by following procedures as outlined in the Dayspring Handbook

Dynamics

- Members of Church Council are: church council committee chair, 6 members of the congregation, Lay Leader and the 3 other committee chairs. Pastor(s) attend all meetings and have a voice but do not vote.
- Committee meetings are open to staff and Dayspring members unless noted as a closed meeting in advance. However, only those designated above are eligible to speak and vote on presented material at the meetings. Individuals who are not members of the committee may speak if designated in the agenda ahead of time.
- Church Council meets every other month but may meet more often as needed. Meetings in June or July are at the discretion of the committee chair
- The Church Council Committee Chair will call a meeting of the executive board twice a year with the Senior Pastor's knowledge. The Senior Pastor will not be in attendance at these meetings but will receive minutes of the meeting.

Finance Committee

Role of the Finance Committee

The primary function is to oversee the stewardship of financial resources. This committee helps create the annual budget, ensure staff and ministries are operating within allowed expenses and encourage the congregation to give generously toward the mission of the church.

Responsibilities & Expectations

It is important to understand the level of commitment we are asking for those who serve on the Finance Committee. Here are some responsibilities that are carried out by members of Finance Committee:

- Oversee the stewardship of Dayspring financial resources and actively engage the members of Dayspring to give generously of their resources
- Create the church budget annually. This includes receiving requests to be included in the budget, compiling a proposed budget and working with Church Council to review and adopt the budget each year
- Create and implement a plan to raise sufficient income to fund the approved budget
- Ensure congregation receives frequent updates on status of church finances to improve overall transparency with Dayspring members
- Ensure offering is counted and deposited per Dayspring Employee Handbook
- Establish and maintain written financial policies to document the internal controls of funds for Dayspring. Policies should be reviewed for adequacy and effectiveness annually
- Make provision for an annual, internal control review by a sub committee of the financial statements of Dayspring and all its organizations and accounts as outlined in Global Methodist Church Transitional Book of Discipline .
- Recommend to Church Council proper depositories for Dayspring funds
- Make sure contributions designated for specific causes and objects are used for the intent of the donor and reported to Church Council
- Work with Church Council to approve and monitor any changes to the approved budget throughout the year
- Navigate conflict by following procedures as outlined in the Dayspring Handbook

Dynamics

- Members of the Finance Committee are: Finance Committee Chair, 4 members of the congregation, Lay Leader and 3 other committee chairs. Pastor(s) are present at all meetings and have a voice but do not vote.
- The Church Accountant will work with the Finance Committee Chair to make regular and detailed reports on funds received and expended to the Finance Committee and Church Council.
- Committee meetings are open to staff and Dayspring members unless noted as a closed meeting in advance. However, only those designated above are eligible to speak and vote on presented material at the meetings. Individuals who are not members of the committee may speak if designated in the agenda ahead of time.
- Finance meets every other month, or more often as needed. Meetings in June or July are at the discretion of the committee chair

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Nominations & Leadership Development Committee

Role of the Nominations Committee

The primary function is to identify, develop, deploy, evaluate and monitor congregational members that serve on committees. This includes the committee chairs, members of each committee and lay member delegates to the Global Methodist Church Annual Conference.

Responsibilities & Expectations

It is important to understand the level of commitment we are asking for those who serve on the Nominations committee. Here are some responsibilities that are carried out by members of the Nominations Committee:

- Work throughout the year with Church Council and other ministry leaders of Dayspring to determine the diverse ministry tasks of the congregation and the skills needed for leadership.
- Responsible for planning, coordinating and executing committee training after leadership is confirmed at Charge Conference. Training will be held in January.
- Recommends to the Charge Conference, at its annual session, the names of people to serve as Committee Chairs and members of Church Council, Finance, Nominations, Staff Parish Relations and Trustees committees.
- The committee members will follow all processes in the handbook, including abiding by eligibility requirements for choosing members, processes for removal and filling of vacancies, and appreciating committee members at the end of their term.
- Intentionally identify and select potential nominees that represent the Dayspring congregation as a whole, which includes diversity of age, stage of life, years of attendance and representation from both Dayspring campuses.
- Encouraged to be in regular communication with committee chairs and pastor(s) in order to support and encourage them in their work. Additionally, attendance at Church Council and other committee meetings is encouraged in an effort to stay informed about decisions being made for the church.
- Responsible for ensuring that the Dayspring Methodist Website has accurate, frequently updated information about the members of committees and the policies which guide

them. This includes the lists of committee members and committee chairs, Dayspring Committee Handbook, and Global Methodist Church Doctrine.

- Use nominations form to submit candidates for consideration to serve on a committee and ensure that candidates meet eligibility requirements.
- Create and vote on a list of potential new candidates and alternates before initiating conversations with potential candidates.
- Strive to have in person, intentional conversations with potential new candidates in an effort to clearly communicate expectations for serving and to answer questions thoroughly. Phone calls as forms of recruitment should be limited.
- Navigate conflict by following procedures as outlined in the Dayspring Handbook

Dynamics

- Members of the Nominations Committee are: Pastor, 4 members of the congregation and Lay Leader. Meetings of this committee are not open to Dayspring members. Committee chairs may request attendance if needed.
- Members serve 2 years from September to August. See amendment recommendations for this year only.
- The Senior Pastor is the chair of this committee and has a voice but does not vote. A Vice Chair will be chosen by the committee.
- The Nominations Committee meets every other month. Certain times of year will require more frequent meetings. Meetings in June or July are at the discretion of the committee chair.
- Dayspring members should feel the freedom to worship at whichever campus they choose. For the purpose of representing both campuses, the nominations committee needs to determine a home campus for each individual. This will be done by looking holistically at individual's attendance trends, where they serve and participate, and what campus the nominee themselves identify with in the consideration of the committee.

Staff Parish Relations Committee (SPR)

Role of the SPR

The primary function is to manage the employment needs of the congregation. This committee monitors the leadership demands of the congregation, supervises the entire employee experience, and proactively identifies ways to advance the mission of the church in relation to staffing requirements.

Responsibilities & Expectations

It is important to understand the level of commitment we are asking for those who serve on SPR. Here are some responsibilities that are carried out by members of SPR:

- Serve as the Human Resources department for pastors and staff. This includes acting as a confidential sounding board, leading the search for new staff and ensuring proper on-boarding is completed, managing conflict between staff members, and humbly leading the process for removal of staff when needed.
- Identify and implement ways to appreciate and recognize staff accomplishments with the congregation. Additionally, SPR will work with Church Council to ensure staff have access to resources and necessary time off to engage in continuing education, spiritual growth and self-care.
- Maintain a written employee handbook and ensure it is reviewed annually
- Ensure staff evaluations are completed annually. These evaluations should be completed in a consistent, non biased format for all part-time and full-time staff, and should include a member of SPR and Senior Pastor. This serves as a platform for evaluating staff effectiveness, identifying goals, communicating ministry area challenges, planning ways for staff to improve their knowledge and reviewing job descriptions to ensure accuracy. Pastor(s) will undergo their own evaluation and should include input from staff and SPR.
- Staffing will be considered within a responsibly set budget.
- Responsible for proposing to Finance Committee consideration for raises for pastors and staff if warranted
- Responsible for communication with the Global Methodist Church around pastoral appointment, changes and needs.

- Communicate to congregation the processes of the Global Methodist Church in regards to pastor itineracy and potential candidates for ordained ministry
- Each member of SPR will develop relationships with staff members. This includes scheduling check-in meetings to invest in the lives of our staff and to be aware of any concerns or needs present among employees.
- Navigate conflict by following procedures as outlined in the Dayspring Handbook

Dynamics

- Members of SPR are: Committee Chair, 4 members of the congregation, and the Lay Leader. Church Council Chair may attend open SPR meetings but does not vote.
- SPR meetings are closed meetings to staff and Dayspring members.
- Pastor shall be present at each meeting of the committee , except where he or she voluntarily excuses himself or herself.
- The committee may meet with the presiding elder without the appointed clergy under consideration being present. The appointed clergy under consideration shall be notified prior to such meeting with the presiding elder and be brought into consultation immediately thereafter. The committee shall meet in closed session and information shared in the committee shall be confidential.
- SPR meets every other month but may meet more often as needed. Meetings in June or July are at the discretion of the committee chair.

Trustees Committee

Role of the Trustees Committee

The primary function is to oversee and care for all property owned by the church. This committee assesses buildings and equipment to ensure proper functioning, makes plans to address needs as they arise and ensures that property is accessible to all.

Responsibilities & Expectations

It is important to understand the level of commitment we are asking for those who serve on Trustees. Here are some responsibilities that are carried out by members of Trustees:

- Provide oversight and care of all property and equipment belonging to Dayspring
- Support the operational needs of the church based on input from Church Council and pastors.
- Ensure facilities are presentable and operational for any and all church programming
- Plan for current and anticipated facilities needs as the church grows and ages.
- Maintain a policy for outside organizations use of Dayspring facilities, ensuring that the use of facilities aligns with Dayspring values.
- Help control the use of designated funds for designated purposes.
- Complete an annual accessibility audit to ensure that Dayspring facilities are accessible to those with disabilities and make plans to correct any problematic findings.
- Complete an annual review to the charge conference as outlined in the Dayspring Handbook.
- Assist pastors and staff in contracting labor for identified needs such as lawn care, HVAC maintenance, cleaning and facility repairs.
- Ensure that all annual maintenance is performed on major assets.
- Lead projects to replace or repair existing facilities and lead new facility development.
- Navigate conflict by following procedures as outlined in the Dayspring Handbook

Dynamics

- Members of Trustees are: Trustees Committee Chair, 4 members of the congregation, and the Lay Leader.. Individuals who are not members of the committee may speak if designated in the agenda ahead of time.
- Pastor(s) will attend meetings and have a voice but can not vote.
- Trustees meet every other month but may meet more often as needed. Meetings in June or July are at the discretion of the committee chair.



Lay Leader & Delegates

Role of the Lay Leader & Delegates

The function of the Lay Leader is to be the primary, non-staff representative of the church as a member of each Dayspring committee.

The function of the Lay Delegate is to represent the Dayspring Congregation and its matters at the Annual Conference of the Global Methodist Church.

Responsibilities & Expectations

The role of Lay Leader is a vital role, helping to bring unity to committee work for the best of our congregation. Here are some responsibilities that are carried out by Lay Leader:

- Be accountable to the same expectations as all committee members
- Develop a close relationship with the Senior Pastor and be able to have open, honest communication frequently pertaining to all aspects of church leadership.
- Meet regularly with the Senior Pastor to discuss the state of the church and the needs of ministry areas.
- Attend all committee meetings and be involved in the procedures of Charge Conference

The role of Lay Delegates is important for the health, sustainability and advocacy of Dayspring Methodist to the Annual Conference of the GMC. Here are some responsibilities that are carried out by Lay Delegates:

- Be accountable to the same expectations as all committee members
- Be able to attend the GMC Annual Conference in held annually in June in Shreveport, Louisiana
- Be comfortable representing the mission and vision of Dayspring at the Annual Conference
- Be informed about the ministries of Dayspring in order to accurately represent the congregation at Annual Conference

Dynamics

Lay Leader:

- The Nominations Committee will work closely with the Senior Pastor to select the Lay Leader for a 2 year term
- The Lay leader is a member of the Dayspring Executive Board. The Executive Board includes the chair of each committee, the Senior Pastor and the Lay Leader.

Lay Delegates:

- Appointed by the Nominations Committee in the year of the Global Methodist Annual Conference
- Must be a current member of a Dayspring committee
- Dayspring selects 1 representative per pastor per year. Lay Leader may count as 1 representative if able to attend.
- Travel expenses are covered by Dayspring Methodist

Committee Chair

Role of the Committee Chair

The committee chair is the leader of its designated committee. This individual is responsible for holding meetings and coordinating necessary action to ensure the committee is an effective and useful part of supporting the mission and vision of Dayspring.

Eligibility Requirements

To be considered for the committee chair, an individual must:

- Meet all of the eligibility requirements for committee members
- Remain focused on best interest of church at large
- Maintain an objective stance when making decisions for the church
- Have the time and ability to lead routinely scheduled meetings

Ideally, the nominated committee chair will have served on the specific committee for which they are being considered at Dayspring in the last 2 years. Occasionally, special circumstances would warrant the nomination of someone not currently serving on a committee, and this decision would be made at the discretion of the Nominations Committee and Senior Pastor.

Family members of Dayspring staff are not eligible to serve on committees. Additionally, members of the same household cannot serve on the same committee.

Responsibilities

It is important to understand the level of commitment we are asking for those who serve as committee chair. The following are some responsibilities for those who invest in our church in this way:

- Commit to servicing for a one year term, beginning in January and ending in December
- Meet regularly with Senior Pastor to strategically plan for committee meetings and needs of the church
- Set the calendar for the entire year and communicate this schedule to their committee members. Committees should meet every other month but may meet more often as needed. Meetings in June or July are at the discretion of the committee chair.

- Lead the committee meetings by planning the agenda, communicating regularly with members and ensuring all voices are heard during meetings. Agendas are developed with input from the Senior Pastor and sent to all members of the committee at least a week in advance.
- Ensure minutes of meeting are taken and submitted properly as outlined in the Dayspring Committee Handbook.
- Embrace and lead the committee as it engages in planning, establishing goals and objectives and completing tasks
- Understand the processes for decision making and meeting structure, as outlined by the Dayspring Committee Handbook, and runs meetings using parliamentary procedures
- Lead from a place of faith, humility, integrity, and is held accountable to the same expectations as all committee members
- Attend yearly training for committee members
- Navigate conflict by following procedures as outlined in the Dayspring Handbook
- Maintain open communication with Senior Pastor and Nominations Committee regarding any concerns with members of the committee.

Dynamics

- If a chair is a member of another committee and cannot attend, they may designate a member from their committee to attend. The chair must communicate the designee to the other committee chair ahead of time. This member is considered a proxy member and can vote in the committee chair's place. Only the Church Council chair is permitted to attend open SPR meetings.
- Committee chairs, Senior Pastor and Lay Leader, known as the executive board, will meet together after Church Council meetings to determine next steps for each committee. The Executive Board may meet as needed. The executive board will meet two times a year without the Senior Pastor present, but with the Senior Pastors' knowledge. The Senior Pastor will receive minutes of the meeting.
- Pastor(s) are not members of a committee. They attend all committee meetings and have a voice on each committee but do not vote.

Committee Members	Committee Chair Description
<p>Church Council</p> <ul style="list-style-type: none"> ○ Chair ○ 6 Members ○ Lay Leader ○ 3 other committee chairs 	<ul style="list-style-type: none"> ● Provides initiative in planning, establishing objectives and goals, and evaluating ministries that align with the mission and vision of Dayspring ● Encouraged to attend annual conference ● Review & assign responsibilities for the implementation of actions taken by the council ● May attend all committee meetings ● Strong relationship with Senior Pastor
<p>Finance</p> <ul style="list-style-type: none"> ○ Chair ○ 4 Members ○ Lay Leader ○ 3 other committee chairs 	<ul style="list-style-type: none"> ● Accounting or Business background required ● Must be able to work with church accountant ● Ensure annual church budget is created, reviewed and approved by Church Council ● Initiate annual review of financial statements
<p>Nominations</p> <ul style="list-style-type: none"> ○ Senior Pastor ○ 4 Members ○ Lay Leader 	<ul style="list-style-type: none"> ● Ability to work with staff and pastor to identify leaders for all committees ● Ensure new committee members have training prior to serving each year ● Attend Church Council and other committees as needed.
<p>Staff Parish Relations (SPR)</p> <ul style="list-style-type: none"> ○ Chair ○ 4 Members ○ Lay Leader ○ Council Chair * <p>*Does not attend closed sessions or have a vote</p>	<ul style="list-style-type: none"> ● Willing to have difficult conversations ● Maintain strict confidentiality ● Lead the process of staff evaluations annually ● Human Resources background preferred
<p>Trustees</p> <ul style="list-style-type: none"> ○ Chair ○ 4 Members ○ Lay Leader 	<ul style="list-style-type: none"> ● Proactive attitude towards upkeep and maintenance of Dayspring properties ● Works within approved budget for properties ● Project management skills

Lay Leader	<ul style="list-style-type: none">• Dayspring congregational representative for the annual Global Methodist Church conference• The Dayspring congregational representative on all committees
Lay Delegates	<ul style="list-style-type: none">• Members of the Dayspring congregation who represent the church at the Global Methodist Church Annual Conference



Procedures for Meetings

Let the words of my mouth and the meditations of my heart be acceptable in your sight, O Lord, my rock and my redeemer. Psalm 19:14

Parliamentary Procedures for Voting

The goal of using the parliamentary procedure for voting is to help bring discussions to a close and ultimately move forward when making decisions. By using an established set of rules and guidelines for voting, members of the committee can reach a consensus in a respectful, collegial manner.

Motion

- A member makes a motion to propose an action or make a decision by saying, “I move to...”.
- Another member must second the motion by saying, “I second the motion.”
- Once someone seconds the motion, the group votes on the motion. It passes by a majority vote.

Church Transparency

- Church Staff Members are invited to attend committee meetings and can speak but not vote. If a meeting is closed, staff members should request attendance in advance by communicating with the committee chair. Minutes of committee meetings are filed in the church office with the exception of SPR and Nominations for members to review.
- Notifications of scheduled, open meetings are posted on the church calendar, included in the bulletin and available on the Dayspring website.
- Church Council, Trustees and Finance Committee meetings are open to staff and Dayspring members unless noted as a closed meeting in advance. However, only designated members and staff are eligible to speak. Designated members only can vote on presented material at the meetings. A person not considered a member of the committee may speak if designated in the agenda ahead of time. All SPR and Nominations committee meetings are closed to staff and congregation, unless a staff member has received permission to attend in advance from the committee chair.

- A current list of committee members can be found on the Dayspring website. Congregational members are encouraged to communicate any concerns or praises to committee members and committee chairs.
- Committee chairs and members will be introduced to the congregation following the Charge Conference.
- Global Methodist Church Doctrine and Book of Discipline and Dayspring Handbook of Committees can be found on Dayspring website.

Committee Vacancies

Vacancy of committee chair or member- When a member is unable to fulfill the responsibilities or expectations of the committee and willfully vacates their position, successors shall be elected by the church council.

- The Nomination committee will meet to propose new members to fill the vacancy.
- The Church Council will approve vacancies between sessions of the Charge Conference.

Procedures for Conflict

Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:2-3

Conflict Resolution

In an effort to resolve conflict peacefully, we abide by these policies for conflict resolution.

- The first step to any conflict resolution is communication between the two individuals who are disagreeing. Prior to talking with anyone else about a problem, both individuals should take initiative and discuss ways to resolve the conflict with the other person. This should be done prayerfully, respectfully and in a timely manner.
- If a meeting between the two individuals does not bring resolution, the following procedures outline the most appropriate next steps:
 - If the conflict is regarding a pastor, the contact person is the SPR Committee Chair. If SPR Chair determines that communication with Global Methodist Church Elders is necessary during this time, the chair will notify the Executive Board and initiate communication with the Global Methodist Church to ensure proper procedures are followed.
 - If the conflict is regarding a staff person or member of a committee (including a chair), the contact person is the Senior Pastor.
 - If the conflict is regarding two members of the same committee, the contact person is the chair of the committee.

A Christian is called to speak the truth in love, always ready to confront conflict in the spirit of forgiveness and reconciliation. Global Methodist Church Transitional Book of Doctrine, Part III, Section 1 P320

Removal of Committee Member/Chair

A member or chair who fails to meet expectations, as outlined by the Dayspring Committee Handbook, may be removed from a committee. The following outlines the process for removal.

Process for a Committee Member

- A meeting is set up between committee chair and member to discuss concerns and seek to make an appropriate plan for reconciliation.
- Next, the Senior Pastor, committee chair, and a representative from the nominations committee will meet to determine next steps.
- After these two meetings, the senior pastor, committee chair, a representative of the nominations committee and the member being considered for removal will meet.
- If removal is warranted, steps should be taken to ensure peaceful and respectful dismissal of the member.
- Senior pastor will communicate to the specific committee members, Church Council members, and the Executive Board about the removal of the member.
- The Church Council must vote to approve the removal. If approved, the Nominations Committee will propose a person to fill the vacancy. Church Council must approve the new person to fill the vacancy.

Process for a Committee Chair

- A meeting is set up between the committee chair and the Senior Pastor. If the committee chair being discussed is the Church Council committee chair, an elder from Global Methodist Church must be notified.
- Next, the Senior Pastor, committee chair, a representative of the nominations committee and Church Council Committee Chair will meet to determine next steps.
- If removal is warranted, steps should be taken to ensure peaceful and respectful dismissal of the committee chair.
- Senior pastor will communicate to the specific committee members, Church Council members, Global Methodist Church and the Executive Board about the removal of the committee chair.

Additional Removal Procedures

- The district superintendent may call a special closed session of the Church Council. Consideration for the removal of committee chair from office and the election of a person to fill the vacancy will be addressed.
- If the Church Council approves removal of the committee chair, the Nominations Committee will then propose a person to fill the vacancy.
- Church Council will then vote to approve

Documentation of each meeting should be written and filed with the Senior Pastor.



Charge Conference

There is one body and one Spirit, just as you were called to one hope when you were called; one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all. Ephesians 4:4-6

Charge conference is an annually held church meeting in December of all members of the church council, pastor(s), and presiding elder. The entire congregation is invited. The meeting serves as a connection between Dayspring and the Global Methodist Church.

- Organized by church council, presiding elder and the senior pastor
- Presiding elder presides at meeting or may designate another elder to preside

Responsibilities

- Review and evaluate the total mission and ministry of the church
- Receive reports from Trustees, Finance and SPR
- Elect new members for committees as slated by Nominations Committee
- Adopt objectives and goals recommended by the church council that are in keeping with the objectives of the Global Methodist Church
- Receive and act on the annual report from the pastor concerning the church's membership
- Review and evaluate any Dayspring specific matters not already mentioned, as presented by Pastors, Committee Chairs or Lay Leader.
- Minutes of the meeting are recorded by the secretary and signed by the presiding elder. A copy of the minutes is given to the presiding elder and a permanent copy is retained in church files.
- Charge conference may establish a limit to the consecutive terms of office for any or all of the elected or appointed officers of Dayspring Methodist
- Church apportionments will be reported and explained
- 2024 specific - approve Dayspring Handbook and Job descriptions of committee members.

Charge Conference Reports

Finance

Finance committee will make an annual report to the charge conference to include the following:

- Review of financial policies that document internal controls of Dayspring for adequacy and effectiveness
- Results of review of the financial statements of Dayspring and all its organizations and accounts.
- Report of all designated funds that are separate from the current expense budget.

Trustees

Trustees Committee will make an annual written report to the charge conference to include the following:

- Report of all designated funds that are separate from the current expense budget.
- The legal description and the reasonable valuation of each parcel of real estate owned by the church
- The specific name of the grantor in each deed of conveyance of real estate to the local church
- An inventory and the reasonable valuation of all personal property owned by the local church
- The amount of income received from any income-producing property and a detailed list of expenditures in connection
- The amount received during the year for building, rebuilding, remodeling, and improving real estate, and an itemized statement of expenditures
- Outstanding capital debts, payoff date, and how contracted
- A detailed statement of the insurance carried on each parcel of real estate, indicating whether restricted by co-insurance or other limiting conditions and whether adequate insurance is carried
- The name of the custodian of all legal papers of the local church, and where they are kept

- A detailed list of all trusts in which the local church is the beneficiary, specifying where and how the funds are invested
- An evaluation of all church properties, including the chancel areas, to ensure accessibility to persons with disabilities, and when applicable, a plan and timeline for resolving barriers to accessibility

SPR

- Make recommendations regarding provision of adequate housing/allowance for pastor(s)
- Recommend the salary and other remuneration of the pastors and staff members

Nominations

- Present new members for approval on all committees and Lay Leader

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Glossary

Charge Conference- an annually held church meeting in December of all members of the church council, pastor(s), and presiding elder. The entire congregation is invited. The meeting serves as a connection between Dayspring and the Global Methodist Church.

Committee Member -a person who sits on a committee and has a voice and is able to vote.

Closed Meeting- Only members of the committee and the senior pastor are able to attend the meeting. If the committee deems it necessary to have someone else attend, they may do so at their discretion.

Home Campus- a committee member's home campus is designated as either Tyler or Flint. The nominations committee uses a holistic approach as described in the nominations committee description to determine the designation.

Itinerancy- The process of how a local pastor in the GMC is not moved at the discretion of the GMC but does confirm an appointment of a pastor to a new church.

Professing Member- anyone who has joined the church by professing their faith in Jesus Christ and agree to the vows of discipleship during the church service, completed membership forms and turned into the Dayspring office, or by transfer of membership from another Christian church.

Remuneration- The total compensation someone receives in exchange for their services or work.

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