

Metropolitan Community Church Key West

STANDARD OPERATING PROCEDURES OF THE BOARD OF DIRECTORS

Article I – Policies

MCC Key West accepts and operates under the Bylaws, as existing or as they may be amended, of the local church and the Universal Fellowship of Metropolitan Community Churches, hereafter referred to as Bylaws. Our outreach shall be to all people, especially those alienated from the traditional Christian church for reasons of sexual orientation, gender, age, race, class or creed. We will strive to be inclusive in language and attitude.

Article II – Worship

The Order of Worship shall be continually reviewed by the Pastor. Recommendations may be made to the Pastor by members of the Board of Directors (Board), the Worship Committee, and the Congregation so that the spiritual needs of the Congregation will be met. MCC Key West operates on the principal of the ministry of all believers and emphasizes this understanding in both its practice and belief.

Article III – Staff

MCC Key West Staff shall be the Pastor, Associate Pastor, Office Administrator, Administrative Assistant, and Director of Music (as each position is either hired or appointed), and others as deemed necessary by the Pastor. Staff meetings shall be at a mutually agreeable time and date. The staff shall serve at the complete discretion of the Pastor with the appropriate notification of the Board. Before appointment to any staff position, specific tasks and assignments will be included in a job description as referred to in these Standard Operating Procedures (SOPs).

Pastor

Duties and Responsibilities of the Pastor

The Pastor shall have authority for ordering all worship services of the church; determining when other worship services will be held, subject to approval of the Board; appointing compensated and uncompensated church staff, subject to the approval of the Board; and determining compensation, vacation periods, and titles of office of the church staff, subject to approval of the Board. The Pastor shall serve as a voting member of the Board, Moderator of the Board and of Congregational Meetings, personnel director, and as the primary spokesperson of the Church to the community. The Pastor is an ex-officio member of any committee created by the Board or the Pastor. The Pastor may at his/her discretion appoint Deacons subject to the approval of the Board. The Pastor may delegate such duties as they seem wise.

Pastoral Covenant

The Board and the Pastor shall develop a covenant between the Pastor and the Church. The covenant shall include a detailed job description and address such matters as compensation that is consistent with equitable local standards, benefits, allowances, and leave. All provisions of the covenant shall be subordinate to the Bylaws of the UFMCC and MCC Key West.

1. The Congregation shall fund the Pastor's transportation, registration, housing and per diem at General, Regional, Sub-Regional and/or Cluster Conferences.
2. The Pastor's performance shall be reviewed by the Board of Directors at a minimum of once per year. The review will be based on the requirements listed in the Pastoral Covenant.

Pastoral Vacancy

In the event of a vacancy in the position of Pastor, a Pastoral Search Committee (Search Committee) shall be responsible for presenting a qualified candidate for election at a Special Congregational Meeting. The Search Committee shall develop and implement the pastoral search process, in consultation with the Regional Elder.

1. The Pastoral Search Committee shall consist of nine (9) members, including the six (6) members of the Board, excluding the Pastor or the Interim Pastoral Leader, and three (3) additional members elected at a Special Congregational Meeting.
2. To be elected, the candidate presented by the Pastoral Search Committee must receive more than seventy five percent (75%) of the votes cast during a Special Congregational Meeting.

Removing a Pastor from Office

The church shall follow the process as outlined in the UFMCC Bylaws for removing the Pastor from office for disloyalty, unbecoming conduct, dereliction of duty, or when irreconcilable differences arise that cannot be resolved through mutual agreement.

1. Any petition to initiate the process of removing the Pastor from office must be submitted to the Clerk of the Board of Directors and be signed by at least twenty-five percent (25%) of the members in good standing.
2. The Board may initiate the process of removing the Pastor from office by a vote of three-fourths (3/4) of the full Board.
3. The Clerk shall send a copy of the completed petition or motion of the Board to the Regional Elder within three (3) days.
4. The Pastor shall remain fully compensated until the final action of the congregation.

Administrative Assistant

This section is still being written. This position will include all office duties including answering phones, handling mail and postage, filing, IT responsibilities, drafting

correspondence, maintenance of worship attendance and all lists of Active Members, Inactive Members, Friends of the Church and Visitors, maintenance of Church Directory, volunteer lists, ordering food supplies for Food Ministries, maintaining volunteer contacts for Food Ministries, and assisting with forms, applications and other items.

Accountant

This section is still being written. The Accountant shall assist the Treasurer in some or all of the following ways:

Music Director

This section is still being written. The Music Director shall be responsible for choosing, in conjunction with the Pastor, the appropriate music for Sunday worship. The Music Director shall also be responsible for the implementation and training of the MCC Key West Choir including ordering and maintaining new music, setting rehearsal schedules with notification, maintaining decorum and discipline among choir members, and procuring a variety of other musicians for accompaniment or solo performance in worship.

Article IV – Board of Directors

MCC Key West shall elect six (6) members to serve as the Board. After nominations, the election of the Board shall be conducted by secret balloting. The Directors shall serve staggered two-year terms (with the exception of the Pastor). The congregation shall elect a Vice-Moderator, Clerk, Treasurer, and three (3) Directors-at-Large. The Board shall have responsibilities in accordance with the Bylaws. In the event of a vacancy, an Interim Director may be appointed by the rest of the Board to serve until the next Annual Congregational Business Meeting (Annual Meeting). No Board Member shall serve more than seven (7) consecutive years on the Board. A member serving three (3) consecutive terms shall not serve on the board for at least eleven (11) months.

Open Board meetings shall be held monthly unless otherwise determined by the Moderator and/or the Board. Executive Sessions may be called at the discretion of the Moderator and/or the Board, however no official or final action can be taken in Executive Session.

Duties of Officers

Pastor

The Pastor shall serve as Moderator of the Board.

Vice Moderator

The Vice Moderator shall officiate in the absence of the Pastor at any Board or Congregational meeting, or at any time the Pastor wishes to address a question at any Congregational meeting.

Clerk

The Clerk shall be responsible for ensuring the maintenance of church records, and for ensuring that accurate records and minutes are kept of all meetings of the Board and of the Congregation. Such minutes shall be posted within 10 days following the meeting. The Clerk is the officer authorized to receive petitions submitted to the Board. The Clerk shall be Secretary of the Corporation for purposes of the Laws of the State of Florida. The Clerk shall include the status of attendees at and absences from the meetings. The Clerk shall also maintain an ongoing and updated membership list.

Treasurer

The Treasurer shall be responsible for ensuring the preparation and maintenance of all financial records. The Treasurer shall also be responsible for depositing funds and paying all Board-approved and all regular outstanding bills and accounting for same. The Treasurer shall prepare Financial Statements for every Board and Annual Meetings. This shall include a monthly financial report to the Board and an annual financial report to the Congregation. The monthly and annual financial reports shall reflect receipts, disbursements, and outstanding financial obligations. The Treasurer shall also serve on the Budget Committee.

Members-at-Large

This section is still being written.

Alternate Board Members

This section is still being written. Up to two (2) Alternate Board Members may be elected to serve out portions of the terms of Seasonal Board Members or Board Members with extended absences of two (2) months or more.

Conflict of Interest

More than one person from a household, family, or committed relationship; someone who is a church employee (excluding the Pastor); or someone who is a Clergy Candidate shall not be eligible to serve on the Board of Directors.

Board Attendance

It is understood that all Members of the Board shall regularly attend scheduled MCC Key West Church services as they are able. The Pastor, Board and Congregation as a whole benefit from this visible commitment to the Church and the community. It also provides and opportunity for the Congregation to ask questions of the Board. The same shall be true of scheduled Church events and occasional events sponsored by other community organizations who are affiliated in some way with the Church. These events should be attended as frequently as possible.

Per SOP Article IV, it is the duty of the Moderator of the Board to decide if a Board Member's repetitive absence is excused or un-excused.

It is of vital importance that Members of the Board be present at all Board Meetings if at all possible. Serving on the Board carries with it a great responsibility, and the Congregation has the right to expect all Board Members to be present at each Board meeting.

The following reasons must be considered in the event of a repetitive absence by a Member of the Board: Illness of a Board Member or a family member, the death of a spouse or family member, unscheduled and/or unforeseen work obligations, and scheduled vacation time.

Members of the Board should contact the Moderator if they cannot appear at a regularly scheduled Board Meeting. It is the responsibility of the Member to contact the Moderator.

Article V – Lay and Alternate Delegates

Lay Delegates

The duties of the Lay Delegates shall be to represent the congregation at General, Regional, Sub-Regional and/or Cluster Conferences. The Lay Delegates shall communicate with the congregation regarding UFMCC concerns and policies, and assist in bringing concerns of the congregation to the attention of the Board.

Alternate Lay Delegates

The duties of the Alternate Lay Delegate shall be to stay informed of UFMCC concerns and policies and to be prepared to assume the duties of any Lay Delegate who is unable or unwilling to perform the duties of Lay Delegate, including but not limited to representing the congregation at General, Regional, Sub-Regional or Cluster Conferences.

Notification

When a Lay Delegate is unable or unwilling to perform the duties of Lay Delegate, the Lay Delegate shall immediately inform the Pastor and/or the Clerk of the Board. The Pastor and/or the Clerk of the Board shall notify the Alternate Lay Delegate. If the Alternate Lay Delegate is unable or unwilling to serve, the Board of Directors shall appoint someone to serve in the absence of the Alternate Lay Delegate.

Article VI – Lay Leadership Volunteers

Food Ministries Coordinator

This section is still being written. This position will include coordination of the Cooking with Love Program, Miss Kitty's Pantry, Mutter Hubbard's Cupboard, pursuit of grants to fund the programs, scheduling volunteers, ordering and securing food locally and from the USDA and Miami Food Bank, and holiday community outreach.

Volunteer Coordinator

This section is still being written. This position will include maintaining volunteer opportunities contact sheet,

Worship Volunteer Coordinator

This section is still being written. It will include training and scheduling of worship volunteers, maintenance of worship materials, pew maintenance and materials, and sacristan.

Building and Grounds Coordinator

This section is still being written. It will include maintenance of the grounds (including cleaning, planting, painting, lighting, air conditioning) and the building (including housecleaning, recycling, garbage, painting, plumbing, electrical).

The remainder of this section is still being written.

Article VII – Congregational Meetings

The Annual Meeting shall be held once per calendar year, as deemed appropriate by the Board. The fiscal year shall be the same as the calendar year.

The Clerk, the Pastor, and other designees shall prepare the packet of materials required for the Annual Meeting and for any other Congregational Meetings, to be distributed in person to the Members of the Church at least two weeks prior to a meeting, then mail the remaining letters of purpose to those who did not receive them.

A Special Congregational Meeting (Special Meeting) may be called either by (a) majority vote of the Board, (b) the Pastor, in writing, or (c) a petition signed by at least twenty-five percent (25%) of the Members and submitted to the Clerk. The nature and purpose of the Special Meeting shall be stated in the petition and in notices and be written into the agenda. Special Congregational Meetings shall be called in accordance with procedures outlined in the Bylaws. Notice of a Special Meeting must be made in writing at least seven (7) days prior to the Meeting. The notice requirement may be waived by a seventy-five (75%) vote of the full Board at the beginning of the Meeting.

Positions open for nominations will be announced and the descriptions posted at least four weeks prior to the Annual Meeting by the Board and/or the Nominations Committee. The Board and/or Nominations Committee will receive written and signed applications for those open positions. The deadline for submitting nominations will be nineteen (19) days prior to the Annual Meeting. Nominations will not be received from the floor unless there are no nominations received for the open positions by the time of the Meeting.

Along with the appropriate application form, all applicants will receive a description of the position to which they have applied or been nominated so that they can fully be aware of the responsibilities and duties that are required.

Article VIII – Membership

Rules and regulations regarding Membership shall be followed as proscribed in the MCC Key West Bylaws, Article IV, Section A, Criteria for Membership.

Changes in Membership

A Member who does not have registered attendance, identified financial support, a definite service contribution, and/or who has not demonstrated interest and loyalty to the Church within the preceding period of one (1) year may be moved from Active Member to Inactive Member.

The Board shall notify this Member in writing that they have been placed on the list of Inactive Members and that they may be reinstated at any time to Active Member status by once again meeting the Criteria of Membership as stated in the MCC Key West Bylaws, Article IV, Section A and by a vote of the Board upon a request in writing to the Clerk of the Board by the Inactive Member without a public reception into membership. An Inactive Member is not eligible to vote at any business meeting of the church.

An Active Member who is deceased shall be recorded on the list of Members in Memoriam.

Right to Appeal Changes in Membership

A decision by the Board to move a previously Active Member to Inactive Member status may be appealed by the Member at the next regular Board Meeting or a Special Board Meeting called for that purpose. The decision of the Board remains in effect until, if the Member chooses, a second appeal is made at the next regularly scheduled Congregational Meeting or a Special Congregational Meeting called for that purpose. Pending the outcome of any appeal, the Inactive Member is not eligible to vote at any business meeting of the Church.

The request for an appeal shall be submitted in writing to the Clerk of the Board within thirty (30) days following the date when the Active Member was notified that they had been moved to Inactive Members Status.

The Board may consider the appeal and reverse its earlier decision without taking the matter to the Congregational Meeting.

Should the Board of Directors sustain its earlier decision and the Member wishes the appeal to continue, the request shall be included as an agenda item for the next regular Congregational Meeting or a Special Congregational Meeting called for the purpose of considering the appeal.

Article IX – Discipline

The Pastor

The church cannot condone disloyalty, unbecoming conduct, or dereliction of duty on the part of any Member of the Board, including the Pastor. Therefore, the Board may remove by a majority vote of the full Board any of its members guilty of the above, with the exception of the Pastor who must be disciplined in accordance with the UFMCC Bylaws, (Article V, Section B.4.c., appended herein). A petition submitted to the Clerk and signed by one-third (1/3) of the Members in good standing of the Congregation or thirty-three percent (33%) may also initiate such a procedure.

Board Members

The church cannot condone disloyalty, unbecoming conduct, or dereliction of duty on the part of any Member of the Board. Therefore, the Board may remove by a majority vote of the full Board any of its members guilty of the above. A petition submitted to the Clerk and signed by one-third (1/3) of the Members in good standing of the Congregation or thirty-three percent (33%) may also initiate such a procedure.

Right to Appeal

A disciplined member of the Board of Directors may appeal the action to the congregation at its next regular Congregational Meeting or at a Special Congregational Meeting which may be called for this purpose. The decision of the Congregational Meeting is final. Until the Congregational Meeting to consider the appeal, the position held by the disciplined member of the Board of Directors shall be considered and remain vacant.

Lay or Alternate Delegates

The church cannot condone disloyalty, unbecoming conduct, or dereliction of duty on the part of any Lay Delegate or Alternate Lay Delegate. Therefore, the Board of Directors may remove by a majority vote of the full Board of Directors any Lay Delegate or Alternate Lay Delegate guilty of the above. A petition presented to the Board of Directors and signed by one-third (1/3) of the Members in good standing of the Congregation or thirty-three percent (33%) may also initiate such a procedure.

Appeal Process

A disciplined Lay Delegate or Alternate Lay Delegate may appeal the action to the congregation at its next regular Congregational Meeting or at a Special Congregational Meeting which may be called for this purpose. The decision of the Special Congregational Meeting is final. Until the Special Congregational Meeting to consider the appeal is held, the position held by the disciplined Lay Delegate shall be filled by an Alternate Lay Delegate. In the case of a disciplined Alternate Lay Delegate, the position shall be filled by the Board of Directors.

Members or Friends of the Church

As stipulated in MCC Key West Bylaws, Article IV, Section C, the Church cannot condone disloyalty or unbecoming conduct on the part of any Member or Friend of the

Church. The Board shall investigate the alleged conduct and is empowered to remove by a majority vote of the Board any Member or Friend or take other disciplinary action as deemed appropriate.

Right to Appeal

The action of the Board may be appealed at the next regular Congregational Meeting or a Special Congregational Meeting called for that purpose. The decision reached at the Special Congregational Meeting is final. Pending the outcome of the appeal of discipline, the disciplined Member or Friend shall remain under discipline and a Member shall retain the right to vote at regular and Special Congregational Meetings, including the Special Congregational Meeting held to consider the appeal.

Appeal Process

The request for an appeal shall be submitted to the Clerk of the Board in writing within thirty (30) days following the date when the Member or Friend is disciplined. The Board may consider the appeal and reverse its earlier decision without taking the matter to the Special Congregational Meeting. Should the Board sustain its earlier decision and the disciplined Member or Friend wish the appeal to continue, the request shall be included as an agenda item for the next regular Congregational Meeting or a Special Congregational Meeting called for the purpose of considering the appeal.

Article X – Church Committees

Committees of the church shall be called into existence by the Pastor and/or Board as needed. The Pastor may be a member of any and all committees and may delegate this position. The purpose, appointments, terms and responsibilities of any committee shall be determined by the Pastor and/or Board at the time such committee is called into existence. Meeting times shall be determined by each committee.

Standing Committees are those committees that are called into existence by the Pastor and/or Board for the purpose of conducting ongoing business. They are as follows:

Budget Committee

Called for the purpose of developing the Annual Church Budget based upon predicted income/, projected fundraising and other determinable financial support. The budget will be developed for the Board to present at the Annual Meeting and for approval by the Congregation. The Treasurer of the Board will act as Chair of the Budget Committee. In addition, the Pastor and a minimum of one other person shall be appointed by the Treasurer, the Pastor, and/or the Board. Length of appointments will be determined by the Budget Committee Chair, the Pastor, and/or the Board.

Stewardship Committee

Called for the purpose of developing and implementing a Stewardship Program for the Church. A Member of the Board shall be chosen as Chair. Other members will be

appointed by the Board of Directors. Length of appointments will be determined by the Stewardship Chair, the Pastor, and/or the Board.

Nominating Committee

Called for the purpose of receiving nominations for elected positions and verification of those nominated as members in good standing of the Church. The Board will appoint a Chair and other members, and will determine their length of appointment.

SOP/By-Laws Committee

Called for the purpose of reviewing and updating MCC Key West Bylaws. The committee shall review UFMCC Bylaws and SOP's for recommended changes to those documents. The committee will also review proposed changes to MCC Key West Bylaws before they are presented to the Congregation for approval to insure that they are synchronized with UFMCC Bylaws and SOP's.

Fundraising Committee

Called for the purpose of supplementing the Stewardship Campaign, Donations, Grants, and other monetary and/or material gifts to the Church so as to help improve the financial stability of the church, its mission and its programs.

Article XI – Finances

Authorized Signatures

Any Church bank or other financial accounts shall require two signatures for withdrawals, one of which shall be that of a Church officer. All members of the Board shall have signature authority.

Limit on Expenditures

The Pastor shall have the authority to commit Church funds within the approved budget in any amount not to exceed one thousand dollars (\$1000), any expenditure greater than that amount requires the approval of the Board. The Board shall have the authority to commit church funds within the approved budget in any amount not to exceed ten percent (10%) of the annual budget; any expenditure greater than that amount requires congregational approval.

Fiscal Year

For the purpose of reporting to UFMCC, the fiscal year of the church shall be the calendar year.

Church Budget

The Board shall propose an annual budget before the Annual Meeting based on the recommendations of the Budget Committee. Copies of the proposed budget shall be available for distribution two (2) weeks prior to the Annual Meeting as part of the packet of materials required for disbursement in Article V herein. The budget approved by the Congregation goes into effect immediately after it is approved by the Congregation.

Assessments

The Board shall report quarterly the number of members in good standing for each month within the quarter and shall remit the Board of Pensions assessments as set by General Conference. The report and remittance are due to the Board of Pensions on or before the tenth (10th) day of the month following the quarter reported.

Tithes

The Board shall report all church receipts each month to the UFMCC, and with that report shall remit a percentage of the funds reported. The percentage of funds to be remitted shall be determined by General Conference.

MCC Key West shall observe and operate under a unified budget with income subject to Fellowship tithes and assessments as required by the Bylaws. Monies may never be loaned by the Church to another organization, entity, or individual.

Article XII – Building Policies

Building Use

The Fellowship Hall may be used by groups for other than Church functions with the permission of the Pastor and/or the Board. There should typically be a charge for non-church use of the building. The amount of the charge will be agreed to upon prior to authorization of building use.

The Pastor and/or Administrative Assistant, when applicable, are the Coordinators of all building use. All scheduling and requests for building use must be made through the Pastor and/or Administrative Assistant. The Administrative Assistant must inform the Pastor of all scheduled activities and changes.

For non-Church groups or individuals, there is a charge for using the copier of \$.10 for black and white, and \$.15 for color copies. The telephone may be used for local calls only. Collect calls cannot be accepted by anyone other than the Pastor or his/her designee.

All areas must be left clean after use. Coffee makers must be turned off and thoroughly cleaned. All dishes, cups, utensils, etc. must be cleaned and either put away or left in the drain rack for drying. Tables must be cleaned, folded and put away.

Floors must be kept clean and swept if necessary. All bathrooms must be left clean. All lights, fans and appliances must be turned off. Candles are not permitted. Food must not be left out, and if it is not taken away after a meeting, it must be stored properly in labeled containers and refrigerated, if necessary.

Smoking is not permitted inside the building.

The coordinator representing the group or organization using the building is responsible for adhering to the above policies and rules for building use.

Deposits are generally not required, but may be requested by the Pastor and/or Board. The coordinator and the organization will be liable for any damage occurring during the time of their use of the facilities.

No alcohol will be permitted on the MCC Key West Church premises by non-Church individuals, groups or organizations. This ruling does not apply to the Church, but such use must be approved by the Pastor and/or the Board in advance of the planned event. Any planned use of alcohol shall be brought to the attention of the Pastor and/or the Board prior to the function.

Building Use Fees

Building Use Fees shall be determined by the Board. These fees are recommended for groups or organizations who schedule regular and ongoing meetings or other functions at MCC Key West.

Fees shall be based on actual operating costs as well as the going rate for similar space usage elsewhere in Key West. These factors may also be used as a guide. The Board reserves the right to reduce fees for organizations which may petition the Board on the basis of shared goals and objectives.

The fee for non-church functions may be waived by the Pastor and/or the Board.

Building Keys

Church building keys may be issued by the Pastor, Administrative Assistant or the Pastor's designee to persons that have a legitimate reason for gaining access to the Church during times other than when the Church office is open or a regularly scheduled Church service/ or meeting is being held. Organizations that are approved to use the building must provide the name and full contact information of a coordinator who will be responsible for the opening and closing the building. The coordinator is responsible for adhering to the Building Use Policy and ensuring that the rented space is thoroughly cleaned and that the building is secured and locked after its use. The Pastor and/or Administrative Assistant must authorize the issue of all keys. The coordinator authorized to have a key must sign the Building Use Policy form. Keys may be issued for any time period as determined by the Pastor. Keys are not to be duplicated by anyone other than the Pastor, Administrative Assistant, or the Pastor's designee. There is a \$25.00 charge for lost keys.

The Pastor or Administrative Assistant will maintain a record of each person who has a key to the Church. This record will include name, address, phone number, date that the key is issued, reason for possession of the key, and the signature of the person obtaining the key. A copy of the Building Use Policy will be given to them at the time they sign for the key.

Article XIII – Amendments

These Standard Operating Procedures may be amended or repealed at any duly convened meeting of the Board of Directors as long as such changes do not conflict with the Bylaws of MCC Key West.

Attest:

Board of Directors
MCC Key West
November 5, 2009