



# First Church Guiding Principles

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## 1. Preamble

The work of the First United Methodist Church of San Diego (“First Church San Diego” or “First Church”) is to build a Christian community according to the Wesleyan model of the church. Our church is rooted in the teachings of Jesus and seeks to live by the power of the Holy Spirit as the indwelling presence of God in the Body of Christ. These Guiding Principles will equip church leadership to achieve their objectives.

## 2. Mission Principles

These Mission Principles define WHAT the church is to be doing (mission) and the BEHAVIORS the church exhibits (vision) while following God’s call. These statements ground the church in its pursuit of fruitful results.

### 2.1. Mission Statement

First Church embraces as its mission the stated mission of the United Methodist Church: “to make disciples of Jesus Christ for the transformation of the world.” (UM Book of Discipline, 2016)

### 2.2. Vision Statement

First Church is a movement of Spirit-led people who are **growing in the grace of God** and **reaching out with the love of Jesus Christ**.

### 2.3. Mission Principle

First Church creates local, regional, and global faith connections that inspire relationships with Christ and others. In partnership with the Holy Spirit, these communities seek to redeem the brokenness of God’s world.

### 2.4. Statement of Inclusivity

First Church welcomes all people who seek the love of God without regard to ability, age, color, economic circumstance, ethnic background, family configuration, gender identity, nationality, or sexual orientation. We promise to search for the presence of Christ in all persons, to strive for justice and peace among all people, and respect the dignity of every human being.

### 2.5. Vision & Values Articulation

The vision and values detail what the congregation will look like when it operates effectively and lives into its stated mission.

As one church, at multiple sites, and in many congregations, we celebrate the diversity of God’s people within the larger, bi-national region of which we are a part. Worshiping in ways that are authentic to each context, we will proclaim the good news and celebrate the sacraments, while opening ourselves to the blessings that all people are prepared to share. Living together in relationships of accountable discipleship, we will serve our many communities through acts of devotion, worship, compassion and justice. To support one another in these acts, we will organize our ministries and align our abundant resources: properties, facilities, finances, staff and communications.

## 3. Boundary Principles

The Pastoral Team shall not cause or allow any practice, activity, decision, or organizational circumstance which is unlawful, imprudent, unethical, or unBiblical.

### 3.1. Biblical Integrity

The Church Council has vested the Lead Pastor as the chief theologian and interpreter of the Bible for our congregation. Believing that scripture is God-breathed, the Lead Pastor shall seek to fulfill Biblical mandates and sacramental imperatives. The Lead Pastor shall not violate Biblical principles, nor allow staff to do so, and will be held accountable to these responsibilities by the Church Council.

Biblical integrity leads us to invite everyone in the life of the church to commit to concrete acts of worship, devotion, compassion and justice. To facilitate this commitment in ourselves and others, we encourage all to participate in the accountable discipline of small group spiritual growth; to share their own personal story of following Jesus; and to give of their financial resources in support of the mission of the church.

### Worship, Devotion, Compassion, Justice

**WORSHIP**– A commitment to regular worship

*“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another...”*  
– Hebrews 10:2,5 NIV

- Worship is part of our regular diet.
- Worship is practiced on a weekly basis.
- Worship is a priority in our calendars and planning.

**DEVOTION** – A commitment to daily prayer, reflection & self-care

*“But you, dear friends, must continue to build your lives on the foundation of your holy faith. And continue to pray as you are directed by the Holy Spirit.”* Jude 1:20, NLT.

- Practice a form of daily prayer.
  - Practice a time for daily scriptural reading.
  - Practice a time for reading other spiritual works.
  - Care for your body through nourishment, exercise, and rest.
  - Care for your emotional self through spiritual disciplines, and regular sharing.
- Care for your intellectual self through reading, learning, and dialogue.

**COMPASSION** – A commitment to making faith real for others

*“Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.”* 1 Peter 4:10, NRSV.

- Offer yourself for face-to-face service opportunities at least twice a year.
- Offer yourself to possibilities of service outside your zone of comfort.
- Offer yourself to God with your spiritual gifts and the service that comes with them.

**JUSTICE** – A commitment to God’s reign “on earth as it is in heaven”

*“But seek first the kingdom of God and his righteousness, and all these things will be given to you as well.”*  
Matthew 6:33, NRSV.

- Seek to understand the lives of those who suffer injustice in the light of Jesus’ teachings.
- Build relationships of companionship and solidarity with those whose life experience and circumstance are different than your own.
- Take action, individually and collectively, to remedy the effects of injustice and to eradicate its root causes.

## **Spiritual Growth, Sharing & Tithing**

### **SPIRITUAL GROWTH**—A commitment to small group spiritual growth

*“Like newborn infants, long for the pure, spiritual milk, so that by it you may grow into salvation...” 1 Peter 2:2*

- Participate in a small group prayer/accountability/study group.
- Participate in classes and gatherings that are spiritually challenging.
- Participate in the growth of others by your participation.

### **SHARING**—A commitment to tell others our story of Jesus

*“Go therefore and make disciples of all nations...” Matthew 28:19, NRSV.*

- Tell your story of Jesus to someone else at least once during the year.
- Tell your story of Jesus to other Christians to learn to tell it better.
- Tell your story of Jesus as if you are the only one who can tell it.

### **TITHING**—A commitment to giving

*“Each of you must give as you have made up your mind, not reluctantly or under compulsion, for God loves a cheerful giver.” 2 Corinthians 9:7, NRSV.*

- Make giving 10% of your income your benchmark for financial faithfulness.
- Make giving a reflection of your values, priorities, and devotions.
- Make giving beneficial not only for others, but also yourself.

## **Evangelism, Hospitality & Stewardship**

### **EVANGELISM** – A commitment to tell others our story of Jesus

*“Go therefore and make disciples of all nations...” Matthew 28:19, NRSV.*

- Tell your story of Jesus to someone else at least once during the year.
- Tell your story of Jesus to other Christians to learn to tell it better.
- Tell your story of Jesus as if you are the only one who can tell it.

### **HOSPITALITY** – A commitment to receiving others with grace and welcome

*“Do not neglect to show hospitality to strangers, for by doing that some have entertained angels without knowing it.” Hebrews 12:2, NRSV*

- Extend a warm welcome to those unfamiliar to you before greeting your friends
- Offer “the peace of Christ” to others as an expression of Christian hospitality
- Make yourself available to those who appear lost or lonely or uncertain

### **STEWARDSHIP** – A commitment to giving

*“Each of you must give as you have made up your mind, not reluctantly or under compulsion, for God loves a cheerful giver.” 2 Corinthians 9:7, NRSV.*

- Make giving 10% of your income your benchmark for financial faithfulness.
- Make giving a reflection of your values, priorities, and devotions.
- Make giving beneficial not only for others, but also yourself.

### 3.1.1. Staff

#### Constituent Relations

Staff members are not to engage in conduct that is unlawful, unethical, or unbiblical. All lay staff conduct shall be governed by the *Lay Personnel Policies* of the First United Methodist Church of San Diego. All clergy under appointment are governed by the policies of the *Book of Discipline* and the policies and procedures established by the Annual Conference, and this local church.

#### Whistleblower Policy and Procedure

Staff members have an affirmative duty to report to their immediate supervisor or to the Lead Pastor in a timely manner any violation of these boundary principles by any other staff member. **The Whistleblower Policy and Procedure is in the Lay Personnel Policies of the First United Methodist Church of San Diego.**

### 3.1.2. Appointive Processes

#### Hiring Process of Lay Staff

New personnel shall be hired to a position by the immediate supervisor of the ministry team for a new or existing position when the need arises. Attention to diverse representation in the hiring process is to be considered. This hiring must fulfill the following:

- The approval of the supervisor
- Sufficient funds in the budget for the position
- The applicant passing a background check and completing the Safe Sanctuaries Training

#### Appointive Process of Pastoral Team

PPRC is responsible for making appointment recommendations on a yearly basis to the Bishop and his/her cabinet. The Pastoral Team will consist of those appointed by the Resident Bishop and those approved, as such, by the PPRC. Decisions regarding appointment recommendation will be vested in the PPRC, including the Council Leadership Team (all of whom are voting members of PPRC per the *Book of Discipline*). In all cases, the appointment decision of the Resident Bishop of the Pastoral Team shall not be overturned or circumvented either by the existing Pastoral Team or the PPRC itself.

### 3.1.3. Church Council

The responsibility of the Church Council is to ensure that the Pastoral Team, as well as the staff, comply with the Boundary Principles and that the congregation serve the Mission Principles.

#### Church Council Representation

The Church Council (Council) will be made up of twenty-seven members. The members include four Lay Leaders (**which up to three may be lay delegates to annual conference**), the Church Treasurer, Chairperson of the PPRC, Chairperson of the Finance Committee (FC), The Chairperson of the Board of Trustees (BOT), a Youth Council Member (to serve a 2-year term) and eighteen members at large (which include the Chair and Vice Chair of Council). The Pastoral Team will have voice but no vote. At large members will be appointed to a six-year term. After the six years have ended, at large members of the Council must have a minimum of one year off and be subject to the same nominating requirements before returning to the Council.

The Council will meet no less than quarterly to collaborate with the Church Council Leadership team and the Pastoral Team about both the Boundary Principles and Mission Principles to ensure requisite accountability. All church members present at a duly called meeting will have voice but no vote at Church Council meetings.

### **Council Leadership Team**

The Council Leadership Team will be the primary leadership of the church and will be comprised of the Church Council Chairperson, the Council Vice-Chairperson, **one Lay Leaders (with the Lay Leaders selecting their representative), and the Chairs of BOT, PPRC, FC and no more than two** pastoral team members as defined by the Lead Pastor. The main purpose of the Council Leadership Team will be to provide guidance and/or advice to the Lead Pastor regarding critical decisions being made while ensuring the Guiding Principles are being adhered to.

The Council Leadership Team will meet no less than every other month. No member of the pastoral team will have a vote at any meeting.

### **Pastor Parish Relations Committee**

*The PPRC will be made up of nine members. One of the members may be a young adult and one member may be a youth. PPRC will meet monthly or more frequently as circumstances may deem. The PPRC will follow the guidelines set forth in the Book of Discipline. If desired, a lay leader may serve as long as a Conference Representative. PPRC members will serve for 3 years. After the 3 years have ended, members must have a minimum of one-year retirement before going through the nominating committee process. (note: BOD allows 2 terms before break)*

### **Nominating Committee**

The Nominating Committee will select nine Church Members to serve as the Nominating Committee. As part of the nominating committee, 3 at large Council Members will serve on the Committee, as well. The Lead Pastor will serve as committee chair. The committee will meet as called by the chair to nominate persons to the Church Council, PPRC, FC, BOT, The FUMCSD Foundation and the Nominating Committee itself. No member of the Council Leadership Team is permitted to serve on the Nominating Committee nor may they serve on the Nominating Committee once their tenure in Council Leadership has ended.

The nominating committee will select laity for leadership that will uphold the same behavioral standards and expectations of the staff. Attention to diverse representation of experience in the development of laity leadership is to be considered. All laity nominated to serve shall be active members or constituents of the church and shall have made a financial pledge to support the church's ministry. The Nominating Committee will offer a complete slate of nominees for election to all vacant seats. The Church/Charge Conference may, at its discretion, choose to nominate individuals from the floor in addition to the Committee's slate.

### **Confidentiality Conduct**

Leadership team and PPRC members will not disclose to unauthorized recipients any information which is confidential due to personnel or other nature.

## Leadership Succession

The Nominating Committee will nominate members of FUMCSD to the Council subject to the approval of the Church/Charge Conference. Terms shall begin on July 1st and run until June 30th.

Members of the Council will be appointed to a six-year term with a maximum of three of those years as Council Chairperson or Lay Leader. The Vice-Chairperson of the Council shall be exempt from the three-year rule in order to allow for appropriate leadership development and succession. After the six years have ended, members of the Council must have a minimum of one year off and be subject to the same nominating requirements before returning to the Council.

### 3.1.4. Facilities & Finances

#### Scope & Composition

##### 3.1.4.1.1. Board of Trustees

The BOT is responsible for the supervision, oversight, and care of all real property owned by the local church and of all property (including monies held in trust) and equipment acquired and for the legal matters of the church in accordance with all state, local, and federal laws as well as being governed by the Book of Discipline. The BOT includes nine members with a self-elected set of officers including, Chairperson, Vice-Chairperson, Secretary and Treasurer. The election of officers shall be held at the first meeting of the elected year. Members of the Board are nominated by the Nominating committee with all members subject to election at the Church/Charge Conference. **Trustee members will serve for 3 years. After the 3 years have ended, members must have a minimum of one-year retirement before going through the nominating committee process.** (§2533, §2526, §2527, BoD)

##### 3.1.4.1.2. Finance Committee

The FC shall oversee the funds received and will compile annually a complete budget for the local church to submit to the Church Council for review and adoption as guided by generally accepted accounting principles and the Book of Discipline. The FC shall be charged with the responsibility of developing and implementing plans that will raise sufficient income to meet the budget adopted by the Church Council. The Committee shall also maintain a Financial Policies and Procedures document to which all staff shall be accountable. The FC includes nine members with its chairperson being nominated by the Nominating Committee and with all members subject to election at the Church/Charge Conference. **FC members will serve for 3 years. After the 3 years have ended, members must have a minimum of one-year retirement before going through the nominating committee process.** (§258)

#### 3.1.4.1.3 Financial—Budget Formation

The budget development process is an ongoing process managed by the Pastoral Team, in conjunction with the Controller/Business Manager and appropriate church staff. Budgeted expenses and budgeted revenues are tallied in concert with the FC to bring a recommended budget to the Church Council for approval.

The expense side of the annual budget consists of three major portions: ministry expenses (including apportionments), staff compensation, and facility expenses (both fixed and variable). The ministry expenses are developed by the church staff under the leadership of the Controller/Business Manager. The Administrative Staff, in cooperation with the BOT, are responsible for developing the campus fixed and

variable operating expenses. Likewise, the PPRC (for clergy) and Controller/Business Manager are responsible for developing the annual budget for the church staff.

The establishment of budgeted revenue begins at the completion of the Stewardship Campaign. The FC will make objective judgements regarding pledges that are significantly different from actual giving in years past. The subjective means of analyzing the pledges requires a confidential assessment from the church staff (primarily the Lead Pastor and the Controller/Business Manager), who have personal knowledge of the congregational members making the pledges. In instances where church staff may be aware of personal or financial reasons as to why a particular pledge may not be fully realized during the course of the fiscal year, the FC may accept recommendations from the church staff to adjust all or a portion of the pledge in the income assessment.

Similar objective and subjective assessments are made against each of the current giving units. Record of giving units are defined as congregation members or families that give regularly, but do not make annual pledges at the conclusion of the Stewardship Campaign. While the assessments of pledging units and record of giving units are similar, they are treated separately. The record of giving units are assessed more conservatively.

Once a full assessment of the pledge and record of giving units has been performed, other sources of income are considered. Once all the income categories have been assessed, the total income for the year is tallied against expenses, and a budget is prepared by the FC for Church Council consideration.

### **Budget Management**

The FC has the responsibility to maintain the budget throughout the year and make budget adjustment recommendations as necessary to ensure a balanced budget at the end of the fiscal year. The budget is reviewed monthly, prior to and during the FC meeting.

In the event that adjustments to ministry expenses are required, the FC will provide the necessary reduction amount to the Church Council Leadership Team, and the Leadership Team will determine from which portions of the budget these reductions will be applied. In the event that adjustment to ministry expenses are necessary, the Pastoral Team, in conjunction with the Controller/Business Manager, will bring appropriate recommendations. If the Church Council Leadership Team recommends that reductions to pastoral staffing budget are necessary, the Leadership Team will provide the amount of the reductions necessary to the PPRC. For recommended adjustments to expenses that fall within the expense domain of the BOT, the Board will make specific recommendations to realize the necessary expense reductions.

The budget development process is an ongoing process managed by the Pastoral Team, in conjunction with the Controller/Business Manager and appropriate church staff. Budgeted expenses and budgeted revenues are tallied in concert with the FC to bring a recommended budget to the Church Council for approval.

**The Controller/Business Manager may function as the Treasurer.**

*The expense side of the annual budget consists of three major portions: ministry expenses (including apportionments), staff compensation, and facility expenses (both fixed and variable). The ministry expenses are developed by the church staff under the leadership of the Controller/Business Manager. The Administrative Staff, in cooperation with the BOT, are responsible for developing the campus fixed and variable operating expenses. Likewise, the PPRC (for clergy) and Controller/Business Manager are responsible for developing the annual budget for the church staff.*

The FC will make objective judgements regarding pledges and record of giving units and other sources of income are considered. Once all the income categories have been assessed, the total income for the year is tallied against expenses, and a budget is prepared by the FC for Church Council consideration.

### **3.2. Recognition of Exceeded Boundary Principle**

The Pastoral Team or any member of the Church Council Leadership Team shall give an immediate notice to the Chairperson of the Church Council if any Boundary Principles have been recognized to be exceeded. The Chairperson of the Church Council will inform the members of the Church Council and/or the PPRC depending on the level of confidentiality needed.

## **4. Accountability Principles**

Accountability principles are guiding principles. They set the systems and structures in place by which the Pastoral Team and church leaders will be evaluated.

### **4.1.1. Connecting the Mission**

The mission of the church is defined in sections one and two of this document. This section pertains to how that missional-objective is ascertained. These are intended to be a means by which the Pastoral Team understands and articulates its mission imperatives.

#### **4.1.1. Community**

An appropriate examination of the community-at-large must be sought so that the mission field is appropriately understood. Ministries and missions of the church must address the expressed and unexpressed needs of the unreached population of the community. All tools must be fully utilized to understand and discern the context of the mission. The Pastoral Team and church leadership are expected to network and remain involved in civic and community activities. The most effective way to grow and evolve is to be connected to the people we serve.

#### **4.1.2. Congregation**

It is the responsibility of the Pastoral Team and the church leadership to foster the forward movement of the congregation through intentional embrace of concrete actions of worship, devotion, compassion and justice. The church must build its ministries to serve others using its strengths.

#### **4.1.3. God's Leading**

The leading of the Holy Spirit will always play the most essential role in discerning a call to action. The Pastoral Team and church leadership will emphasize prayer as a primary means of guidance, discerning the mission priorities through focused and dedicated spiritual disciplines such as prayer, study, and contemplation.

## 4.2. Church Council

### 4.2.1. Use of Church Council Committees

The Church Council may form other committees to address specific tasks, to reinforce the wholeness of the Church Council's job, and not to interfere with the delegation from the Church Council to the Pastoral Team or with the work of the church staff.

### 4.2.2. Establishing the Council and Governance

The Church Council shall conduct itself with discipline and integrity, utilizing Robert's Rules of Order to finalize its formal actions as a Council, with regard to its own process of governance, as set forth below.

### Council Style & Meetings

The Church Council will govern with an emphasis on:

1. Encouragement of diversity in viewpoints
2. Strategic leadership more than administrative detail
3. Clear distinction of Church Council and Pastoral Team roles
4. Collective decisions rather than individual decisions
5. Pro-activity rather than re-activity

### Church Council Member Codes of Conduct

The Church Council commits itself and its members to the following codes of conduct:

1. Members of the Church Council represent un-conflicted loyalty to the interests of Christ regarding those whom He has called His church to serve (Matthew 28:18-20). This loyalty supersedes any personal or group interest.
2. Members of the Church Council honor the principles and decisions of the Council acting as a whole.
3. Members of the Church Council respect the sensitive Church Council issues and work to support the practice of direct, Biblical resolution (Matthew 18:15-17).

### Council Job Description

The three essential jobs of the Church Council are to be in ministry with the congregation and its constituents, define the guiding principles, and monitor the Pastoral Team's performance. The Church Council shall exercise authority granted to it by the Book of Discipline, the Guiding Principles, and any other policies set by the Church/Charge Conference.

### Chairperson & Vice-Chairperson Job Descriptions

1. The Chairperson enforces the integrity and fulfillment of the Church Council's process including the monitoring of the Pastoral Team's performance.
2. The Chairperson leads the Church Council and, in consultation with the Council Leadership Team, is authorized to enforce the Guiding Principles.
3. The Vice Chairperson will fill the role and responsibilities of the Council Chairperson in the Chairperson's absence and becomes the new Chairperson when the current Chairperson completes the current term. **The Vice-Chairperson may also host a quarterly meeting of the fiduciary stakeholders of the church which are the Chairs of the BOT, FC, Foundation, Building Committee, Lead Pastor, Senior Director of Stewardship and Development and**

the Controller/Business Manager. The goal being to synchronize income and expenditures across the Church.

### **Lay Leader Job Description**

The primary role of the Lay Leaders is to be attentive to the congregation as a whole and function as its chief representative voice in the church's leadership and Church Council. The Lay Leaders will embrace and encourage concrete actions of Worship, Devotion, Compassion and Justice. Lay Leaders will encourage and support the ministry of the pastors or staff. As members of the PPRC, the function of the Lay Leader is to understand and assess the effective achievement of assigned ministry goals to the pastoral staff.

### **Pastoral Team Responsibilities**

The Pastoral Team has the responsibility, the authority, and the accountability to serve as the primary leader of the Church at every level.

1. The Pastoral Team will consist of those pastors who have been appointed to the church by the Resident Bishop of the Annual Conference and those approved by the Church Council.
2. The Pastoral Team will provide ongoing communication to the Church Council on all actions except the Lead Pastor's monitoring of the Pastoral Team's performance, in which case the Lead Pastor shall communicate with the PPRC.
3. If a question of process arises with regard to the Guiding Principles, the Pastoral Team will defer to the judgment of the Chairperson of the Church Council. The Chairperson shall keep the Council informed and shall support its work.

### **Council Expenses**

Expenses for Church Council meetings and functions, including extended retreats, will be within the financial guidelines provided by the FC.

#### **4.2.3. Accountability Systems**

The Church Council's official connection to the operating organization of the church as well as to the church's achievement and conduct will be through the Pastoral Team.

### **Unity of Council**

Only decisions of the Church Council or PPRC, acting as a whole, are binding on the Pastoral Team. These decisions must be in writing as part of the minutes of a Church Council or PPRC meeting or as a letter from the Chairperson of the Church Council.

### **Delegation to Lead Pastor and Pastoral Team**

The Church Council will instruct the Lead Pastor or Pastoral Team through principles that prescribe the mission to be achieved and establish the boundaries to be avoided. The Lead Pastor or Pastoral Team are delegated the authority to hire and terminate staff members consistent with these Guiding Principles, the Book of Discipline, Church policies, and all applicable laws.

The Lead Pastor or Pastoral Team will keep the Church Council Leadership Team and PPRC fully informed concerning the reasons for hire or termination. The

PPRC will in turn advise the FC as to ramifications to the existing budget. The Lead Pastor or Pastoral Team and Church Council will discuss differences of opinion regarding direction and management of the church during normal Council sessions as part of their commitment to Holy Conferencing.

### **Accountability of Pastoral Team**

The Pastoral Team is the Church Council's official link to the church's operational achievement and conduct. The authority and accountability of staff is under the authority and accountability of the Lead Pastor. The Lead Pastor will keep the Church Council informed on the achievement of all goals and objectives set in place by the Council.

### **Performance of Pastoral Team**

The Pastoral Team's job performance will be assessed by the PPRC using the expected achievement of Pastoral Team goals, the Church's accomplishment of the Mission Principles, and the Church's operation within the Guiding Principles.

### **Goal-Setting Process for Pastoral Team**

The Pastoral Team will write measurable goals each year which correspond to each of the Church Council's mission principles. At least one of these goals for each mission principle must project growth in the number of people who benefit or participate.

1. The goals written by the Pastoral Team will be distributed to each member of the Church Council at least two weeks before the final Church Council Meeting of the church year.
2. The goals will be reviewed by the Church Council at that meeting, adjusted if necessary, and approved by the Church Council.

### **Periodic Goal Review of the Pastoral Team**

The PPRC will provide periodic review of the Pastoral Team's annual goals. Modification of the goals may occur as the result of unforeseen events outside the control of the Pastoral Team, and will be reviewed by the PPRC and approved by the Church Council.

### **Annual Review of Pastoral Team**

Each year the PPRC will review the results achieved by the Pastoral Team on each of the annual goals. A merit raise, cost of living raise, corrective action, or request of the Bishop for a new pastoral appointment will be based on these results.

### **Guiding Principles Review**

Guiding Principles are to be active and dynamic. They are to be reviewed, changed, and defined as needed by the Church Council. There shall be an annual review of all Guiding Principles with an emphasis on how any given Guiding Principle affects the ministry and mission of the congregation. Any changes to the Guiding Principles document will be proposed by the Church Council and ratified by the Church/Charge Conference. The Church Council shall distribute any and all proposed changes to the Guiding Principles to the entire church no less than 30 days prior to the Church/Charge Conference at which they are to be considered.