

St. Paul Lutheran Church

Board of Directors Policy Manual

DESIRED OUTCOMES

Desired outcomes describe the ends or purposes of our church. Desired outcomes policies, or ends policies, describe what results we are here to achieve, who the recipients will be, and the cost of those results. These policies do not address means, methods, activities, or specific programs. Every policy in this section must address either results, recipients, or cost. Desired outcomes reflect the never-ending work of the Board in determining what the church will attempt to accomplish in the future.

1.0 Global Desired Outcomes Policy

Through the transforming power of the Holy Spirit, all people in the Rio Grande Valley, Texas will be disciples of Jesus (Matthew 28:19-20). *Cr. 05/2016*

1.1 Results: The recipients of St. Paul Lutheran's ministry will experience the joy of transformation as they grow as disciples through Knowing Jesus and Making Jesus Known. *Cr. 05/2016*

1.1.1 Knowing Jesus through Worship: Recognizing that we are created to worship God:

- Disciples will connect with God through weekly worship services
- Disciples will regularly connect with God personally through prayer
- Disciples will be baptized into the kingdom of believers

1.1.2 Knowing Jesus through Small Groups:

Disciples will develop deeper relationships beyond weekly worship and will "move beyond rows" into circles of deep engagement;

1.1.3 Making Jesus Known through Outreach:

Disciples will proclaim the Gospel through service in the RGV and throughout the world.
Ed. 08/2018

1.2 Recipients:

1.2.1 Families bonded by shared faith experiences and doing life together. *Cr 08/2018*

1.3 Cost: St. Paul Lutheran will be supported by the generous resources God provides for His work among us. Members of St. Paul Lutheran are expected to participate as stewards of the blessings of talents, time, and financial resources to support St. Paul Lutheran's mission and vision. *Cr. 05/2016*

1.3.1 Funding Model: The sources for our funding include, but are not limited to:

Cr. 5/2016 Ed. 2017, 08/2018

- Tithes
- Offerings
- Gifts
- Campaigns
- Grants
- Property Rental, Management Fees

1.3.2. Resources: Ministry will be accomplished through staff, church member and visitor volunteers and ministry partners. *Cr. 5/2016 Ed. 08/2018*

EXECUTIVE LIMITATIONS

Executive Limitations policies address staff means—what the Pastor and staff may and may not do. They define the out-of-bounds lines. These policies communicate what behaviors, methods, and practices are acceptable and not acceptable. Unless restricted by the policies, all other reasonable actions are considered acceptable. This approach empowers the staff from needing to delay action until the Board can approve each new initiative. It also allows the Board to responsibly minimize involvement in the details of day-to-day operations. These policies are addressed to the Pastor rather than the entire staff. The Pastor is held accountable that all staff actions fall within the boundaries established by these policies.

2.0 Global Executive Limitations Policy

The Senior Pastor shall not act, cause, or allow any condition or circumstance that is unethical, imprudent, unlawful, or inconsistent with God’s Word and the Constitution, By-Laws, mission, and policies of St. Paul Lutheran. *Cr. 5/2016*

2.1 Financial Conditions and Activities: The Senior Pastor shall not allow the congregation’s financial resources to be received or expended without proper oversight and safeguards, or fail to report the congregation’s financial activity in an accurate and timely manner. *Cr. 5/2016*

2.1.1 Reporting: The Senior Pastor shall not fail to immediately report financial conditions or changes to financial conditions that may materially impact the congregation and/or the implementation of the Desired Outcomes, Strategic Ministry Plan or Ministry Action Plan; material negative variances from the approved Annual Financial Operating Plan, or violations of any financial covenants or other financial requirements. *Cr. 5/2016*

2.1.2 Expenditure Authorization: The Senior Pastor shall not allow any single capital expenditure or non-budgeted business expense to exceed \$10,000, with no splitting of orders to avoid this limit, without prior approval from the Board. The Board can approve such expenditures by email or telephone or special meeting. *Cr. 5/2016*

2.1.3 Financial Budgeting: The Senior Pastor shall not:

a. allow an Annual Financial Operating Plan (FOP) that fails to consider the Desired Outcomes and Ministry Action Plan, contains too little information to reasonably project operating income and expenses, relies on unsound assumptions, is for a period of less than 12 months, or otherwise exceeds limitations or policies set by the Board. *Cr. 5/2016 Ed 2017 Ed 2018*

b. fail to present the proposed FOP for the next fiscal year to the Board for review by the April Board meeting, and a final version by the May Board meeting for approval. *Ed. 2018*

2.1.4 Taxes: The Senior Pastor shall not allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed. *Cr. 5/2016*

2.1.5 Debt: The Senior Pastor shall not borrow or lend funds without prior approval of the Board and shall not allow for any violation of debt financial covenants. *Cr. 5/2016*

2.1.6 Reserves: The Senior Pastor shall not allow financial reserves to fall below 1/12 of the budgeted annual expenditures for more than 60 days. The Senior Pastor shall not fail to make appropriate recommendations for the use of any fiscal year end surplus to include, but not limited to, debt repayment, capital improvements, ministry development, or facilities

maintenance. *Cr. 5/2017*

2.1.7 Receipt of Church Funds: The Senior Pastor shall not receive church funds without having an established system of internal control policies to ensure the protection from misappropriation and to ensure reporting integrity. *Cr. 5/2016*

2.1.8 Disbursement of Church Funds: The Senior Pastor shall not:

- a. expend church funds without having an established system of internal control policies, guided by the Annual Financial Operating Plan, to ensure protection from misappropriation and to ensure reporting integrity. *Cr. 5/2016 Ed. 2018*
- b. use invested funds or interest from invested funds as general fund income without the prior approval of the Board. *Cr. 7/2018*

2.1.9 Government Regulations: The Senior Pastor shall not fail to require that a review be undertaken at least annually to ensure that the congregation and its ministries are in compliance with all pertinent government (federal, state and local) regulations and requirements. *Cr. 5/2016*

2.2 Human Resources: With respect to the treatment of paid and volunteer staff, the Senior Pastor shall not create or allow conditions that are unfair, undignified, disorganized, or unclear.

2.2.1 Policy Manual: The Senior Pastor shall not fail to have adequate personnel policies providing information on compensation and benefits as well as outlining appropriate behavior of staff. *Cr. 5/2016*

2.2.2 Compensation and Benefits: The Senior Pastor shall not allow a failure to pay all employees in accordance with applicable law or any agreements concerning compensation. *Cr. 5/2016 Ed. 08/2018*

- a. The Senior Pastor shall not fail to discharge any employee with unsatisfactory performance due to lack of ability, failure to abide by the church's policies, rules, and regulations, or a failure to fulfill the requirements of the job. *Cr. 5/2016*
- b. The Senior Pastor shall not change his own compensation and benefits from the amount and types as determined by the Board. *Cr. 5/2016*
- c. The Senior Pastor shall not promise permanent or guaranteed employment. *Cr. 5/2016*
- d. The Senior Pastor shall not create compensation obligations over a longer term than revenues can safely be projected, in any event, longer than one year. *Cr. 5/2016*
- e. The Senior Pastor shall not fail to provide eligible employees with medical and other benefits as approved by the Board. The Senior Pastor shall not establish or change eligibility or benefits without prior approval of the Board. *Cr. 5/2016 Ed. 08/2018*

2.2.3 Treatment of Personnel: The Senior Pastor shall not allow St. Paul Lutheran to operate without appropriate policies that clarify personnel rules for all employees, provide for effective handling of grievances and disciplinary actions including dismissal, protect against acts of: harassment, sexual, racial or otherwise, the telling of sexist or racial type jokes, or the making of ethnic slurs, and the inappropriate use of social media. *Cr. 5/2016*

- a. The Senior Pastor shall not allow discrimination with regard to age, sex, race, national origin, disability that does not prohibit performance of essential job functions, or as otherwise prohibited by law. *Cr. 5/2016*

- b. The Senior Pastor shall not allow staff to engage in willful violations of any rule, regulation or policy of the congregation or any generally accepted safety rules.
- c. The Senior Pastor shall not allow violations of confidentiality obligations or the sharing of confidential congregation or personnel information to cause discord and lack of harmony. *Cr. 5/2016*
- d. The Senior Pastor shall not fail to acquaint staff with their rights under this policy. *Cr. 5/2016*

2.2.4 Qualified Staff: The Senior Pastor shall not allow for the employment of any individual for a staff position that is not qualified to fulfill the appropriate job description. *Cr. 5/2016*

2.2.5 Hiring Personnel: The Senior Pastor shall not offer to a candidate employment in a ministry position without the prior approval of the Board. *Cr. 5/2016*

2.2.6 Notification of Hiring or Dismissal: The Senior Pastor shall not fail to notify the Board in a timely manner by means most appropriate to the situation when a member of the staff is hired or dismissed. *Cr. 4/2018*

2.2.7 Conflict of Interest: The Senior Pastor shall not fail to communicate to the Board any potential conflicts of interest or any conflict of interest that can be construed by a member of the congregation or staff. *Cr. 5/2016*

- a. The Senior Pastor shall not allow the hiring or contracting of a family member of any staff without Board approval. *Cr. 5/2016*
- b. The Senior Pastor shall not be allowed to set the compensation or participate in the performance evaluations of any staff that is an immediate family member. *Cr. 5/2016*

2.2.8 Conflict Resolution: The Senior Pastor shall not fail to operate within Biblical processes to resolve any conflicts that should arise between staff. The Board should not be uninformed of pertinent unresolved conflicts. *Cr. 5/2016*

2.3 Worship and Ministry: The Senior pastor shall not fail to abide by the standards of conduct of his call in interactions with the congregation and community. The Senior Pastor shall not allow programs and other services which are inconsistent with the Constitution, By-Laws, and values of St. Paul Lutheran. *Cr. 5/2016 Ed. 08/2018*

2.4 Asset Protection: The Senior Pastor shall not cause or allow congregation assets to be unprotected, inadequately maintained, or unnecessarily risked. The Senior Pastor shall not: *Cr. 08/2018*

- a. Fail to ensure adequately against theft and casualty and against liability losses to board members, staff, and the organization itself.
- b. Unnecessarily expose the organization, its board, or its staff to claims of liability.
- c. Make any purchase (1) wherein normally prudent protection has not been given against conflict of interest; (2) *unless emergency in nature*, of more than \$4000 without having obtained comparative prices and quality; (3) of more than \$4000 without a stringent method of assuring the balance of long-term quality and cost. Orders shall not be split to avoid these criteria.
- d. Fail to protect intellectual property, information, and files from significant loss or significant damage.
- e. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in non-interest-bearing accounts except when necessary to facilitate ease in operational transactions.

f. Endanger the organization's public image, its credibility, or its ability to accomplish its Desired Outcomes.

2.5 Communication and Support to the Board: The Senior Pastor shall not cause or allow the board to be uninformed or unsupported in its work. The Senior Pastor shall not: *Cr. 08/2018*

2.5.1 Neglect to submit monitoring data required by the board in Board-Senior Pastor Relationship policy "Means of Monitoring Results" in a timely accurate, and understandable fashion, directly addressing provision of board policies being monitored, and including Senior Pastor interpretations consistent with Board-Senior Pastor delegation policy "Manner of Delegating", as well as relevant data.

2.5.2 Allow the board to be unaware of any actual or anticipated noncompliance with any Desired Outcomes or Executive Limitations policy of the board regardless of the board's monitoring schedule.

2.5.3 Allow the board to be without decision information required periodically by the board or let the board be unaware of relevant trends.

2.5.4 Let the board be unaware of any significant incidental information it requires including anticipated media coverage, threatened or impending lawsuits, and material internal and external changes.

2.5.5 Allow the board to be unaware that, in the CEO's opinion, the board is not in compliance with its own policies on Governance Process and Senior Pastor-Board Relationship, particularly in the case of board behavior that is detrimental to the work relationship between the board and the Senior Pastor.

2.5.6 Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and awareness.

2.5.7 Allow the board to be without a workable mechanism for official board, officer or committee communications.

2.5.8 Deal with the board in a way that favors or privileges certain board members over others, except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.

2.5.9 Fail to submit to the board for approval, issues delegated to the Senior Pastor yet required by law, regulation, or contract to be board-approved, along with applicable monitoring information.

BOARD - SENIOR PASTOR RELATIONSHIP

Board-Senior Pastor Relationship policies address how the Board and Senior Pastor relate to each other. In general, the Board speaks with one voice and all Board authority is delegated through the Senior Pastor. This means the Senior Pastor reports to the Board as a whole, not to individual Board members, officers of the congregation, or Board committees. This also means the Board works only with the Senior Pastor and does not direct the work of staff or volunteers.

3.0 Global Board-Senior Pastor Relationship Policy

The Board sets policy and delegates implementation to all staff and volunteers through the Senior Pastor. The Senior Pastor by virtue of his divine call from God and through the congregation is accountable to the Board and keeps the Board informed of policy implementation and the overall health and spiritual condition of the congregation. *Cr. 5/2016*

3.1 Unity of Control: While the Board has wide range of responsibility and authority to give direction to the ministry of the congregation, it shall not act in any way that is in violation of the Constitution or By-laws. Only official actions passed by the Board are binding on the Senior Pastor. *Cr. 5/2016*

3.2 Manner of Delegating: The Board shall delegate authority only to the Senior Pastor except for assignments of its own work to committees, consultants or officers. Any other church employee or entity operating with the authority of the congregation shall receive their direction from the Senior Pastor or a person assigned by the Senior Pastor. *Cr. 5/2016*

3.2.1 The Senior Pastor may develop operational guidelines, rules or procedures and may make decisions in a way the Senior Pastor deems appropriate and reasonable as long as these decisions are in compliance with the governing policies adopted by the Board. *Cr. 5/2016*

3.2.2 Decisions of the Senior Pastor do not need approval by the Board, except as required by Board policies or By-Laws. *Cr. 5/2016*

3.2.3 In case of the Senior Pastor's absence or vacancy in the office of the Senior Pastor, which continues for more than one month, the Board shall appoint a staff person, Board member, or other qualified person as the Board shall determine in its discretion, to fulfill the administrative role and responsibilities of the Senior Pastor on a temporary basis. *Cr. 5/2016*

3.3 Delegating to the Senior Pastor: The board will instruct the Senior Pastor through written policies that prescribe the organizational Ends to be achieved and proscribe organizational situations and actions to be avoided, allowing the Senior Pastor to use any reasonable interpretation of these policies. *Cr. 08/2018*

3.2.1 The board will develop policies instructing the Senior Pastor to achieve specified results, for specified recipients, at a specified cost. These Ends policies will be developed systematically from the broadest, most general level to more defined levels and will be called Desired Outcomes. All issues that are not ends issues as defined here are means issues.

3.2.2 The board will develop policies that limit the latitude the Senior Pastor may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions, and circumstances that would be unacceptable to the board even if they were to be effective. Policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The

board will never prescribe organizational means delegated to the Senior Pastor.

3.2.3 As long as the Senior Pastor uses any reasonable interpretation of the board's Desired Outcomes and Executive Limitations policies, the Senior Pastor is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and pursue all activities. Such decisions of the Senior Pastor shall have the full force and authority as if decided by the Board.

3.2.4 The board may change its Desired Outcomes and Executive Limitations policies, thereby shifting the boundary between board and Senior Pastor domains. By doing so, the board changes the latitude of choice given to the Senior pastor, but as long as any particular delegation is in place, the board will respect and support the Senior Pastor's choices.

3.3 Accountability of the Senior Pastor: The Senior Pastor is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Senior Pastor. *Cr. 5/2016*

3.3.1 The Board will never give instructions to persons who report directly or indirectly to the Senior Pastor. *Cr. 5/2016*

3.3.2 The Board will not evaluate, either formally or informally, any staff other than the Senior Pastor. *Cr. 5/2016*

3.3.3 The Board will view Senior Pastor performance as identical to organizational performance, so that organizational accomplishment of Board stated Desired Outcomes and compliance with policies would be viewed as successful Senior Pastor performance. *Cr. 5/2016*

3.3.4 Staff or church members can report any policy violation by the Senior Pastor, without repercussion, to a Board member. The Board member will bring the issue to the Board. Staff or church members may report any illegal or unethical act by any staff, Board members, or volunteers directly to the Senior Pastor or to any member of the Board, without repercussion, who will then immediately alert the Board. *Cr. 5/2016*

3.3.5 The Senior Pastor shall be responsible for providing adequate counsel on social, legal, theological, Synodical, staff, and other changes relevant to the Board decision areas. *Cr. 5/2016*

3.3.6 The Senior Pastor will relate to the Board with integrity, honesty, and straightforwardness. *Cr. 5/2016*

3.4 Means of Monitoring Results: The monitoring of the Senior Pastor job performance will be solely against the only expected Senior Pastor job outputs: organizational accomplishment of the board policies on Desired Outcomes and organizational operation within the boundaries established in board policies on Executive limitations. *Cr. 08/2018*

3.4.1 The purpose of monitoring is to determine the degree to which Board policies are being fulfilled. Monitoring will be as concise as possible, using a minimum of Board time so that meetings can be used for strategic discussion. *Cr. 5/2016 Ed. 08/2018*

3.4.2 The board will acquire monitoring information by one or more of three methods:

- a. By internal report, in which the Senior Pastor discloses interpretations and compliance information to the board
- b. By external report, in which an external, disinterested third party selected by the board assesses compliance with board policies

- c. By direct board inspection, in which a designated member or members of the board assesses compliance with the appropriate policy criteria.

3.4.3 The standard of compliance will be any reasonable Senior Pastor interpretation of the board policy being monitored. In every case, the board will judge (a) the reasonableness of the Senior Pastor’s interpretation and (b) whether data demonstrate accomplishment of the interpretation. The board is the final arbiter of reasonableness, but will always judge with a “reasonable person” test rather than with an interpretation favored by board members or by the board as a whole.

3.4.4 All policies that instruct the Senior Pastor will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule:

Policy	Method	Frequency
Financial Conditions and Activities	<i>internal</i>	<i>monthly</i>
	<i>external</i>	<i>triennially</i>
Human Resources	<i>internal</i>	<i>annually</i>
Worship and Ministry	<i>internal</i>	<i>annually</i>
Asset Protection	<i>internal</i>	<i>annually</i>
	<i>External</i>	<i>triennially</i>
Communication and Support to the Board	<i>direct inspection</i>	<i>annually</i>

GOVERNANCE PROCESS

Governance process policies describe the standards of behavior for individual Board members and the Board as a group. These policies describe the way the Board operates. They clarify the governing style of the Board, President's role, Board member conduct, Board member responsibilities, and the use of committees. If any Board process issue arises that is not specified by these policies, the Board President should guide Board process. The Board represents and serves the members of the congregation.

4.0 Global Board Process Policy

The purpose of the Board is to serve the Lord on behalf of the congregation of St. Paul Lutheran by achieving results in accordance with our mission and avoiding unacceptable actions and situations while exercising prudent stewardship of our resources. *Cr. 5/2016*

4.1 Governing Style: The Board will govern with an emphasis on:

- a. Outward vision rather than internal and present preoccupation *Cr. 5/2016*
- b. Encouragement of all open and honest communication of ideas and viewpoints
Cr. 5/2016
- c. Strategic leadership rather than administrative detail *Cr. 5/2016*
- d. Clear distinction of governance authority (Board) and operational authority (Senior Pastor) *Cr. 5/2016*
- e. Speaking with one voice rather than individual opinions *Cr. 5/2016*
- f. Being proactive rather than reactive *Cr. 5/2016*

4.1.1 Group Authority: The Board shall exercise its governing authority as a whole; no individual Board member has this authority. *Cr. 5/2016*

4.1.2 One Voice: Board members will support all decisions, without regard to the individual's personal position on the topic. Members will speak with one voice about any decisions made by the Board. *Cr. 5/2016*

4.1.3 Decision Making and Voting: The goal of decision-making is to achieve one voice. The Board will make decisions by two-thirds majority (assuming a quorum) of those present after allowing ample time for thorough discussion and debate of issues. *Cr. 5/2016*

4.1.4 Policy Development: The Board's policies are to be active, relevant, and amendable. The Board is responsible for policies in the following four areas:

- a. **Desired Outcomes:** These are affirmative statements setting forth the purposes, effects, and acceptable cost of operations and management of resources. *Cr. 5/2016*
- b. **Executive Limitations:** These are limiting statements that restrict activity of the staff. *Cr. 5/2016*
- c. **Board-Senior Pastor Relationship:** These are clarifying statements about delegation to, and monitoring of staff activity. *Cr. 5/2016*
- d. **Governance Process:** These are statements setting forth the style and rules with respect to the Board's own tasks and processes. *Cr. 5/2016*

4.1.5 Policy Review Schedule: All policies will be reviewed on an annual basis where current Board will determine best method. *Cr. 5/2016*

4.1.6 Request for Policy Review from the congregation: Any voting member of the congregation may submit a request for policy review to the President of the Board. All requests should be submitted in writing and will be included on the next meeting's agenda subject to the agenda item submission process. *Cr. 5/2016*

4.2 Board-Member Code of Conduct: The Board commits itself and its members to Biblical, ethical, professional, and non-criminal conduct, including proper use of authority and appropriate Christian behavior. Members must have loyalty to the congregation, un-conflicted by loyalties to staff, other organizations, and any personal interest. *Cr. 5/2016*

4.2.1 Members must avoid conflict of interest with respect to personal or business gain. Members must disclose to the Board any transaction that may give the appearance of being a conflict of interest. *Cr. 5/2016*

4.2.2 Members may not attempt to exercise undue individual influence over the church or school. *Cr. 5/2016*

4.2.3 Members will respect the confidentiality appropriate to issues of a sensitive nature. They will respect the one voice principle by communicating the consensus decision and not the individual viewpoints of the members. *Cr. 5/2016*

4.2.4 Members will follow these guidelines during their meetings: stay on topic, participate fully in meetings, be respectful, be professional, and be open and honest. *Cr. 5/2016*

4.2.5 Members on Board will not have a direct family member on the staff of St. Paul Lutheran. *Cr. 5/2016*

4.3 Board Member Expectations: Board members will regularly attend worship, be a part of a small group, serve in the ministry of St. Paul Lutheran Church and be actively reaching out to those who are far from God. Board members will be active in prayer and generous with their finances as they manifest in their daily lives the reflection of Christ. *Cr. 5/2016*

4.4 Board Officer Roles: Officers will consist of President, Vice President, Treasurer, and Secretary. The officers of the congregation are members of the Board who assure the integrity of the Board's process and occasionally represent the Board to outside parties. *Cr. 5/2016*

4.4.1 The President shall:

- a. Lead the Board in accomplishing its' responsibilities defined by the Board-Pastor Relationship and Governance Process sections of the Policy Manual. *Cr. 5/2016*
- b. Preside at meetings of the Board and Voters Assembly. *Cr. 5/2016*
- c. Develop and implement a corrective action plan for the Senior Pastor when required. *Cr. 5/2016*
- d. Address issues of neglected responsibility with individual Board members when necessary. Review member responsibility policies with the Board and develop recommendations for any necessary corrective action. *Cr. 5/2016*
- e. Provide direction to the Board in all areas of Board responsibility left unstated within these policies as long as this action is not in conflict with the Constitution and By-laws. *Cr. 5/2016*
- f. Remain accountable for his authority when he delegates responsibility to another. *Cr.*

5/2016

- g. Assign a member the role of Secretary for that meeting when the Secretary is absent. *Cr. 5/2016*

4.4.2 The Vice-President shall:

- a. Per Bylaws Article 3, the Vice-President shall annually select members of the Nominating Committee that will serve for one year. The Vice-President will present the names to the Board at the January Board meeting. *Cr. 5/2016*
- b. Preside at meetings of the Board and Voters Assembly in the absence of the President. *Cr. 5/2016*
- c. Assume the specific duties of the President in the event that the President is unable to perform their duties for an extended period of time. *Cr. 5/2016*
- d. Discuss and review corrective actions with the President when the President neglects their responsibilities and bring to the Board if needed. *Cr. 5/2016*
- e. Maintain the official copy of the Policy Manual at the direction of the Board. *Cr. 5/2016*

4.4.3 The Secretary shall:

- a. Record the official minutes of the Board meetings and Voters meetings and direct their distribution within 7 days to the members of the Board, the Senior Pastor and others requested by the Board. *Cr. 5/2016*
- b. Preserve the approved minutes for the archives, and assure an annual audit. *Cr. 5/2016*
- c. Update and maintain the official copy of the Constitution and By-laws of the church at the direction of the Board. *Cr. 5/2016*

4.4.4 The Treasurer shall:

- a. Provide financial oversight of the congregation's resources *Cr. 5/2016*
- b. Provide clarity about financial reports presented to the Board *Cr. 5/2016*
- c. Perform all other duties as required by statute *Cr. 5/2016*

4.5 Board Committees: The Board may charter temporary committees as needed. Committees report only to the Board and may not direct staff. A Board member will serve as a liaison between the committee and the Board to ensure the committee is functioning according to their charter. *Cr. 5/2016*

4.5.1 Nominating Committee: The Nominating Committee serves to identify and solicit participation of qualified Voting Members to fill vacant positions on the Board of Directors. Board members may present names to the Vice-President for consideration as members of the Nominating Committee. The names of the Nominating Committee members are presented at the January Voters meeting. The Sr. Pastor serves as an ex-officio member of the Nominating Committee. Nominating Committee members will serve for a one-year term beginning after announcement at the January Voters Meeting. The Nominating Committee will present a ballot of qualified candidates to the Board at the May Board meeting and to the Voters at the May Voters meeting. *Cr. 5/2016 Ed. 2018*

4.5.1.1 The Nominating Committee should accept nominations from Voting Members during the nomination period: from February 1 through April 1. *Cr. 4/2018*

4.5.1.2 The Nominating Committee should inform the congregation of the process for nomination by February 1, and regularly throughout the nomination period. *Cr. 4/2018*

4.5.1.3 Voting Members may nominate another Voting Member, or submit their own

name in nomination. *Cr. 4/2018*

4.5.1.4 All nominees should be treated fairly and equally by the Nominating Committee *Cr. 4/2018*

4.5.1.5 Nominees should be interviewed by the Nominating Committee, either in person or by answering questions in writing. *Cr. 4/2018*

4.5.1.6 The Nominating Committee should assure that enough qualified candidates are nominated to fill open seats. *Cr. 4/2018*

4.5.1.7 The Nominating Committee should attempt to present a slate of qualified candidates that exceeds the number of open seats. *Cr. 4/2018*

4.5.1.8 The Nominating Committee should evaluate the applicants every 30 days during the nominating period to verify that enough qualified nominees are available to fill open seats. *Cr. 4/2018*

4.5.1.9 The Nominating Committee will present for nomination candidates that meet the qualifications described in the Bylaws, and a minimum standard of qualification approved by the Board and published at the beginning of the nominating period. *Cr. 4/2018*

4.5.1.10 The Nominating Committee will publish for the congregation the final slate of nominees at least 3 weeks before the May Voters meeting. *Cr. 7/2018*

4.5.2 Pastoral Evaluation Committee: The Board shall select a committee of at least one Board member to lead the Sr. Pastor Evaluation process and present findings at the March Board meeting. The Board is responsible for approving the evaluation process and tools prior to execution of the evaluation. *Cr. 5/2016*

4.5.3 Audit Committee: The Board shall select a committee of at least 3 Board members to direct the financial review every 3 years. The committee will present a financial review proposal to the board for approval. *Cr. 08/2018*

4.6 Cost of Governance: The operations of the Board will be funded through the general budget.

4.7 Board Meetings: The Board will execute its responsibilities at a minimum of four regularly scheduled meetings but it is recommended that it meet monthly. Special meetings of the Board can be called at any time by the Board President, or at the request of 5 Board members. *Cr. 5/2016*

4.7.1. Attendance: Board members should make every effort to attend and fully participate in all meetings. If a member will be absent or late they should contact the President in advance. *Cr. 5/2016*

4.7.2 Preparation: Board members should pre-read all materials and be ready for full discussion and decision-making. *Cr. 5/2016*

4.7.3 Quorum: Five Board members will need to be present for a quorum. *Cr. 5/2016*

4.7.4 Agenda: The agenda will include but not be limited to: *Cr. 5/2016*
Opening prayer
Approval of previous meeting minutes

Consent Agenda
 Issue Resolution/Action Item Review
 Items from perpetual calendar
 Ministry Planning – generative and strategic thinking and discussion.
 Process Check
 Closing Prayer

4.7.5 Perpetual Calendar: the Board according to the following schedule should address these items: *Cr. 5/2016 Ed 2017,2018*

January	Voter’s Meeting prep – Compensation, Nominating Committee members, # of Voting Members
February	Review Executive Limitations – Policy Manual Sect. 2
March	Presentation of Pastoral Evaluation
April	
May	Voter’s Meeting prep – Budget, Board Nominations, Election process
<i>June</i>	
July	Review of Governance Process – Policy Manual Sect. 4
August	Review of Desired Outcomes – Policy Manual Sect. 1
September	Review of Board-Sr. Pastor Relationship – Policy Manual Sect. 3
<i>October</i>	
<i>November</i>	
December	