

Pikes Peak Metropolitan Community Church

Board of Directors Job Description

ELIGIBILITY REQUIREMENTS:

1. Candidate must be a member in good standing. It is recommended, but not required, to be a member for twelve (12) months prior to being elected.
A member in good standing is defined in the UFMCC Bylaws as meeting the following criteria:
 - a. Have record of regular attendance at worship services and/or other church events.
 - b. Have record of consistent financial contribution to the church.
 - c. Have been involved in life and ministry of the church.
2. Candidate must have attended at least one open Board meeting within the last six months.
3. Candidate can have no other family member serve on the Board at the same time.
4. Anyone convicted of a sex offense is prohibited from applying for and/or being on the Board.

TIME COMMITMENT:

1. Attend church services regularly.
2. Attend and contribute to monthly board meetings.
2. 3-5 hours per week for board-related duties.
3. Attend church functions whenever possible.

BASIC RESPONSIBILITIES OF THE BOARD OF DIRECTORS:

1. Ensure adequate resources

As a primary responsibility, the Board of Directors should be familiar with possible levels and sources of income within the congregation and community, and should institute plans for effective fundraising. This will include initiatives ranging from stewardship programs to capital fund campaigns.

2. Ensure effective management of the church's funds and other assets

The Board of Directors must adopt appropriate policies and provide adequate oversight to ensure effective management of current income and protection of accumulated assets. In addition to setting the church's annual budget, the Board shall require and review regular financial reports, including, at minimum, monthly financial reports. Board members should be aware of generally accepted accounting practices, federal tax regulations and other laws which might affect the assets of the church.

3. Ensure legal and ethical integrity and maintain accountability

The Board of Directors has a fiduciary responsibility to ensure that the church is in adherence with all legal standards and ethical norms. This includes compliance with various federal, state and local laws and regulations. It also includes adherence to the church's own governing documents such as UFMCC bylaws, PPMCC bylaws and policies adopted by the Board. To fulfill this responsibility, the Board of Directors must adopt appropriate policies and provide ongoing oversight. The Board is responsible for execution and oversight of all contracts, insurance policies, and other legally binding documents. It may delegate implementation of some items to the Pastor and other personnel, but ultimately the Board is responsible for compliance. Board members should be aware of the potential risks of lawsuits or other liabilities for which the church may be accountable. Obtaining the proper levels and kinds of insurance and developing appropriate policies and preventive measures are primary responsibilities of the Board of Directors. The Board of Directors must also ensure that adequate records are maintained which document all board actions (motions) and all relevant reports.

4. Help select the candidate to be elected by the congregation as Pastor

Members of the Board of Directors shall also serve as members of a Pastoral Search Committee upon the event of a pastoral vacancy. Additional members of the congregation shall be elected or appointed to this committee.

5. Support the Pastor and provide constructive feedback

Although the board does not have the responsibility of performance review for the Pastor, it should provide the Pastor with frequent and constructive feedback. Sometimes, a Pastor may choose to establish a performance evaluation or feedback process which involves the Board.

6. Advise and consent with the Pastor on personnel appointments

The Board of Directors is responsible for the approval of the Pastor's appointments of compensated and uncompensated church staff and the Pastor's determination of compensation, vacation periods, and titles of office of the church staff.

7. Consult with the Pastor on personnel matters as requested by the Pastor

A clear understanding of the Pastor's role as personnel director combined with thorough written personnel policies and grievance protocols will greatly reduce the board's need to adjudicate personnel disputes. The time may come, however, when the Pastor's action will be questioned. At such a time, the collective wisdom of the Board of Directors can be of immense support and counsel to the Pastor.

8. Understand and support the church's mission and purposes

With the Pastor and other church leadership, the Board of Directors should participate in the development of statements of purpose, vision and/or mission consistent with the purposes, vision and mission of the UFMCC, as well as the core values and philosophy of ministry of the local church. Such statements give clarity to the church's specific identity, its goals, the people it intends to serve, and the difference it hopes to make. These statements succinctly articulate what the church is, represents and does.

9. Participate with the Pastor and other church leadership in strategic planning

Strategic planning involves a review of the core values and purpose, vision and/or mission statements of the church. Additionally, it includes an organizational analysis and consideration of external forces and trends that might impact the church's success. It then selects strategic priorities to which focus will be given over the next several years. Annual work plans then are based upon the strategic plan. Such planning supports the development of and justification for the annual budget.

10. Assess the performance of the Board of Directors

It is helpful for the Board of Directors to review its own performance once every three to five years. Such an evaluation can survey individual board members to identify needs, determine effectiveness and set new priorities. It is often helpful to select a qualified third-party facilitator for such a process.

RESPONSIBILITIES OF INDIVIDUAL BOARD MEMBERS:

1. Know the church's mission, purposes, goals, policies, programs, strengths and needs

Be thoroughly knowledgeable with UFMCC Bylaws, PPMCC Bylaws and Standard Operating Procedures, The UFMCC Strategic Plan, and the guiding documents of our church, such as statements of core values, vision, purpose and/or mission.

2. Represent and serve the church as a whole rather than any special interest group or constituency

As a member of the Board, speak only for yourself, not for any other individual or group. Avoid the "people are saying" trap. Own your stated position and state only your own position on each decision or vote. Always remember that you represent the entire congregation as a board member.

3. Work toward consensus as often as possible; this requires persuasion and compromise

The Board of Directors should be able to reach consensus on most issues. An individual who usually sees things clearly in "either/or" terms tends to find difficulty in the compromise necessary to reach consensus, and frequently is not effective as a member of the board. There will be times when your convictions lead you to disagree with other members of the board; but most of the time, strive for consensus and support the result.

4. Avoid prejudiced judgments on the basis of information received from individuals, and urge

those with grievances to follow established policies and procedures

It is not uncommon for board members or a Board of Directors to be drawn into grievances by or about church staff members. The Pastor serves as personnel director, however, and it is not the role of the Board of Directors to adjudicate such matters. Board members can serve a constructive role by facilitating contact with the Pastor when individuals raise such concerns. Board members can also support the Pastor when she or he seeks their counsel on personnel issues.

5. Do not surprise other board members or the Pastor by raising difficult or conflictive issues without prior consultation

No one likes unpleasant or embarrassing surprises. Board members with complaints or sensitive information concerning the staff, Pastor or other board members should consult with the individual(s) involved prior to raising the matter with the Board of Directors. If the issue is a personnel matter, it should be resolved with the Pastor as personnel director, if possible.

6. Prepare for and participate in board meetings, asking timely and substantive questions consistent with your conscience, convictions and need for information to make decisions

Become thoroughly familiar with all documents that are prepared for each board meeting; keep a personal file of documents of previous meetings, especially minutes, reports and financial statements. Hold yourself, other board members and the Pastor accountable for promises made, for obligations of office, and for good board process.

7. Carefully review the church's financial statements and ask questions or seek clarification as appropriate to fulfill the board's fiduciary obligation

It is helpful for each board member to gain some familiarity with generally accepted accounting practices. At minimum, each board member should understand the format and content of the regular financial statements. Also, each board member should be aware of basic required reporting of federal tax information.

8. Maintain confidentiality of the board's executive sessions

Executive sessions, or "closed" board meetings, should be infrequent and limited to sensitive personnel issues or legal matters. All other board meetings should be open to members of the congregation. The information in executive sessions should be maintained by each board member as confidential. Action taken by the board in executive session should be recorded in minutes, or preferably such action should be deferred until the board is in an open session.

9. Avoid conflicts of interest

A conflict of interest is anything that inures to the personal financial benefit of a board member, their family, or household. Do not accept gifts from nor offer gifts to anyone who does business with the church. If you are a board member and maintain any relationship with the church through which you or someone close to you receives a financial benefit (excluding reimbursement for actual expenses in connection with your church duties), that is a conflict of interest. In such cases, board members should recuse themselves (disclose/announce the conflict of interest and exempt themselves from debate and vote) from any decision on that matter.

10. Support the pastor with timely information or feedback on matters and issues of importance to the well-being of the church

Counsel with the pastor to offer support in the event of their difficult relationships with groups or individuals. Building trust requires continuous healthy communication. Frequent contact between the Pastor and each board member can provide the feedback necessary to enhance the Pastor's effectiveness and facilitate actions needed for the church's success. On occasion, such contact can provide an opportunity for the Pastor to receive counsel and support in dealing with sensitive or difficult issues.

OTHER INFORMATION:

1. Officers of the Board Of Directors are elected internally each year to fill the positions of Moderator, Vice-Moderator, Treasurer, and Clerk.
2. Board members are elected for three year positions. Occasionally, one might be elected to complete the term of a Board member who resigned or otherwise left their term early.
3. A Board member will be considered to have been derelict in his/her duties and can be dismissed under any of the following conditions:
 - a. Absent for three or more Board meetings per year without due cause, including called or continued meetings.
 - b. Missing three consecutive Sunday worship services without due cause. Due cause for absence from Board meetings or worship services includes illness or injury, work responsibilities, or personal or family emergencies.
5. A Board member can also be dismissed for disloyalty or unbecoming conduct.