

## 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 fund-raising. 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 should require and review regular financial reports, including, at minimum, monthly financial reports consisting of at least a balance sheet and statement of revenue and expense. 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, local church bylaws and policies adopted by the Board. To fulfill this responsibility the Board of Directors must adopt appropriate policies and provide ongoing oversight. It may delegate implementation of some policies to the Pastor and other personnel, but ultimately the Board of Directors 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. Select the candidate to be elected by the congregation as Pastor

The Board of Directors shall serve as a Pastoral Search Committee upon the event of a pastoral vacancy. Additional members of the congregation may be elected or appointed to this committee. The Pastoral Search Committee should consult with its MCC Elder before beginning this process and throughout its duration. When the committee has chosen a suitable qualified candidate, they shall present the name to the congregation for approval.

### 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

Every church would benefit from a process of strategic planning at least every three to five years. 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.

Is God calling you to stand for election to the BOD? If so, complete the application and return to Linda Carnley, Nominating Committee Chair. The deadline is Sunday, December 23rd. Copies of the applications will be shared with members of Cornerstone MCC, prior to the Annual Congregational Meeting. Election will take place at that meeting on Sunday, January 20th at 1:00pm.