

POLICIES GOVERNING THE BOARD

The Board's Function

Job Description

The function of the board, on behalf of the congregation, is to ensure the implementation of its primary and occasional responsibilities.

Primary Responsibilities

1. The board will pray for the congregation, the pastoral staff, and themselves.
2. The board will monitor (oversee) the church in several areas:
 - The church's direction (mission and vision)
 - The church's essential biblical doctrines
 - The church's spiritual condition
 - Assuring that the church's beliefs agree with the essential doctrines of the Bible
 - Assuring that the lead pastor agrees with the church's doctrinal statement and hires only ministry staff that concur
 - Assuring that those who teach agree with the doctrinal statement
 - The lead pastor's character and leadership, formally evaluating his ministry once a year
 - Informally monitoring and addressing on a regular basis the lead pastor's performance and any questionable behavior.
 - Formally evaluating the elders' ministries annually.
 - Review, approve, and present the yearly budget to the congregation to be accepted at the AGM.
 - Will annually appoint a financial auditor.
3. The board will make major decisions that affect the church. To facilitate its decision making, it will write church policy in at least five areas:
 - Policies governing the board itself
 - Policies governing the lead pastor
 - Policies governing the board's relationship to the lead pastor
 - Policies governing the elders
 - Policies governing the mission of the church
4. The board will monitor the care and well-being of the pastor and his family.
5. The board will serve in an advisory capacity to the lead pastor and the elders.

6. The members of the Board are the “Directors of the Society” and act in that capacity as required in the Society Act of BC
7. The Board will understand its accountability to the CRA as a result of the church’s designation as a registered charity.

Occasional Responsibilities

1. The board will oversee the selection process of hiring the lead pastor.
2. The board will serve as an arbitrator in any disputes with the lead pastor.
3. The board will protect the lead pastor from those who would seek to undermine him or his ministry.
4. In times of vision renewal within the church, the board will act in conjunction with the elders and the pastors.
5. The board has the authority to approve reasonable and affordable extra spending for an amount up to 5% of the total approved yearly budget (refer to the financial policies).
6. The board will recommend to the Fellowship of Baptist Churches of BC & Yukon those whom it believes are qualified for ordination.

Board Members’ Qualifications

Board members must meet the following qualifications:

1. Board members should be reliable (trustworthy) and teachable persons who display godly character.
2. They should be Active Members of the church (as defined in the Bylaws) who are involved in its ministry.
3. They must not be recent converts and they should have been in the church long enough to have proved themselves.
4. Ministry staff people are ineligible to serve on the board.
5. They must agree with the church’s core values, mission, vision, and strategy.
6. They must agree with and fully support the church’s doctrinal statement.
7. They need to be loyal to the lead pastor and his leadership and also objective enough to both challenge and support his ministry.
8. They should not always be preservers of the status quo or tradition but open to new ways of doing ministry.
9. If married, their spouses must be supportive of their service on the board.
10. They should be team players, good thinkers and emotionally healthy people.
11. Board members will meet the qualifications of deacons as described in 1 Timothy 3

Board Selection Process

1. The board will strike a nominating committee consisting of the lead pastor, the current board chairperson, and three members, not from the current board.
2. The process for nominating board members shall begin in October of each calendar year. For a period of one month (October) the nominating committee shall accept nominations for board members. All those nominated must consent before their name is placed in nomination, and the nomination must include the signatures of at least two church members other than the nominee. Nominees must be church members.
3. During the second month of the selection process (November), all nominees will be interviewed by the nominating committee for the purpose of evaluation. The evaluation will be based on Board Members' Qualifications (listed above), identified needs of the current board, the future needs of the church, and the specific gifts of the individuals.

On the basis of this evaluation, the nominating committee shall present to the church a list of people they recommend. All those not chosen shall be informed of the reason for the decision. The church will not know the number or names of original nominations, but will be given the list of qualified nominees.

4. During the third month (December) of the selection process, board member nominations shall be posted for the church to see. If there are concerns about the appropriateness of a candidate, they should be brought to the nominating committee, which will meet to attempt a resolution. If no resolution is forthcoming, the issue will be brought to the current board, which will prayerfully consider an appropriate response.
5. At any time in the process the candidate may withdraw his/her name and/or the nominating committee may withdraw support of a candidate.
6. Only names that have gone through this process will be considered. At a church business meeting, a majority vote of members present shall elect the new board members by a secret ballot.

Process for Renewal of a Board Member

1. Board members wishing to continue into another term should inform the board at least 2 months prior to the end of their terms (during the month of October) (Renewing board member does not need to be nominated with 2 signatures.)
2. Steps 3-5 (6) in "Board Selection Process" will be followed considering the renewing board member along with the other new candidates for board membership. The nominating committee will consider the renewing board member's performance and the well-being of the board member along with the other criteria listed in step 3. The renewing board member's name is posted for the congregation along with other new names being brought forward by the nominating committee.
3. Renewing board members will serve for an additional three year term. After serving on the board for two consecutive terms, they will rotate off for

at least one year, unless their presence on the board is crucial at that time as determined at the board's discretion.

Leave of Absence

A board member may be granted a leave of absence for extenuating circumstances including illness, family emergencies or other reasons approved by the board at the board's discretion. Leaves of absence may be granted for a period of two to six months, and a board member is limited to one leave per term. When possible, a month's notice should be given.

At the board's discretion, it may appoint an interim board member for the period of the leave. If a board member on leave returns before the end of the leave, the interim board member will complete his/her position on the board at a time, within the period of the leave, decided by the board at its discretion.

Board Member Dismissal

A board member may be dismissed from the board prior to the end of his/her term by a majority vote of all the board members, pastor(s) and elders, for the following reasons.

- Moral failure
- Improper fiduciary disclosure
- Irregular meeting or worship attendance
- Failure to meet board member qualifications, responsibilities and conduct as per the policies
- Change in doctrinal views that deviate from Mountainside's doctrine.

Board Member Resignation

It is our hope and expectation that board members serve for the duration of their terms. If it is necessary for a board member to resign, one month's notice would be appreciated if possible. A new board member may be selected by the current Board and elders to serve out the term of the resigning Board member

Board Members' Conduct

The board commits itself and its members to ethical, biblical conduct, including proper use of authority and appropriate decorum when acting as board members.

1. Board members must work together as a unified team in the best interests of the entire church.
2. They must be courageous and make decisions in the best interest of the church no matter how unpopular or controversial.

3. They must trust, respect and care about one another.
4. They must deal quickly and properly with any disagreements among themselves.
5. They must commit to regular attendance of board meetings.
6. They have no authority over others (other board members, pastor(s), elders, staff, and congregation) except when acting *corporately* as a board.
7. When acting individually with the public, press, congregation, or others, they must not attempt to speak for the board, except to repeat explicitly stated board decisions.
8. They will not condone or voice criticism of the board, the pastor(s), the elders or staff beyond the board or the pastor, the elder, the staff person or the fellow board member involved.
9. They will respect the confidentiality appropriate to issues of a sensitive nature.
10. They must avoid any conflict of interest with respect to their board positions.
11. They will enforce on themselves whatever discipline is needed to lead with excellence. Discipline will apply to matters such as attendance, preparation for meetings, and conduct at meetings, policy-making principles, and respect of roles.

Board Operations

The board commits itself to operate biblically and efficiently as it conducts its meetings, making the best use of its time.

1. The board will make its decisions by consensus, defined as a simple majority vote. The final decision of any vote will be the position of the entire board (as if there were no difference of opinion).
2. The board will adhere to the church's constitution and by-laws.
3. The board will consist of five - seven people (preferably an odd number.)
 - Board members will serve for three years. If elected for two consecutive terms, at the end of the second term, they will rotate off for at least one year, unless their presence on the board is crucial at that time as determined at the board's discretion. .
4. They will meet once a month to conduct business.
 - They will seek to do as much work as possible outside the board meetings.
 - They may elect to meet at other times to conduct business if necessary.
 - Minutes of the meetings will be recorded and filed in the church's records.
5. They will encourage differing viewpoints in striving for a spirit of unity.
6. They will focus on present and future issues rather than past issues.

7. They will operate proactively rather than passively or negatively.
8. The board chair will be chosen from among the board members, by the board members and the lead pastor, for a term of one year. He or she may serve for more than one term if re-chosen at the end of the term.

Board Chairperson's Role

The board chairperson will assure the integrity and fulfillment of the board's process and, when necessary, may represent the board to the congregation and outside parties.

1. The job of the chairperson is to craft meeting agendas, guide orderly discussion, and see that the board conducts itself according to the policies that govern it.
2. The chairperson will determine that board meeting discussion content will be on those issues that, according to the board policy, clearly belong to the board to decide or to monitor.
3. The board chair serves on the nominating committee in the board selection process. If the board chair wishes to renew his/her position on the board for another term, another board member should be selected to replace the board chair on the nominating committee.
4. The board chair will be responsible for storing electronic files and paper copies of board documents including meeting agendas & minutes, evaluations, policies & governance documents, budgets, membership lists and all pertinent board documents. Records are to be stored in pastor's office (one binder and one memory stick or disk for each year.)
5. The Board chair will monitor the allocation of the pastor's holidays.
6. The authority of the chairperson falls within the guidelines of board policy:
 - The chairperson will take the initiative in such matters as the following: determining meeting times and agenda items, recognizing board members and others who wish to address an issue, limiting discussion. Meetings may be rescheduled due to insufficient attendance at the discretion of the board chairperson.
 - The chairperson as an individual has no authority to supervise or direct the other board members, including the lead pastor or elders or staff.
 - The chairperson does have the authority to interpret board policies for the board.
 - The chairperson will likely represent the board to the congregation and any outside persons in announcing the board-stated positions. (However; the board will determine its spokesperson.)

Board Committees' Functions

Board committees, made up of people other than board members, will function solely to support the board's ministry as designated by the board.

1. Board committees function only to assist the board in accomplishing its ministry. (For example, they could assist the board by serving as a pulpit, finance, or building committee.)
2. They have no power. They cannot exercise authority over the board, senior pastor, his staff, elders or the congregation.
3. They will keep their business confidential, especially any issues of a private or sensitive nature.

Board Monitoring and Evaluation

The board will monitor and evaluate its ministry performance for compliance with board policies.

1. The board will informally and regularly monitor its performance.
2. It will facilitate a formal, annual evaluation of its performance.
 - The board will individually and collectively evaluate its performance.
 - The lead pastor will conduct an informal evaluation of the board's performance.
 - The board will discuss these evaluations for the purpose of improving its leadership.
3. Its duties consist primarily of the policies that direct its ministry.

Board Members' Training

Because leaders are learners, the board will invest in and participate in its training on a regular basis.

1. All new board members will go through an orientation that informs them of the board's functions and the policies that govern the board, the lead pastor, and the board-lead pastor relationship, the elders and the mission.
2. All board members will have opportunity to add to their knowledge and hone their skills as members involved in the leadership process. (This could include such opportunities as reading books together, attendance at conferences and workshops, working with a church consultant, and other valuable training experiences.)