

Board of Trustees Job Description

A policy is a course of action that the board has decided it wants the organization to take. The Board established policies that outline how the ministry will operate to accomplish its mission. The minister and staff function within these parameters. The Board acts as observer, interpreter, and evaluator of how well policy is being carried out and the mission of the ministry is being accomplished.

Four Major Areas of Responsibility

1. Hire A Minister

The board hires a minister to be the spiritual director and to run the day-to-day operation of the ministry. Remember, a church is a spiritual sanctuary as well as a business.

- The board is not involved in the day-to-day operation of the minister and staff, unless requested.

The relationship you develop is crucial and communication must be open, honest, and clear.

2. Board Responsibility

By delegating the day-to-day operation to the minister and staff, the board can focus on the work to make sure the bylaws are implemented, being conscious of following our policy manual, and carrying out the spiritual direction as guided by the minister.

3. Evaluate

It is the responsibility of the minister to watch the details and activities of the ministry on a day-to-day basis. The board evaluates bottom-line results.

- Monitor of Finances by Board Treasurer by periodic meetings with Office Manager.
- The board evaluates the yearly budget and projected revenues for the fiscal year.
- Be cognizant of our monthly financial statements and take necessary steps to increase givings/prosperity consciousness.

Your most important role in all of the above is to prayerfully hold this center in light for overflowing prosperity, to be consistently mindful of our personal ethical behavior, conflict of interest and compliance by the Board members, minister, and staff to a code of ethics, to the ministry's by-laws, and to federal and/or state law. .

4. Re-Thinking Perspectives

Be an articulate, informed observer.

Board members often think of the congregation as a collection of individuals whose preferences are paramount. They assume their duty is to represent the interests or opinions of the members who elected them. Actually, as trustees, they owe a "duty of loyalty," which means they must vote in behalf of the real owner— the congregation's mission—even if that goes against the private interest of any individual or group. (An interesting corollary is that when congregations meet, their members also are trustees. When private interests or preferences conflict with the congregation's mission, a member's duty also is to vote the mission.) (Alban Institute 2007 "Conflicts of Interest by Dan Hotchkiss)

As a highly visible member of the community, always encourage members and attendees not to triangulate and spread misinformation, but to go directly to the individual (s) with whom they have an issue or concern.