
Board Leadership – Roles

Role of the Board of Elders

Direct:

- Develop ENDS – the values, vision, objectives, and goals of the church
- Ensure agreed upon ENDS are achieved
- Regularly evaluate through the lead pastor whether ENDS are being achieved

Protect:

- Against things that would hinder achievement of the ENDS
- Against endangerment of the church and its resources

Role

- Only has authority as a board, expressed through motions and policies
- Speak with one voice as a board through the motions it passes
- Ensure individual elders do not speak or act on behalf of the board without permission
- Report regularly to church membership, including the AGM
- Establish policies and refine them as necessary
- Uphold the values, vision, objective, and goals of the church
- Maintain confidentiality for information and discussions brought to board meetings
- Work in consultation with the District Superintendent (or designate) to hire or terminate employment of the lead pastor
- Ensure the lead pastor fulfills his job description and at least annually conducts a performance review
- Develop clear expectations for all reports to the board
- Ensure effective flow of information between board, lead pastor, and staff
- Govern staff through the lead pastor

Board Leadership – Roles

- Uphold the policies and operational processes of the church
- Monitor the board's effectiveness in following its policies
- Ensure the officers of the board are fulfilling their roles and mandates
- Establish board committees to assist the board as needed
- Orient new board and church members to the governance structure

Role of the Individual Elder

- Avoid any conduct, speech, activity, or conflict that would hinder the work or integrity of the board, according to biblical eldership
- Act in good faith with honesty and integrity, keeping the church's best interests in mind
- Is prudent and uses godly wisdom and common sense in decision making and conduct
- Attend board meetings consistently, fully engage in meetings, and be well prepared
- Honour confidentiality
- Bring expertise, experience, insight, giftedness, and energy to the board in order to serve

Role of the Board Chair

- Set the Board meeting agendas in consultation with the Lead Pastor
- Ensure that the Board behaves consistently with its own rules and those legitimately imposed on it from outside
- Ensure that Board deliberation is timely, fair, orderly, thorough, and efficient
- Regularly communicate with the congregation on behalf of the Board of Elders and act in conjunction with the Lead Pastor as spokesperson for Board decisions
- Oversee a regularly scheduled assessment of the Board's performance
- Remember that the authority of the Chair does not include individually directing the Lead Pastor
- Uphold the responsibilities of an individual elder

Role of the Board Vice-Chair

- Assist the Chair in performance of their duties
- Uphold the responsibilities of an individual elder
- Act as Chair in the Chair's absence

Role of the Board Secretary

- Record and circulate the minutes of all Board and congregational meetings
- Submit Board minutes as well as any congregational minutes to next scheduled Board meeting after the minutes were taken
- Maintain a file of all documents from Board and membership meetings of the church (including agendas, minutes, etc.) that constitute the official, permanent record
- Maintain master copies of church policies, bylaws, property, and legal records
- Maintain the official correspondence file for the Board
- Uphold the responsibilities of an individual elder
- Issue correspondence on behalf of the Board as directed by them

Role of the Board Treasurer

- Provide oversight to financial affairs of the church
- Provide leadership, expertise, and advice to the Board on financial matters
- Ensure funds of the church are received and disbursed as directed by the Board
- Ensure that proper financial records are maintained
- Regularly review financial reporting, internal control, and financial management practices of the church and make recommendations to the Board as required
- Practice good stewardship in their personal life
- Chair the Finance Committee of the Board (if applicable)
- Act as a signing office for the church
- Uphold the responsibilities of an individual elder

Role of the Lead Pastor as Employee

- Responsible for primary oversight of the health and vitality of the church
- Works collaboratively with Board Chair to ensure effective board function
- Organizes and leads church staff
- Ensures an appropriate staffing structure is in place to achieve the ENDS
- Initiates the hiring process according to guidelines established by the Board and District
- Ensures staff compliance to any protective policies adopted by the Board
- Ensures compliance of staff to their written job descriptions
- Ensures performance reviews of staff take place

Role of Church Staff

- Are not members of the Board and may not vote
- May attend Board meetings at the discretion of the Board (in consultation with the lead pastor)
- Accountable to the Lead Pastor (or designate)
- Take direction from the Board only through the Lead Pastor (or designate), and are not directed by an individual elder
- Communicates with the Board through the Lead Pastor unless another reporting mechanism is approved