The Board

- Governs on behalf of the entire congregation representing the congregation in:
  - Long-term visioning
  - Writing governing policies
  - Monitoring the Lead Minister
  - Serving as legal representative of the Church under California state law

- Decides what to have policies about & to what level of detail it will develop them.

- Develops policies that contain everything the board has to say about values & perspectives that underlie all organizational decisions, activities, practices, budgets, & goals.

- Has developed policies that fit into 4 categories:
  - **Ends**: Which human needs are to be met, for whom, & at what cost.
  - **Executive Limitations**: Boundaries of acceptability within which staff methods & activities can responsibly be left to staff. These policies limit the means by which Ends shall be achieved.
  - **Board-Staff Linkage**: The manner in which it delegates authority & how it evaluates performance relative to Ends & Limitations.
  - **Governance Process**: The Board’s philosophy, accountability, & job specifics.

- Speaks with one voice or not at all. This is not possible if board members serve as liaisons to church programs or committees.

- Establishes committees only to help carry out its responsibilities. Board Action Groups include the Governance Action Group, Diversity Action Group, Compensation Action Group, Finance Group, & Audit Action Group.

- Does not establish committees to advise the Lead Minister or staff.

- Regularly monitors church activities against criteria contained in Board policies

- Is responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to Board policies & the work of the Board & of the Lead Minister.
The Ministers

- Perform all ministerial duties outlined in his/her contract.
- Have individual “portfolios”/areas of expertise.
- Each minister is responsible for Ministry Team activities & committees & identified support staff which fall within his/her agreed upon portfolio. Additionally, the Lead Minister has overall responsibility for church operations and supervising all professional staff.
  - **Lead Minister Responsibilities:**
    - **Ministry Teams Portfolio:**
      - Worship & Program Ministry Team
      - Denominational Affairs Ministry Team
      - Generosity Ministry Team
    - **Identified Ministry Team Support Staff Supervised:**
      - Worship & Program Ministry Team: Director of Music
      - Generosity Ministry Team: Church Administrator
    - **Church Operations:**
      - Financial planning & budget
      - Management of church assets
    - **Other Professional Staff Supervised:**
      - Associate Minister
      - Choir Director
      - Director of Religious Education
  - **Associate Minister Responsibilities:**
    - **Ministry Teams Portfolio:**
      - Caring Ministry Team
      - Social Justice Ministry Team
      - Community Living (formerly Inreach) Ministry Team
    - **Identified Community Living Ministry Team Support Staff Supervised:**
      - Community Living (formerly Inreach) Coordinator
      - Young Adult & Campus Ministry Coordinator

- Each minister is responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to the specific Ministry Teams supervised.

The Director of Religious Education

- Performs all duties outlined in her contract.
- Is responsible for the Lifespan Religious Growth & Learning Ministry Team.
- Is supervised by the Lead Minister.
- Is responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to the work of groups within the Lifespan Religious Growth & Learning Ministry Team.
**The Church Administrator**

- Is the principal executive of the Church.
- Is responsible to the Board & supervised by the Lead Minister.
- Implements Board & Administrative policies and procedures.
- Oversees all church operations.
- Supervises all administrative/operational staff not supervised by the Ministers.
- Is responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to church operations (facilities, parking lot, maintenance, etc.)

**Paid Church Program/Ministry Team Support Staff**

- Are assigned in support of specific church programs, committees, or affiliated groups.
- Act within their job descriptions & Board policies.
- Identify, implement, &/or support church activities & programs which are monitored on a regular basis by the Board.
- Are supervised by specific professional staff.
- Are responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to the group, project, or activity to which they are assigned.
- Bring unresolved complaints or conflicts to their supervisor (as identified in this document).

**Volunteer/Lay Church Program/Ministry Team Contact Persons/Co-Leaders**

- Are approved by the Ministry Team Council in support of specific church programs, committees, or affiliated groups.
- Act within Board policies
- Collaborate with paid church program/Ministry Team support staff to identify, implement, &/or support church activities & programs which are monitored on a regular basis by the Board.
- Are responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to the group, project, or activity to which they have self-assigned.
- Bring unresolved complaints or conflicts to the professional staff member responsible for their Ministry Team (as identified in this document).
The Ombuds Committee

- Are lay leaders elected by the congregation.
- Functions as an extension of the Ministry staff.
- Is responsible for receiving & responding to church-related complaints or conflicts between individuals or within church groups (committees, ministry teams, task forces) to help achieve equitable settlements.

Church Committees & Affiliated Groups

- Form as a result of church member interest or identified congregational needs.
- Are responsible/accountable to their constituents & to their Ministry Team.
- Bring suggestions & recommendations & complaints or conflicts to their Ministry Team Contact Persons/Co-Leaders.

The Ministry Team Council

- Facilitates the work of ministry teams.
- May serve in an advisory capacity to Ministry Teams.
- Meets monthly & is comprised of the staff and lay-person who co-lead each Ministry Team.
- Is responsible for receiving suggestions & recommendations & for addressing concerns & complaints related to church programs brought to the council by Ministry Team Contact Persons/Co-Leaders.
<table>
<thead>
<tr>
<th>Concern With/About</th>
<th>Initial Contact</th>
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<tbody>
<tr>
<td>- A Church Member or Friend</td>
<td>The Ombuds Committee</td>
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<tr>
<td>- A Church Program, Church Committee, or Affiliated Group or Their Policies</td>
<td>The appropriate Paid Staff Support Person or Ministry Team Contact Person(s)</td>
</tr>
<tr>
<td>- Administrative Staff or Policies (Facilities, Parking Lot, Maintenance, etc.)</td>
<td>The Church Administrator</td>
</tr>
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