

Board of Director's Policy Manual



PRINCE of PEACE
LUTHERAN CHURCH

discover peace. together.

1190 North Hicks Road

Palatine, IL 60067

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1. STRATEGIC FOCUS

1.1 MISSION* – What are we doing?

We empower caring people to share Christ’s peace in our busy communities.

The teachings of Jesus through the gospels gives us clear direction for our work in God’s Kingdom.

1.1.1 We Empower – John 20:21

“Peace be with you! As the Father has sent me, so I am sending you.”

1.1.2 Caring People – Matthew 9:12

“It is not the healthy who need a doctor, but the sick.”

1.1.3 To Share – Luke 21:4

“All these people gave their gifts out of their wealth; but she out of her poverty put in all she had to live on.”

1.1.4 Christ’s Peace – John 14:27

“Peace I leave with you; my peace I give you. I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid.”

1.1.5 In Our Busy Communities – Luke 16:13

“No servant can serve two masters. Either he will hate the one and love the other, or he will be devoted to the one and despise the other. You cannot serve both God and Money.”

1.2 CORE VALUES* – Why do we do it?

1.2.1 Journey with Jesus – We meet people where they are at on life’s journey; a journey that is best traveled with Jesus.

1.2.2 Work from Rest – We seek healthy rhythms of work and rest, recognizing that joyful, God-honoring work flows from genuine rest.

1.2.3 Love One Another – We are wired by our Creator for deep, loving relationships.

1.2.4 Put Others First – Jesus calls us to die to ourselves in order to serve others.

1.2.5 Imagine the Possibilities – We embrace God-given creativity in both problem-solving and artistic expression.

1.2.6 Invest with Courage – We invest all of God’s resources (spiritual, physical, and financial) boldly and responsibly.

*The Mission and Core Values (Article 7, Section 1 of the By-Laws) were affirmed by the congregation at the May 6, 2018 Voters’ Assembly. Per Article 7, Section 3 of the By-Laws, the Board of Directors “shall not affirm on behalf of the congregation, changes to the Mission and Core Values of the congregation.”

1.3 STRATEGY – How do we do it?

- Worship as a Community where we receive and celebrate Christ’s peace together.
- Serve on a Team where we share Christ’s peace with others.
- Connect in a Group where we learn and live Christ’s peace together.

1.4 DESIRED OUTCOMES and TARGETS – When are we successful and where are we going?

1.4.1 **Child of God** - One who believes in Jesus and is baptized into the family of God.

Child Outcome - Non-believers and the unchurched are coming to faith in Christ and are being enfolded into the family of God.

Child Metrics - per Policy 4.7.2.1

- Number of member and non-member infant baptisms.
- Number of member and non-member youth confirmations.
- Number of adult confirmations and professions of faith.
- Number of people/families attending the Discover Class.

1.4.2 **Grow as a Learner** - One who seeks to know Jesus in order to become like Him.

Learner Outcome - Every person in the church is consistently encouraged, challenged, and equipped to take “next steps” as a disciple of Jesus to become like Him.

1.4.2.1 Learner Target – Provide opportunities for people to learn and strengthen their understanding of the Bible and its personal life applications in worship, in groups, as family members, and as individuals.

Learner Metrics - per Policy 4.7.2.1

- Per service weekly onsite worship attendance.
- Number & percent of adult (age 21+) members involved in a Bible study, class, or small group.
- Number & percent of youth involved in the POPTot (nursery), POPKids (Sunday), and POPTeen (Ignite, confirmation, and Fuel) ministries.

1.4.3 **Grow as a Friend** - One who keeps close relationships as Jesus did with his disciples.

Friend Outcome - Every person in the church is known, loved, and cared for in a personal way.

1.4.3.1 Friend Target – Provide opportunities for people to expand their connections and relationships with one another through groups, classes, ministry teams, and serving opportunities.

Friend Metrics - per Policy 4.7.2.1

- Number & percent of members and number of non-members in a small group.
- Number & percent of members who have spent time with other members in church and non-church sponsored opportunities.
- Number & percent of unique members and number of unique non-members attending any group, class, activity, or opportunity that encourages care and personal connection.

1.4.4 **Grow as a Servant** - One who gives and serves like Jesus without expectation of return.

Servant Outcome - Every person in the church is using his/her gifts to accomplish the work of the church.

1.4.4.1 Servant Target – Provide opportunities for members to serve both at Prince of Peace and in our communities. We will love our neighbors as ourselves.

Servant Metrics - per Policy 4.7.2.1

- Number & percent of members on a ministry team serving at Prince of Peace or in the community.
- Number & percent of members making a financial contribution to Prince of Peace.

1.5 VISION – Who will we become as we live our mission?

A family of everyday missionaries transformed by Jesus and transforming the world around us.

2. BOARD SELF-GOVERNANCE

2.1 BOARD RESPONSIBILITIES

The overall responsibility of the Board is to provide a strong, powerful, and ethical pursuit of the congregation's Mission while honoring the congregation's Core Values (Article 7, Section 1 of the By-Laws). To that end, the Board shall:

- 2.1.1 Ensure that the Strategic Focus affirmed by the congregation (Article 7, Section 1 of the By-Laws and Policy 1) is the driving force for all activities and related ministries.
- 2.1.2 The Board shall review and update the Desired Outcomes and Targets of Policy 1.4 no less than bi-annually.
- 2.1.3 Establish Governing Policies for the Board.
- 2.1.4 Establish and monitor the appropriateness of, and adherence to, policies that guide the efforts of the Senior Pastor; see Policy 3.
- 2.1.5 Ensure that policy and financial decisions are executed in accordance with the Constitution and By-Laws of the congregation.
- 2.1.6 Communicate regularly to the members the pertinent activities of the Board and solicit communication from the members and others that have felt stewardship in the congregation.
 - 2.1.6.1 Conduct Congregational Assemblies at least bi-annually in the spring and winter. (Article 4, Section 1 of the By-Laws)
 - 2.1.6.1.1 Include the following at the Spring Assembly:
 - The submission of the Financial and Operational Review committee's annual report to the congregation (Article 7, Section 3 of the By-Laws).
 - The election of Board members (Article 4, Section 1 of the By-Laws).
 - A presentation of the changes made to the Policy Manual since the Winter Assembly (Article 7, Section 2 of the By-Laws).
 - A presentation of the status of the advancement of the Strategic Focus (Policy 1).
 - A presentation of the annual Endowment Fund financial report.
 - An Endowment Fund distribution recommendation, if applicable.
 - 2.1.6.1.2 Include the following at the Winter Assembly:
 - A presentation of the annual Ministry Plans for review and comment by the congregation.
 - A presentation of the annual Budget for consideration by the Congregation (Article 4, Section 1 of the By-Laws).
 - A presentation of the changes made to the Policy Manual since the Spring Assembly (Article 7, Section 2 of the By-Laws).
 - An Endowment Fund distribution recommendation, if applicable.

- 2.1.6.2 Publish a summer “Board Briefing” to inform the congregation of the new officers, committees, and other pertinent Board activities.
 - 2.1.6.2.1 Appoint a Board member to coordinate the drafting of the article and its inclusion in the congregation’s regular communications (i.e. POPNews).
- 2.1.6.3 Seek input on the Strategic Focus (Policy 1) by dialoging with members and others (such as District and community leaders) no less than quarterly. To fulfill this obligation the Board shall:
 - 2.1.6.3.1 Annually appoint a Board member as the Dialogue Coordinator who shall maintain the Board’s Dialogue records and take the lead with regard to coordinating the logistics of all Dialogues.
 - 2.1.6.3.2 Use a variety of means for conducting Board Dialogues including, but not limited to, face-to-face meetings and surveys.
 - 2.1.6.3.3 Center member Dialogues around these central questions:
 - What is your reaction to the Board’s Strategic Focus (Policy 1)?
 - > What do you like? What is Prince of Peace doing well?
 - > What concerns you? What’s missing that you feel should be included?
 - > What do you have questions about?
 - How is Prince of Peace serving people in the group you represent?
 - > What do you like? What is Prince of Peace doing well?
 - > What concerns you? What’s missing that you feel should be included?
 - > What do you have questions about?
 - What does the Board need to know in order to serve you best?
 - What does the Board need to know to reach others outside the church?
 - What dreams do you have for Prince of Peace?
- 2.1.7 Exercise particular concern for the spiritual and physical welfare of the Senior Pastor.
 - 2.1.7.1 Exercise concern for all staff, supporting them with prayer and, upon the request of the Senior Pastor, with appropriate counsel.
 - 2.1.7.2 Annually assign a Board member prayer contact for each staff member. The contact shall reach out to their assigned staff on a monthly basis to solicit personal and ministry prayer requests to be included in the Board’s monthly prayer time.
- 2.1.8 Conduct the Senior Pastor’s Annual Performance Review; see Policy 2.8.1.8 and Policy 4.5.
- 2.1.9 Perform administrative and supervisory activities as prescribed by the Constitution and By-Laws.
- 2.1.10 Annually designate housing allowances for called staff (see the Housing Allowance Policy in the Personnel Manual).
- 2.1.11 Annually affirm the Budget and present it to the congregation.

2.1.12 Annually appoint a Financial and Operational Review committee per Article 7, Section 3 of the By-Laws. Also see Policy 2.9.5.3.4 of the Financial Review Committee's responsibilities.

2.1.12.1 Receive, review, and accept the report of the annual Financial and Operational Review committee presented by the Financial Review Committee per Policy 2.9.5.3.6.

2.2 BOARD MEMBERSHIP RESPONSIBILITIES – Board Members shall:

2.2.1 Regularly participate in the worship and discipleship life of the congregation.

2.2.2 Undertake personal spiritual disciplines for the development of their own faith lives.

2.2.3 Be prepared for, attend, and actively participate in all Board meetings, applicable committee meetings, member dialogues and Congregational Assemblies.

2.2.3.1 Should it be necessary to miss a meeting; Board members shall make contact with the Board Chair for dialogue both before and after said meeting.

2.2.4 Work to expand their leadership abilities and increase their understanding of the mission and ministry of the congregation.

2.2.5 Gain a working knowledge of the Board's Policy Manual and the Constitution and By-Laws of the congregation.

2.2.6 Make informed decisions by insisting on complete and accurate information. Support all decisions once they have been fully discussed and resolved by the Board.

2.2.7 Invest personal energy and skills in the mission and ministries of the congregation, other than the role of Board of Director member.

2.2.7.1 Members of the Board of Directors shall not serve as leaders on programmatic Ministry Teams where such involvement could result in a conflict of interest (Conflict of Interest Policy 2.3.2). Determination will be made by the Board as to whether specific ministry Team roles should be qualified as "leader" or pose a potential conflict for Board members.

2.2.8 Maintain a commitment to conduct that is ethical, businesslike, and lawful which includes:

- Proper use of authority and appropriate decorum when acting as Board members.
- Relating to other individuals with integrity, honesty, and straightforwardness.
- Not hindering the Board process due to individual preferences or disruptive behavior.
- Not endangering the congregation's reputation, public image or credibility, particularly in ways that would hinder the accomplishment of its Mission.

2.2.9 Bring to the Board Chair's immediate attention any condition or action they believe exceeds a Senior Pastor Limitation Policy; see Policy 3 and Policy 4.6.

2.2.9.1 The Board Chair shall promptly present to the Senior Pastor the concern and give report to the Board.

2.2.10 Respect the confidentiality appropriate to issues of a sensitive nature by keeping Board documents and discussions confidential, unless given permission by the Board acting as a whole. However, the Board Policy Manual, Board approved minutes (except those of executive sessions) and Board approved financial statements do not require permission as long as any Board discussion or information related to these documents remains confidential. Should the sensitivity of an issue be unclear to a Board member, he/she shall consult with the Board Chair before sharing information with another person.

2.2.11 Actively discipline themselves and other members of the Board by identifying Board actions and conditions that run counter to the Board's policies.

2.2.11.1 A member of the Board who violates any policy shall be counseled by the Chair.

- Should violations continue, the Board member shall be counseled by the Board as a whole. Decisions concerning a request for resignation of any Board member who continues to violate policy after such counseling shall be made by the Board and shall require a 2/3 majority vote of the Board with said member not voting or being counted in determining such majority.
- If the individual Board member under discipline refuses to resign, the Board may vote to request that the congregation remove the member from the Board. This Board vote requires a 2/3 majority with said member not voting or being counted in determining such majority.
- The congregation may depose the Board member in accordance with Article 3, Section 2 of the By-Laws.

2.2.11.2 Should the Chair of the Board violate policy, it shall be the responsibility of the Vice-Chair to initiate counsel with the Chair.

2.3 ENUNCIATING GOVERNING POLICIES

2.3.1 The Board shall maintain written policies of four types:

2.3.1.1 Policies with respect to Strategic Focus (Policy 1) – Affirmative statements setting forth the purposes, effects, and acceptable costs of operations.

2.3.1.2 Policies with respect to Board Self-Governance (Policy 2) – Statements setting forth the style and rules with respect to the Board's own tasks and processes.

2.3.1.3 Policies with respect to Senior Pastor Limitations (Policy 3) – Limiting statements that bind or restrict the activity of the Senior Pastor and his oversight of staff activities.

2.3.1.4 Policies with respect to the Board and Senior Pastor Relationship (Policy 4) – Clarifying statements about delegation to and monitoring of ministry implementation.

2.3.2 The Board shall maintain and adhere to the following Conflict of Interest Policy:

2.3.2.1 Board members must represent non-conflicted loyalty to the interests of the members. This accountability supersedes any conflicting loyalty such as that to

advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Board member acting as a client or family member of a client of the congregation's services.

- 2.3.2.2 Board members must annually disclose their involvement with other organizations, vendors, or any other associations that might produce a conflict of interest.
- 2.3.2.3 Members must avoid conflict of interest with respect to their fiduciary responsibilities.
- 2.3.2.4 There must be no self-dealing or any conducting of private business or personal services between any Board member and the congregation except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
- 2.3.2.5 When the Board is to decide upon an issue about which a Board member has an unavoidable conflict of interest, that Board member shall recuse him/herself without comment on the deliberation as well as the vote on the matter.
 - 2.3.2.5.1 When a Board member fails to recuse him/herself in a situation where other Board members perceive a conflict of interest, the Board member may be excused from the Board's session with a 2/3 vote of the Board (not including the Board member under consideration).
- 2.3.2.6 Board members must not use their positions to obtain employment in the congregation for themselves, family members, or close associates. Should a Board member desire such employment, he/she must first resign from the Board.
- 2.3.3 The Board shall maintain and adhere to the following Boundary Management Policy:
 - 2.3.3.1 Board members may not attempt to exercise individual authority over the congregation except as explicitly set forth in Board policies.
 - 2.3.3.2 Board members' interactions with the Senior Pastor or other staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.
 - 2.3.3.3 Board members' interactions with public, press or other entities must recognize the same limitation and inability of any Board member to speak for the Board.
 - 2.3.3.4 Board members will give no consequence or voice to individual judgements of the Senior Pastor or staff performance.

2.4 GOVERNING PROCESS

- 2.4.1 Governing Philosophy. The Board shall govern with an emphasis on:
 - Spiritual vision rather than internal preoccupation,
 - Encouragement of diversity of viewpoints,
 - Strategic leadership more than operational detail,
 - Ends rather than means,
 - A clear distinction between the role of the Board and the role of the Senior Pastor,

- Collective rather than individual decisions,
- Future rather than past,
- Evaluating how the present is positioning the congregation to live into the future, and
- Being proactive rather than reactive.

2.4.2 The Board, not the Staff, shall be responsible for excellence in governing. The Board will not merely react to staff initiatives but shall be the initiator of policies which direct, lead and inspire the congregation.

2.4.3 The Board will not use the expertise of individual Board members to substitute for the judgment of the Board, although the expertise of the individual Board members may be used to enhance the understanding of the Board as a body.

2.4.4 Scope of Activities

The activities of the Board shall be in accordance with and limited to the Board Policy Manual (Article 7, Section 2 of the By-Laws).

2.4.5 The Board of Directors shall act on behalf of the congregation in all matters delegated to it by the Constitution and By-Laws or by action of the congregation. However, the Board of Directors shall not carry out actions specifically restricted by the Congregation's By-Laws. See Article 7, Section 3 of the By-Laws for a list of restricted actions.

2.4.6 Governing Policy Development

The Board's Governing Policies are to be active and dynamic. They are meant to be changed and refined regularly, based on the intent of each policy, the values of the Board, and the changing context within which the congregation functions.

2.4.6.1 Resolutions

The Board will pass and periodically reaffirm resolutions for specific actions only when those actions are required by law, the Constitution and By-Laws or will affect only the Board.

2.4.6.2 Senior Pastor Actions

All Board decisions governing actions of the Senior Pastor shall be done through Policy.

2.4.6.3 Governing Policy Review

Any Board member, the Senior Pastor, or the Congregational Assembly may ask for a review of specific policies. However, never does the responsibility for effective and appropriate policies rest with anyone other than the Board.

2.4.6.4 Governing Policy Review Schedule

The Board shall establish an annual policy review calendar to coordinate the review of every policy at least once a year (See Appendix A). They will make every effort to coordinate the calendar with the business cycles of the congregation, reviewing appropriate policies just prior to management actions for decisions.

2.4.6.4.1 A majority vote of the Board is needed to approve changes in the Policy Manual (Article 7, Section 2 of the By-Laws).

- 2.4.7 Fiscal Responsibility - The Board's fiscal responsibility shall be discharged by:
- 2.4.7.1 Establishing policies limiting the Senior Pastor's financial authority, Budget Development, and control of assets; see Policy 3.3.
 - 2.4.7.2 Establishing (or renewing as needed) a line of credit for short-term debt to be used by the Senior Pastor as limited by Policy 3.3.5.
 - 2.4.7.3 Monitoring the fiscal soundness of the congregation.
 - 2.4.7.4 Systematically monitoring compliance with these 2.4.7 fiscal responsibility policies as a part of the Board Self Review (Policy 2.7.2).
 - 2.4.7.5 Directing the Endowment Fund Committee with regard to the promotion and management of the Endowment Fund per the fund's Summary Plan Description and Article 8 of the By-Laws.
 - 2.4.7.6 Exercising administrative control of the Home Missions Fund to ensure that all distributions further the congregation's exempt purpose.

2.5 CALLING OF A SENIOR PASTOR OR OTHER CALLED WORKER

In the case of a vacancy in the office of Senior Pastor or other called worker, the Board of Directors shall follow the procedures as established in Article 5, Section 5 of the By-Laws.

2.6 ELECTION OF BOARD OF DIRECTORS MEMBERS

The Board of Directors shall follow the directives and procedures established in Article 6 of the By-Laws for all matters pertaining to Board of Director Membership (Section 1), Election Procedures (Section 3), Terms of Service (Section 5), and Vacancies (Section 6).

2.7 BOARD OF DIRECTORS TRAINING AND SELF-REVIEW

- 2.7.1 In order to ensure quality governance and to discipline itself and its efforts, the Board will provide orientation and training for its members.
- 2.7.1.1 Training and retraining will orient new Board members and increase existing members' skills and understanding of Policy-Based Governance.
 - 2.7.1.2 Third-party (non-Board, non-staff) monitoring assistance may be arranged so that the Board can exercise confident control over congregational performance (e.g. fiscal audit).
 - 2.7.1.3 The Board shall periodically review the effectiveness of mechanisms used by the Board to listen to members' viewpoints and values.

2.7.2 In order to discipline itself and its efforts, the Board will conduct an annual self-review. The Board shall create its own self-review process. The annual self-review of the Board of Directors shall focus on:

2.7.2.1 The openness and communication among members of the Board.

2.7.2.2 The Board's clarity of understanding of the needs and desires of the members.

2.7.2.3 The Board's openness and communication with the Senior Pastor.

2.7.2.4 The Board's ability and skill in developing and monitoring policy.

2.7.2.5 The Board's adherence to the Board Self-Governance policies (Policy 2).

2.8 OFFICERS OF THE BOARD OF DIRECTORS

The Board shall follow the directives and procedures established in Article 6, Section 4 of the By-Laws for all matters pertaining to Board and congregation officers. The officers of the Board of Directors shall be a Chair, Vice Chair, and Secretary. These officers shall be elected by the Board annually and shall also serve as the officers of the congregation.

2.8.1 CHAIR – The Chair of the Board of Directors / congregation shall:

2.8.1.1 Ensure the integrity of the Board's process.

2.8.1.2 Work with the Senior Pastor to establish the agenda for all meetings of the Board of Directors and Congregational Assemblies.

2.8.1.3 Preside at all congregational assemblies and meetings of the Board of Directors and vote at congregational assemblies and Board meetings only in order to break a tie (Article 7, Section 3 of the By-Laws) and:

- Ensure that all meeting discussion content remains focused on those issues that, according to Board policy, clearly belong to the Board to decide or to monitor.
- Ensure that deliberation is fair, open and thorough, but also timely, orderly and kept to the point.

2.8.1.4 Initiate counsel with any member of the Board who violates policy insuring that Policy 2.2.11 is followed.

2.8.1.5 Take appropriate actions, which may not be stipulated, but are essential for the thorough management of the Board's work so long as those actions are not in violation of other Board policies.

2.8.1.6 Be a signatory (along with the Vice Chair and Secretary) with respect to all legal documents and contracts executed on behalf of the congregation (Article 7, Section 3 of the By-Laws).

- 2.8.1.7 Determine, in consultation with the Senior Pastor, who should represent the congregation to the public or press should the need arise.
- 2.8.1.8 Serve as the coordinator of the annual Senior Pastor Performance Review as detailed in Policy 4.5 (or appoint a designee).
- 2.8.2 VICE CHAIR – The Vice Chair of the Board of Directors / congregation shall:
 - 2.8.2.1 Preside at congregational assemblies and meetings of the Board of Directors when the Chair of the Board is absent or when requested to do so by the Chair (Article 7, Section 3 of the By-Laws).
 - 2.8.2.2 Be a signatory (along with the Vice Chair and Secretary) with respect to all legal documents and contracts executed on behalf of the congregation (Article 7, Section 3 of the By-Laws).
 - 2.8.2.3 Initiate counsel with the Chair of the Board should the Chair violate policy insuring that Policy 2.2.11 is followed.
 - 2.8.2.4 In the event of the permanent absence of the Chair of the Board, the Vice Chair shall assume all duties of the Chair until a new Chair is elected by the Board.
- 2.8.3 SECRETARY – The Secretary of the Board of Directors / congregation shall:
 - 2.8.3.1 Prepare and maintain a permanent set of minutes for each meeting of the Board of Directors including congregational assemblies and cause copies of all such minutes to be maintained and stored as the property of the congregation by electronic or other appropriate means (Article 7, Section 3 of the By-Laws).
 - 2.8.3.2 Conduct all official correspondence of the Board of Directors and the congregational assemblies.
 - 2.8.3.3 Be a signatory (along with the Vice Chair and Secretary) with respect to all legal documents and contracts executed on behalf of the congregation (Article 7, Section 3 of the By-Laws).
 - 2.8.3.4 Ensure that the legal records (e.g. Constitution and By-Laws) of the congregation are appropriately recorded and maintained (Article 7, Section 3 of the By-Laws). The maintenance of the Board of Directors Policy Manual document and Board specific website content are also the responsibility of the secretary.

2.9 COMMITTEES AND LIASONS OF THE BOARD

The Board may use committees and liaisons, but always consistent with the following principles:

- 2.9.1 Committee and liaison activities shall flow directly from the Board's description of its responsibilities, and shall not impinge upon responsibilities delegated to the Senior Pastor.

- 2.9.2 Committees and liaisons shall not manage any part of the congregation, or do staff work, except when working on a topic that is fully within the province of the Board and has not been delegated in any way to the Senior Pastor.
- 2.9.3 Except when empowered by the Board, committees and liaisons shall have no executive or deciding authority. At all other time they shall strive to develop and recommend policy only.
- 2.9.4 NOMINATING COMMITTEE

The Nominating Committee is required by the By-Laws. Per Article 6, Section 2, the committee's membership and activities shall be in accordance with the Board's policies.

- 2.9.4.1 The Nominating Committee shall be appointed annually and shall consist of at least two Board members and at least three members-at-large. The Board shall appoint one of the two Board members as the Committee Chair. The Committee Chair shall be responsible for appointing the three members-at-large.
- 2.9.4.2 The Nominating Committee shall prepare a list of possible candidates drawn from among the members of the congregation for the positions on the Board for which terms are expiring (Article 6, Section 2 of the By-Laws). The list shall include candidates identified by the Committee, as well as those solicited and received from the Board or any member of the congregation.
- 2.9.4.2.1 When calling for nominations, the Nominating Committee shall inform the congregation of the nominating process and provide to anyone wishing to nominate someone, the appropriate Board of Director's qualifications and responsibilities which includes pertinent information from policies 2.1, 2.2, 2.6, and 2.9.4, along with a nomination form.
- 2.9.4.2.2 Anyone who chooses to nominate an individual must submit a completed nomination form for that person to the Nominating Committee.
- 2.9.4.2.3 Prior to any member of the Nominating Committee speaking with any potential candidate regarding nomination, the Chair of the Nominating Committee shall seek input from the Senior Pastor to affirm that each potential candidate possesses the spiritual maturity to serve as a Board member.
- 2.9.4.3 When preparing its list of possible candidates for Board service, the Nominating Committee must seek candidates who:
- Meet the requirements for Board membership as stipulated in Article 6, Section 1 and Section 2 of the By-Laws.
 - Are good communicators.
 - Are visionary leaders.
 - Can effectively represent the concerns of the members of the congregation.
 - Understand and support the concepts of Policy Based Governance.

- Understand and support the Strategic Focus (Policy 1) of the congregation.
- Are willing and able to accept the Board Responsibilities of Policy 2.1 and the Board Membership Responsibilities of Policy 2.2.
- Demonstrate spiritual strength and maturity through their involvement in and outside the congregation.
- Have been affirmed by the Senior Pastor per Policy 2.9.4.2.3.

2.9.4.4 The Nominating Committee shall develop a recommended slate of qualified candidates, per Policy 2.9.4.2, to fill the upcoming vacancies. The Nominating Committee will make the final slate available to the congregation at least two weeks prior to the regular Spring Congregational Assembly (Article 6, Section 2 of the By-Laws).

2.9.4.4.1 The slate shall include at least one qualified candidate for each expiring position (Article 6, Section 3 of the By-Laws). If possible, the final slate should include at least as many non-incumbent candidates as incumbent candidates.

2.9.4.4.2 All incumbents who are eligible and interested in serving another term shall be included on the final slate and do not need to be nominated again.

2.9.4.4.3 When determining its recommended slate, the Nominating Committee shall take into consideration the current composition of the Board and ensure the consideration of diversity issues, (e.g. age, ethnicity, gender).

2.9.4.4.4 When determining the recommended slate, the Nominating Committee shall ensure the consideration of skills and expertise needed to further the mission of the congregation.

2.9.4.4.5 When the recommended slate is made available to the congregation, the Nominating Committee shall include a profile/bio of each candidate and procedures for the election process.

2.9.4.5 The Nominating Committee shall maintain a list of candidates for interim vacancies according to Article 6, Section 2 of the By-Laws.

2.9.5 FINANCIAL REVIEW COMMITTEE

The Financial Review Committee is not required by the By-Laws. The committee is established by the Board annually as needed. Its membership and activities shall be in accordance with the Board's policies.

2.9.5.1 The Financial Review Committee shall be appointed annually and shall consist of at least two members of the Board; with one of those members serving as Chair.

2.9.5.2 The Financial Review Committee shall assist all Board members in enhancing their abilities to read and understand the financial statements, annual reports, and other documents pertaining to the financial health of the congregation. Additionally, the Committee shall share its reactions to these statements and reports with the Board.

2.9.5.3 The Financial Review Committee is responsible for assisting the Board in its oversight of compliance with the Fiscal Responsibility Policy 2.4.7 and the Financial Conditions Policy 3.3.3.3.

2.9.5.3.1 The Financial Review Committee shall research and recommend changes to the financial policies of the Board and the congregation.

2.9.5.3.2 The Financial Review Committee shall meet at least quarterly to review and to prepare for the Board a summary analysis and commentary which aids in the Board's understanding of the congregation's financial health or projected future financial condition.

2.9.5.3.3 The Financial Review Committee shall meet at least quarterly with the Senior Pastor, or his designee, to review the analysis of the financial health of the congregation, the results of the annual Financial and Operational Review, and the effectiveness of the policies and practices implemented by the Senior Pastor for financial control.

2.9.5.3.4 The Financial Review Committee shall recommend to the Board no less than two non-Board congregants to support the annual Financial and Operational Review.

2.9.5.3.5 The Financial Review Committee shall direct the financial and operational reviewers to perform their work according to the Financial Review Program detailed in the LCMS Congregational Treasurer's Manual.

2.9.5.3.6 The Financial Review Committee shall present the report of the annual Financial and Operational Review to the Board and ensure any deficiencies are addressed in a timely manner.

2.9.5.3.7 The Financial Review Committee shall submit the report of the annual Financial and Operational Review on behalf of the Board at the Spring Assembly; see Policy 2.1.6.1.1.

2.9.6 ENDOWMENT FUND COMMITTEE

The Endowment Fund is established by Article 8 of the By-Laws. The Endowment Fund Committee is required by the fund's Summary Plan Description. In accordance with the Summary Plan Description, the committee shall:

2.9.6.1 Be appointed annually and consist of at least two Board members and at least three lay members selected by the Board.

2.9.6.2 Meet no less than quarterly to provide oversight of the Endowment Fund.

2.9.6.3 Provide a copy of the minutes of each Endowment Fund Committee meeting to the Board secretary within seven days of each meeting or upon request.

2.9.7 VISION FRAME OVERSIGHT COMMITTEE

The Vision Frame Oversight Committee is not required by the By-Laws. The committee shall be appointed annually as needed and shall include the Chair along with at least three members of the Board. The committee shall meet no less than quarterly, seek on-going input from the Senior Pastor, and provide oversight and leadership for the congregation's long-term vision and plans.

2.10 BOARD CALENDAR, AGENDA, AND MEETING PROCEDURES

- 2.10.1 The Board shall establish a basic structure for its meetings to assist the Board and Senior Pastor in processing information in a way that allows them to maintain a policy-based orientation.
- 2.10.2 The Board's annual meeting schedule (Appendix B) and monthly agendas shall work in tandem with the Board's calendar (Appendix A). Additional items may be added as needed.
- 2.10.3 Only members of the Board, the Senior Pastor, invited guests, and presenters shall be seated at the Board table.
- 2.10.4 Board meeting attendees who are not members of the Board shall only have speaking privileges when recognized by the Chair.
- 2.10.5 The Board shall hold its regular meeting on a monthly basis. Special meetings may be called by the Board Chair or any three Board members as needed.
 - 2.10.5.1 Written or oral notice of any special meeting shall be made to all Board members no less than 24-hours prior to the meeting. The notice shall include the date, time, and location of the special meeting in addition to a description of the business item(s) to be addressed.
- 2.10.6 The Board shall not meet or conduct a vote on any matter without at least five Board members being present.

3. SENIOR PASTOR LIMITATIONS

3.1 PRIMARY LIMITATION

When representing the congregation, the Senior Pastor shall not act in a manner that is unethical, imprudent, illegal, or inconsistent with the Constitution, By-Laws and Governing Policies of the congregation.

3.2 COMMUNICATION AND SUPPORT TO THE BOARD

- 3.2.1 The Senior Pastor shall not permit the Board to be uninformed or unsupported in its work.
- 3.2.2 The Senior Pastor shall provide the Board with any information the Board desires in order to make informed decisions.
- 3.2.3 The Senior Pastor shall not allow the Board to be unaware of the following (unless otherwise noted, the Senior Pastor shall address such items no later than the next Board meeting):
 - 3.2.3.1 Relevant trends that impact the ministry of the congregation.
 - 3.2.3.2 Non-compliance, by Board or Staff, with any governing policy.
 - 3.2.3.3 Anticipated adverse media coverage.
 - 3.2.3.4 Allegations against anyone in a ministry capacity.
 - 3.2.3.5 Any report of abuse or sexual, financial, or professional misconduct alleged against any member of the staff.
 - 3.2.3.6 Demotion, firing, or resignation of staff (notice shall be within 24 hours).
 - 3.2.3.7 Hiring or promotion of staff (notice shall be within 24 hours).
 - 3.2.3.8 Death or serious illness of staff or their immediate family (notice shall be within 24 hours).
 - 3.2.3.9 Crises affecting the work, health, or safety of staff.
 - 3.2.3.10 Potential lawsuits against the congregation.
 - 3.2.3.11 Situations that affect the annual Budget by 2% or greater of the Budget's total.
 - 3.2.3.12 Changes in the assumptions on which any Board policy has been established.
 - 3.2.3.13 Synodical or District directions and recommendations that affect the Board's work.
 - 3.2.3.14 Conditions that could have a negative impact on a major ministry program or the reputation of the congregation.

3.3 FINANCIAL

- 3.3.1 The Senior Pastor, or his designee, shall hire and retain a qualified Financial Controller who will produce budgets, reports and projections, and other financial work as needed.
- 3.3.2 The Senior Pastor shall seek the review and advice of the Financial Review Committee no less than quarterly.
- 3.3.3 The Senior Pastor shall not allow the preparation or presentation for Congregational approval any Budget which, without the approval of the Board:
 - 3.3.3.1 Develops a fiscal year Budget after the beginning of the fiscal year.
 - 3.3.3.2 Is built on anything other than a Ministry Plan which moves the congregation forward with regard to its Strategic Focus (Policy 1).
 - 3.3.3.3 Is built on unsound assumptions about financial conditions. Financial conditions are defined as projected earnings/contributions, operating costs, other income/expense, and transfers to and from investment income.
 - 3.3.3.4 Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
 - 3.3.3.5 Allows a Budget that jeopardizes the advancement of the Strategic Focus (Policy 1).
 - 3.3.3.5.1 Allows a Budget for the General Fund cash balances to be less than 150% of average monthly Budget expenditures.
 - 3.3.3.5.2 Allows the Budget for year-end General fund cash balances to be below 150% of average monthly Budget expenditures.
 - 3.3.3.6 Endangers the fiscal soundness of future years or ignores the building of congregational capability sufficient to advance the Strategic Focus (Policy 1) in future years.
 - 3.3.3.7 Fails to consider the financial needs of the Board of Directors to perform its duties.
- 3.3.4 The Senior Pastor shall not, without Board approval:
 - 3.3.4.1 Allow expenditures to exceed by more than 5% of the amount planned in the annual Budget for any department, unless the expenses are deemed to be beyond the control of the Senior Pastor, such as, but not limited to, an unforeseen increase in utility or health plan rates.
 - 3.3.4.2 Allow total expenditures to exceed by more than 2% the amount planned in the annual Budget.
- 3.3.5 The Senior Pastor shall not allow the borrowing of funds for working capital in any amount except for the direct expense associated with the emergency repair or replacement of plant or

equipment required to protect the building and assets of the congregation. In the event such borrowing occurs, the Senior Pastor will notify the Board as soon as possible (see Policy 2.4.7.2).

- 3.3.5.1 The Senior Pastor shall not allow the congregation to carry short-term debt for longer than ten consecutive months.
- 3.3.6 The Senior Pastor shall ensure the settlement of payroll and debts in a timely manner.
- 3.3.7 The Senior Pastor shall not allow the use of any planned giving receipts that deviates from the written Planned Giving Guidelines in Policy 5.
- 3.3.8 The Senior Pastor, in reporting financial activities and position, shall not allow deviation from generally accepted accounting principles consistently applied as required by the Board.
- 3.3.9 The Senior Pastor shall not allow the investment of any financial assets that deviates from the written Investment Policy in Policy 6.
- 3.3.10 The Senior Pastor shall not allow the handling of cash within the congregation that does not comply with written Cash Handling Guidelines in Policy 7.
- 3.3.11 The Senior Pastor shall not, without prior approval of the Board of Directors:
 - Distribute any portion of the Home Missions fund for himself or any family member.
 - Distribute more than \$3,000 per quarter to any individual or group, not to exceed \$6,000 per year.
- 3.3.12 The Senior Pastor shall not authorize housing assistance loans or any other financial assistance loan to staff without prior approval from the Board of Directors (see the Financial Assistance Policy in the Personnel Manual).
- 3.3.13 The Senior Pastor shall not authorize severance pay for staff without prior approval from the Board of Directors (see the Federal and State Unemployment Program Policy in the Personnel Manual).
 - No severance pay shall be considered without first consulting with the Northern Illinois District President.
 - No severance pay shall be authorized that does not take into consideration all outstanding financial assistance loans (see the Financial Assistance Policy in the Personnel Manual).
- 3.3.14 The Senior Pastor shall not submit for reimbursement any travel expense incurred by his spouse or any other family member without receiving approval from the Board of Directors prior to the traveling taking place (see the Travel Policy in the Personnel Manual).

3.4 ASSET PROTECTION

- 3.4.1 The Senior Pastor shall ensure the procurement of insurance against theft and casualty losses for full replacement value and against liability losses to Board members, staff, and the congregation.
- 3.4.2 The Senior Pastor shall not allow unauthorized personnel access to material amounts of funds.

- 3.4.3 The Senior Pastor shall not allow the plant, grounds, and equipment to be subjected to improper wear and tear or insufficient maintenance.
- 3.4.4 The Senior Pastor shall not allow the congregation, or its Board or staff to be exposed to claims of liability.
- 3.4.5 The Senior Pastor shall ensure that intellectual property, information, and files are protected from loss or significant damage.
- 3.4.6 The Senior Pastor shall not make or allow any purchase over \$5,000 without obtaining comparative prices and quality assessment.
- 3.4.7 The Senior Pastor shall not endanger, or allow any staff member to endanger, the congregation's public image or credibility, particularly in ways that would hinder the accomplishment of its Mission.

3.5 OPERATIONAL STRUCTURE

- 3.5.1 The Senior Pastor shall not allow a structure that has a neutral or negative effect on the Strategic Focus (Policy 1) of the congregation.
- 3.5.2 The Senior Pastor shall not operate without a written plan for the temporary or permanent absence of ministry staff. The plan shall include details regarding who will preach and administer the sacraments in the absence of an ordained minister.
- 3.5.3 The Senior Pastor shall not allow any staff to create ministry plans and procedures that have a neutral or negative impact on the growth and development of the ministries of the congregation.

3.6 PERSONNEL

- 3.6.1 The Senior Pastor shall not allow the congregation to operate without effective, established Personnel Policies which:
 - clarify personnel rules,
 - provide for effective handling of grievances,
 - provide for evaluation procedures, and
 - protect against wrongful conditions, such as discrimination and grossly preferential treatment for personal reasons.
- 3.6.1.1 Personnel Policies shall not:
 - Deviate from local, state, or federal law or regulations in the ethical treatment of employees.
 - Be in conflict with the effective day-to-day operation of the congregation.
 - Fail to establish an effective, written Conflict of Interest Policy for the staff.
 - Impair the dignity, safety, and right to ethical job-related dissent of employees. Grievances by employees shall receive a fair, internal hearing through procedural safeguards, shall be guided by the principles of Matthew 18:15-20, and shall provide for the effective escalation of notification, especially in instances where the Senior Pastor is a party to the dispute.

- 3.6.2 The Senior Pastor shall not promise or imply permanent or guaranteed employment.
- 3.6.3 The Senior Pastor shall not allow positions to be undefined or allow positions descriptions that inaccurately reflect the responsibility and tasks assigned to the position.
- 3.6.4 The Senior Pastor shall not allow positions to exist where there are inadequate resources available for a qualified person assigned the position to succeed.
- 3.6.5 The Senior Pastor shall not allow the Senior Pastor's position description to assume authority that is clearly delegated to some other entity or person.
- 3.6.6 The Senior Pastor shall ensure that annual written staff evaluations are conducted and that the results are shared with the appropriate staff member.
- 3.6.7 The Senior Pastor shall ensure that the staff is informed of the process being used to make decisions except to maintain the personal privacy of those being served or as required by law or these Policies.
- 3.6.8 The Senior Pastor shall ensure that the staff is acquainted with their rights under these Personnel Policies.
- 3.6.9 The Senior Pastor shall not implement any changes to the organizational structure of the staff prior to presenting and explaining the new structure to the Board.

3.7 COMPENSATION

- 3.7.1 The Senior Pastor shall not establish compensation and benefits that are inconsistent among staff members.
- 3.7.2 The Senior Pastor shall not, without justification, allow compensation that deviates materially from the geographical or professional market skills for the called or employed workers.
- 3.7.3 The Senior Pastor shall not allow salary increases to be based on anything other than merit, as justified in the performance review and by available resources. This does not include increases to the base pay levels that shall be determined by the Board utilizing information including, but not limited to guidance provided by the Northern Illinois District.
- 3.7.4 The Senior Pastor shall not change his own compensation and benefits.

3.8 LONG-RANGE OUTLOOK

- 3.8.1 The Senior Pastor shall provide his Long-Range Outlook annually which will include information on the economic, sociological, theological, synodical, legal, and political conditions and trends in the congregation's communities.
- 3.8.2 The Senior Pastor shall not develop a long-range outlook study that fails to consider the Strategic Focus (Policy 1).
- 3.8.3 The Senior Pastor shall not develop a long-range outlook study that fails to consider and identify the changes in the climate and conditions that affect the congregation.

3.9 PLANNING

- 3.9.1 The Senior Pastor shall ensure the development and implementation of bi-annual Ministry Plans.
- 3.9.2 The Senior Pastor shall not allow Ministry Plans that fail to align with the Strategic Focus (Policy 1) and center on the Desired Outcome Targets set by the Board in Policy 1.4.
- 3.9.3 The Senior Pastor shall not allow the staff to develop an annual Budget without previewing and updating their Ministry Plans.

3.10 LAY MEMBERS & MINISTRY TEAMS

- 3.10.1 Neither the Senior Pastor nor the staff which report directly to him (hereafter referred to as “Senior Staff”) shall conduct their ministries without the benefit of regular and ongoing interactions with and advice from lay members of the congregation.
- 3.10.2 The Senior Pastor shall not allow staff to conduct their ministries without a commitment to the “priesthood of all believers.” He shall therefore encourage staff to form Ministry Teams, composed of lay members of the congregation, to assist staff in their work.
- 3.10.3 The Senior Pastor shall not allow the existence of Ministry Teams that are ineffective or opposed to the Strategic Focus (Policy 1).

3.11 STRATEGIC ALLIANCES

The Senior Pastor shall explore and, as appropriate, establish strategic alliances. Strategic alliances are mutually beneficial relationships with other organizations or individuals built upon a common vision or goal, which allow all parties to honor their core values, enhance the pursuit of their missions, and maintain operational autonomy.

3.12 GIFTS AND BEQUESTS

- 3.12.1 The Senior Pastor shall support and ensure the ongoing development and promotion of the Endowment Fund (Article 8 of the By-Laws).
- 3.12.2 The Senior Pastor shall not permit the congregation to accept gifts and bequests that run counter to the congregation’s values and policies, have a neutral effect on the Strategic Focus (Policy 1), or violate the congregation’s §501(c)(3) not-for-profit status (see the United States Internal Revenue Code – 26 U.S.C. §501(c))

4. BOARD/SENIOR PASTOR RELATIONSHIP

4.1 ACTIONS REQUIRING BOARD APPROVAL

The following areas require the approval of the Board and may not be delegated:

- 4.1.1 Election of Officers of the Board (Article 6, Section 4 of the By-Laws).
- 4.1.2 Appointment of the Financial and Operational Review Committee (Article 7, Section 3 of the By-Laws). Also see Policy 2.9.5.3.4.
- 4.1.3 Receipt and review of Financial and Operational Review (Article 7, Section 3 of the By-Laws). Also see Policy 2.9.5.3.6.
- 4.1.4 Appointment of legal counsel.
- 4.1.5 Affirmation of the annual Budget.
- 4.1.6 Change in the membership of any committee of the Board.
- 4.1.7 The discharge of any committee of the Board.

4.2 MANNER OF DELEGATING

- 4.2.1 The function of the Board is to develop, monitor, and enforce governing policy, not to implement it.
- 4.2.2 Except for assignments of its own work to committees, consultants, or officers, the Board shall delegate authority only to the Senior Pastor. Any other subordinate employee or entity operating with the authority of the congregation shall receive that authority from the Senior Pastor or a person assigned such authority by the Senior Pastor.
 - 4.2.2.1 Members of the Board shall be prudent in their contact with staff and shall keep the Senior Pastor informed about significant contacts they have with any staff member.
- 4.2.3 The Board shall address only broad levels of issues in governing policies leaving lesser levels (i.e. operational policies) to the discretion of the Senior Pastor. The Senior Pastor, using any reasonable interpretation of the Board's stated Strategic Focus (Policy 1) and Senior Pastor Limitations (Policy 3) may develop operational guidelines, rules or procedures and may make decisions in any way the Senior Pastor deems appropriate as long as governing policies adopted by the Board are observed.
- 4.2.4 The authority of the Senior Pastor shall begin where the explicit pronouncements of the Board end. Except as required by governing policies or laws, decisions of the Senior Pastor do not need approval by the Board.

4.3 SENIOR PASTOR FUNCTION – The Senior Pastor shall:

- 4.3.1 Be empowered to take all actions and make all administrative decisions that are deemed necessary to attain congregation results except actions which are:
- not in accordance with the congregation’s Strategic Focus (Policy 1),
 - in violation of law, applicable regulations, orders of courts or commonly accepted business and professional ethics, and
 - in violation of Constitution and By-Laws or specific further Senior Pastor Limitations (Policy 3) stated by the Board in policies.
- 4.3.2 Ensure the ongoing development of operational guidelines, rules or procedures that the Senior Pastor deems appropriate as long as governing policies adopted by the Board are observed.

4.4 SENIOR PASTOR ACCOUNTABILITY

The Senior Pastor shall be accountable to the Board for:

- 4.4.1 Advancement of the Strategic Focus (Policy 1) through personal and staff action.
- 4.4.2 Compliance of personal and staff actions to limits established in the Senior Pastor Limitations in Policy 3.
- 4.4.3 The provision of adequate counsel to the Board through personal and staff action, including counsel on social, legal, theological, synodical and other changes relevant to the Board’s decision areas.
- 4.4.4 Obtaining the approval of the Board for changes to the Senior Pastor’s position description within the personnel constraints.
- 4.4.5 Relating with integrity, honesty, and straightforwardness to the Board.

4.5 SENIOR PASTOR PERFORMANCE REVIEW

- 4.5.1 The Board shall consistently advise the Senior Pastor of his performance, and, at least annually, conduct a formal performance review.
- 4.5.1.1 Upon the request of the Board, the Senior Pastor shall submit an annual self-review along with his current job description for the Board to consider while conducting his performance review.
- 4.5.2 In conducting the Senior Pastor’s annual performance review, the Board shall only consider the congregation’s progress toward achieving the Board’s Desired Outcomes (Policy 1.4). Advancement of the Strategic Focus (Policy 1) while staying within Senior Pastor Limitations (Policy 3) and complying with other policies shall be seen as successful performance by the Senior Pastor.

- 4.5.2.1 In addition to other information they may seek in conducting the performance review, the Board may interview all direct reports of the Senior Pastor concerning the performance of the Senior Pastor. These interviews will focus only on adherence to policy. The Board shall guarantee individual anonymity when reporting this information to the Senior Pastor.
- 4.5.2.2 In conjunction with the annual review, the Board shall discuss the Senior Pastor's performance, without the Senior Pastor being present. This discussion shall focus only on adherence to policy. The Board shall guarantee individual anonymity when reporting the results of this discussion to the Senior Pastor.
- 4.5.3 When the performance review has been completed, the Board shall present the review face-to-face with the Senior Pastor and provide him with a written copy of the results.
 - 4.5.3.1 The Board shall allow the Senior Pastor an opportunity to respond to his review.
 - 4.5.3.2 If the Senior Pastor's performance review is less than acceptable, the Board shall counsel the Senior Pastor and assist him in establishing a plan to improve his performance.

4.6 EXCEEDING SENIOR PASTOR LIMITATIONS (POLICY 3)

- 4.6.1 The Senior Pastor shall give an immediate notice to the Chair of the Board once a Senior Pastor Limitation (Policy 3) has been recognized to have been exceeded.
 - 4.6.1.1 If the Senior Pastor Limitation has been exceeded for an excessive period of time and has gone unnoticed, the Senior Pastor, in consultation with the Board, will develop a better monitoring system.
- 4.6.2 If the exceeded Senior Pastor Limitation (Policy 3) is immediately correctable, the Senior Pastor shall take the necessary action within policies and report the results to the Board.
- 4.6.3 If the exceeded Senior Pastor Limitation (Policy 3) is not immediately correctable, the Senior Pastor shall establish and implement corrective actions, reporting them and gaining approval of a deadline for complete correction from the Board.
 - 4.6.3.1 The Senior Pastor shall continue to report in a timely fashion on the actions taken and their results until the exceeded Senior Pastor Limitation is corrected.
 - 4.6.3.2 The Senior Pastor shall give immediate notice when it is recognized that a deadline will be missed and submit a new plan for action if the delay is excessive.
 - 4.6.3.3 The Senior Pastor may use internal or external resources to correct the exceeded Senior Pastor Limitation without violating the Senior Pastor Limitations Policies.
 - 4.6.3.4 The Board shall review any Senior Pastor Limitation (Policy 3) that has been exceeded for its soundness as a test of ethical and prudent behavior.

- 4.6.4 The Board shall not allow one-time exceptions to policies. If an action is acceptable under certain conditions, then those conditions shall be stated in the policy.
- 4.6.5 The Senior Pastor shall develop or improve processes to avoid recurrence of any exceeding of Senior Pastor Limitations (Policy 3).
- 4.6.6 If repeated recurrences of exceeding Senior Pastor Limitations (Policy 3) occur, the Board may conduct an additional performance evaluation of the Senior Pastor.
 - 4.6.6.1 If recurrences of exceeding Senior Pastor Limitations persist, after the additional performance evaluation, the Board shall consult with the Northern Illinois District president, in conjunction with Article 3, Section 3 of the By-Laws.

4.7 MEANS OF MONITORING

- 4.7.1 For the most part, the Board will utilize reports submitted by the Senior Pastor to monitor adherence to and progress toward governing policies. However, if it is determined necessary, the Board may use other means to determine adherence and progress.
- 4.7.2 Direct Monitoring - These are the actions used to confirm compliance with the Board's policies. The Senior Pastor shall provide written reports for all monitoring data at least one week prior to each scheduled Board meeting. The Senior Pastor is encouraged to involve staff to present the reports, relevant to their respective areas of responsibility, at monthly Board meetings, as appropriate.
 - 4.7.2.1 Report at least twice a year to the Board on the advancement toward the following Desired Outcome and Target (Policy 1.4) metrics:

Children of God • Metrics for Policy 1.4.1

- Number of member and non-member infant baptisms.
- Number of member and non-member youth confirmations.
- Number of adult confirmations and professions of faith.
- Number of people/families attending the Discover Class.

Grow as a Learner • Metrics for Policy 1.4.2

- Per service weekly onsite worship attendance.
- Number & percent of adult (age 21+) members involved in a Bible study, class, or small group.
- Number & percent of youth involved in the POPTot (nursery), POPKids (Sunday), and POPTeen (Ignite, confirmation, and Fuel) ministries.

Grow as a Friend • Metrics for Policy 1.4.3

- Number & percent of members and number of non-members in a small group.
- Number & percent of members who have spent time with other members in church and non-church sponsored opportunities.
- Number & percent of unique members and number of unique non-members attending any group, class, activity, or opportunity that encourages care and personal connection.

Grow as a Servant • Metrics for Policy 1.4.4

- Number & percent of members on a ministry team serving at Prince of Peace or in the community.
- Number & percent of members making a financial contribution to Prince of Peace.

4.7.2.2 Provide the following financial reports to the Board on a monthly basis:

- Statements of actual and budgeted contributions, operating costs and expenditures.
- A report indicating any transfers made from, or to, the Congregation's investments.
- A report of the Congregation's financial position with comparisons to the Budget and prior years' experience.
- A summary including analytical comments to aid in the understanding of the reports provided.

4.7.2.3 Provide to the Board bi-annual reports concerning the performance of all investments of the congregation.

4.7.2.4 Present to the Financial Review Committee an annual report on the disbursement of the Home Missions fund.

4.7.2.5 Present to the Board for affirmation, the proposed annual Budget, any other Budget developed, and any modification to a Budget previously affirmed. All Budgets are to be developed according to Policy 3.3.3.

4.7.2.6 Annually provide to the Board the current Personnel Policy and Operational Policy Manuals as well as any revisions as they occur.

4.7.2.7 Present to the Board of Directors a quarterly update on the implementation of the Ministry Plans (see Planning Policy 3.9).

4.7.2.8 Provide to the Board an annual report of the Admission into Membership and Termination of Membership as detailed in Articles 1 and 2 of the By-Laws.

4.7.3 In reviewing all reports, the standard for compliance with all policies shall be the Senior Pastor's reasonable interpretation of governing policies. While the Board shall make the final determination regarding such "reasonable interpretation," they shall base such determination on a neutral interpretation rather than any bias of the Board or individuals.

5. PLANNED GIVING GUIDELINES

5.1 OVERSIGHT RESPONSIBILITY

The Senior Pastor shall have responsibility for the oversight of this policy (see Policy 3.3.7).

5.2 ETHICS & DONOR ADVICE

When dealing with commitments of major assets, donors should be encouraged to consider critical issues, such as their families or personal health needs, before giving assets to the church:

- Donors should also be encouraged to consult their own attorneys or accountants before giving major assets to the church.
- Any representative of the church who engages in communications with donors or potential donors regarding deferred gifts to the church shall directly advise them in writing to consult with their attorneys and/or accountants concerning the legal and financial consequences of any such gift(s).
- To avoid conflicts of interest, the church will not be responsible for the cost of services rendered by attorneys, accountants or other consultants who personally advise donors or potential donors in making deferred gifts to the church.
- The church will not pay, directly or indirectly, for any right(s) to receive a deferred gift of any kind.
- Unless a donor's intent to make a deferred gift to the church is clearly stated and documented in such form as to leave no question regarding the donor's intent, the church shall obtain a written statement from the donor that he/she has received or has had the opportunity to obtain independent counsel's advice. The statement should be signed and dated by at least one credible witness.

5.3 DISCLOSURES

The church will practice complete financial disclosure and stand accountable to its donors and the members in raising and spending the Lord's money.

- This includes publishing an annual financial report, providing financial statements upon request, and honoring any reasonable request to inspect the church's financial records and expense reports, not to include individual donors' accounts.
- All representations of fact, descriptions of financial condition, or narratives about events must be current, complete, and accurate.
- There may be no material omissions or exaggerations of fact or use of misleading material that creates or implies a false impression or misunderstanding about the church, its vision and mission, its finances, or any of its affairs.

5.4 DONOR RECOGNITION

The church may recognize donors in a way that celebrates stewardship as part of discipleship. Any donor recognition should acknowledge the demonstrated obedience of the individual(s) as a steward of the gifts God has provided. The church shall at no time encourage recognition strategies that glorify the donor rather than God.

5.5 DONOR CONFIDENTIALITY

The church will maintain its own donor base unless, by specific approval of the Board, a third party is authorized to do this on the church's behalf.

- The church will not rent, sell or exchange its donor list with any organization.
- The church considers all donor records confidential and, therefore, as a general policy will not publicize donor names, unless the donor authorizes it and when there is a specific agreement between the church and the donor on exactly how the name will be publicized.
- The Senior Pastor may access individual giving and/or pledge accounts.

5.6 GIFTS OF PROPERTY

When gifts of property (i.e. real property or tangible personal property) are received by the church, the acknowledgment or receipt should describe the property accurately without a statement of the gift's market value in accordance with IRS regulations.

- A precise description of the property should be provided to the Senior Pastor for the preparation of a formal acknowledgement letter.
- If the donation consists of property intended to become part of the church's fixed assets, then a specific description of the property and an approximate valuation should be provided by the donor to the Senior Pastor so that the item may be included in the church's fixed assets inventory.

5.7 GIFTS OF STOCKS OR BONDS

Any contribution of stocks or bonds will be accepted in accordance with the church's Gifts of Property Policy.

- Contributed stock or bonds should be sold as soon as practicable after receipt. The Senior Pastor shall maintain policies and staff accountability for the efficient disposition of such gifts.

5.8 GIFT DESIGNATION

If the gift has not been designated for a pre-approved fund or fundraising effort, 50% will be placed in the Endowment fund. The Senior Pastor, after having sought the opinion of the Financial Review Committee, will make recommendations to and receive approval from the Board regarding its disposition of the remaining 50%.

5.9 REMOVAL OF GIFT DESIGNATION

The Board of Directors retains the right to remove the restrictions on a gift when it is in the best interests of the church to do so. This reservation of right shall be set forth on all POP solicitation materials relating to designated gifts. This reservation of right shall read as follows: "By contributing to any designated fund of POP, donors acknowledge that the Board of Directors has the authority to apply designated contributions to another purpose when it is in the best interest of the church to do so".

6. INVESTMENT POLICY

6.1 PURPOSE

The Investment Policy shall serve to guide the temporary investment of financial assets for the church. The stewardship of financial assets shall entail consideration of the safety and soundness of principal, and liquidity (ability to convert to cash without loss of principal) as the primary objective. The rate of return is considered to be a secondary objective. Lengths of term specified in Policies 6.3.1-6.3.5 may be increased up to two years with prior approval of the Board of Directors.

6.2 OVERSIGHT RESPONSIBILITY

The Senior Pastor shall have responsibility for the oversight of this policy; see Policy 3.3.9.

6.3 ACCEPTABLE INVESTMENTS AND SUITABILITY CRITERIA

The following investments shall be acceptable as long as their respective suitability criteria are met:

6.3.1 Federally insured financial institutions

- No amount greater than \$100,000 or the current FDIC insurable limit shall be invested in any single U.S. domestic financial institution unless such institution has a bond rating from S&P or Moody's (or other similar rating agency) of A or better.
- Investments in time deposits shall not have a maturity that exceeds 366 days.
- Investment in a repurchase agreement account is acceptable when backed by a pledge of U.S. government securities.

6.3.2 Registered Mutual Funds

- Investment in mutual funds shall be limited to money market funds that invest solely in U.S. government securities.
- The money market funds must have an objective to maintain a stable per-unit value.

6.3.3 U.S. Government Securities

- Treasury notes or bills issued by the US Government or Agencies thereof.
- The maturity of such instruments shall not exceed a maturity in excess of 366 days.

6.3.4 Lutheran Church Extension Fund (LCEF) Products:

- Steward account.
- Fixed Rate Notes with a term not to exceed 1 year.
- Growth Certificate with a term not to exceed 1 year

6.3.5 Commercial Paper

- Must have an A1P1 rating with a term not to exceed 32 days and
- Must be issued by a US Domestic company.

6.4 PROHIBITED INVESTMENTS • The following investment mediums are not acceptable:

- Common or Preferred Stocks
- Corporate notes & bonds/convertible securities
- Loans or asset backed securities
- Tax exempt or local government entity securities
- Commodity contracts
- Futures or derivative securities
- Any other investment that does not meet prudent safety/soundness liquidity objectives.
- Any securities or contracts that benefit corporations or organizations involved in activities that are counter to the core values, mission, vision, or doctrinal beliefs of the congregation.

If any of the above noted Prohibited Investments are gifted to the church, such investments shall be liquidated as soon as reasonably possible (unless the gift has specific instructions for disposition).

7. CASH HANDLING GUIDELINES

7.1 OVERSIGHT RESPONSIBILITY

The Senior Pastor shall have responsibility for the oversight of this policy (See Policy 3.3.10).

- 7.1.1 No individual will be required or allowed to handle the church's income alone until it has been counted and a deposit has been prepared for it. One individual may affect the deposit of these funds only after a deposit slip has been created by at least 2 individuals.

7.2 CASH

Except for petty cash funds, no cash will be stored in the church on a regular basis.

7.3 INCOME

All income transactions (receipts and disbursements) will be properly recorded and verifiable. It is understood that the recording of income/gifts from individuals of the congregation is a confidential matter and such records are only available to the Senior Pastor and staff designated by the Senior Pastor for maintaining and developing reports against these records. Summary statements of Member activity may be provided to the Governing Board when required.

7.4 COUNTING PROCEDURE

Immediately following a church service, two persons will carry the contents of the offering plates to a room for counting or placed in an adequate container for counting. Church funds/offerings are never to be taken off site for counting.

- 7.4.1 The envelopes are to be opened by the money counters as a group or by designated staff. Members will be encouraged to mark the envelopes as to the intent and purpose if for other than undesignated offerings.
- 7.4.2 Balances between envelope totals and cash/check totals are to be reconciled.
- 7.4.3 A summary report, outlining the amounts to be credited to the various accounts, is to be prepared and initialed by at least two persons.
- 7.4.4 A deposit slip is prepared by at least two persons. All monies shall be deposited promptly.
- 7.4.5 A copy of the deposit slip shall be given to the Financial Controller and the summary report shall be given to the Church Administrator and the Financial Controller.
- 7.4.6 Neither the Parish Administrator, nor anyone reporting to him/her, shall be involved in the counting of cash.

7.5 OTHER FUNDS

Funds collected from other activities (fundraisers, special events, etc.) should be directed to those responsible for recording and making bank deposits. A copy of the deposit slip and summary report shall be given to the Church Administrator and the Financial Controller.

7.6 ENVELOPES

Members should be encouraged to make their offering by check, not cash. Members should be encouraged to use their member offering envelopes, or an available electronic giving option.

7.7 BILLS & PAYMENT

Bills and obligations should be approved for payment. This approval should be indicated in writing by the person responsible. A purchase/approval form may be used to approve payment and identify the account to be charged. In all cases expenditures should be supported by original invoices and/or receipts, not photocopies.

7.8 CHECKS

- 7.8.1 Checks are to be signed by persons authorized under the bank account agreement. Dual signatures are required. The Senior Pastor and check preparer may not be authorized signers.
- 7.8.2 Blank checks are never to be signed in advance, under any circumstance.
- 7.8.3 Check numbers are written on invoice/support documents to prevent duplicate payments.
- 7.8.4 At least three persons should be involved in the check approval process, authorization, Preparation, and signing of checks. Electronic transfers require two authorization signature.

7.9 ACCOUNTS

Savings and/or Investment Accounts - if the funds are to be transferred to/from these accounts via telephone, a verification notice (written form) must be created indicating that on a specific date such transfer took place (and for what purpose) and signed by a member of the Board's Financial Review Committee. This form is to be retained in the files of these accounts.

7.10 BANK STATEMENTS

Bank statement reconciliations must be prepared by persons other than anyone having check signing authority. This procedure should be reviewed and initialed by another person.

7.11 FINANCIAL SOFTWARE

Any computer software program for financial accounting and check writing should provide a bank reconciliation program for deposits and withdrawals.

7.12 HANDLERS

All persons who handle money in the church and all its auxiliaries must be covered under an employee dishonesty blanket bond.

7.13 SAFEGUARDS

All marketable securities, notes, and valuable personal property must be kept in a safe, secure place on church grounds or in a financial institution.

APPENDIX A. BOARD OF DIRECTORS CALENDAR

Policy	BOARD of DIRECTORS	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
2.7.1	Board member orientation and training (early June)	Jun											
2.10.5	Regular meeting of the Board	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
2.1.7.1	Solicit personal and ministry prayers from the staff. Pray for the staff and ministries regularly	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
2.3.2	Review Conflict of Interest Policy (annual disclosure opportunity)	Jun											
Various	See breakout calendar below: Officer elections and coordinator/committee appointments	Jun											
2.10.2	Update Appendix B with the Officers, committees etc... and distribute to the Board	Jun											
2.1.6.2	Publish Summer Board Briefing		Jul										
2.1.6.3	Dialogue with Members or others in order to seek input on the Strategic Focus			Aug			Nov			Feb			May
2.1.2	Review the Strategic Focus (Policy 1) including Targets at the <u>Board/Staff Retreat</u> (▲ - Prepare the retreat agenda)			Aug ▲	Sep					Feb ▲	Mar		
2.1.2	Update the Strategic Focus policies 1.3 and 1.4 including Targets and corresponding Metrics 4.7.2.1.1 – 4.7.2.1.6					Oct V						Apr V	
2.1.6.1.1	Affirm the Endowment Fund distribution recommendation for consideration at the applicable Winter/Spring Assembly					Oct V						Apr V	
2.1.6.1.1	Conduct Spring Assembly: Financial/Operational Review Report, Elections, Policy Manual changes. (▲ - Discuss preparation of the Voters Report, Agenda & Presentation)											Apr ▲	May
2.1.6.1.2	Conduct Winter Assembly: Ministry Plans, Budget, Policy Manual changes. (▲ - Discuss preparation of the Voters Report, Agenda & Presentation)						Nov ▲	Dec					
2.1.8	See breakout calendar below: Senior Pastor Performance Review (Policy 4.5)								Jan	Feb	Mar	Apr	
2.9.4.2	Receive an update on the work of the Nominating Committee (V- Affirm the slate of candidates)								Jan	Feb	Mar	Apr V	
2.1.10	Designate housing allowances for called staff						Nov V						
2.1.11 4.1.5	Affirm the Budget					Oct V							
2.1.12 4.1.2	Appoint the Financial & Operational Review committee per the recommendation of the Financial Review Committee						Nov V						
2.4.7.2	Approve/confirm the establishment of a line of credit					Oct V							
2.7.2	Board Self-Review. (▲ - Coordinator distributes self-review survey / assessment)								Jan ▲	Feb			
2.1.12.1 4.1.3	Receive, review, and accept the Financial & Operational Review report presented by the Financial Review Committee											Apr V	
2.10.2	Draft the Appendix B annual meeting schedule for the coming year. Include Voter Info meetings, Assemblies, Board/Staff Retreats & Board Orientation/ Training...												May

Policy	SENIOR PASTOR	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
4.7.2.2	Provide financial reports to the Board as specified	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
3.5.2	Provide the Board with the plan for temporary/ permanent absence of ministry staff		Jul										
3.6.6	Confirm that annual written staff evaluations have been conducted		Jul										
3.3.2	Seek the review and advice of the Financial Review Committee		Jul			Oct			Jan			Apr	
4.7.2.3	Provide the Board with a report on the performance of all investments of the congregation		Jul						Jan				
4.7.2.7	Present to the Board an update on the implementation of the Ministry Plans			Aug			Nov			Feb			May
3.8.1	Provide the Board with a Long-Range Outlook Study			Aug									
4.7.2.6	Provide the Board with the current Personnel Policy and Operational Policy Manuals and/or revisions as they occur				Sep								
4.7.2.5	Present the annual budget to the Board for affirmation					Oct							
3.3.3.5.1	Submit a report verifying the Budget being presented does not allow the General Fund cash balance to be less than 150% of average monthly Budget expenditures					Oct							
4.7.2.1	Report to the Board the progress achieved towards the Desired Outcome metrics (Prepare to share at the Spring Congregational Assembly)						Nov					Apr	
2.1.10	Present the staff housing allowance designations to the Board for approval						Nov						
4.7.2.4	Present to the Financial Review Committee an annual report on the disbursement of the Home Missions fund								Jan				
4.7.2.8	Provide to the Board reports of Admission to Membership and Termination of Membership									Feb			
4.5.1.1	Annual Review: Submit the Senior Pastor Annual Self-Review along with a current job description									Feb			

Policy	SENIOR PASTOR PERFORMANCE REVIEW	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
4.5.1	Chair/Coordinator: Begins process, review previous year's document etc.								Jan				
4.5.1.1	Chair/Coordinator: Request the Senior Pastor complete a self-review and submit a current job description									Feb			
4.5.2.1	Chair/Coordinator: Request the direct reports of the Senior Pastor to provide performance input									Feb			
4.5.2.2	Board: Discuss the Senior Pastor's performance and review										Mar		
4.5.3	Board: Present the Senior Pastor's Performance Review to the Senior Pastor											Apr	

Policy	FINANCIAL REVIEW COMMITTEE	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
2.9.5.3.2	Meet to review and prepare a summary analysis and commentary of the congregation's quarterly financial condition to be presented to the Board		Jul Q2			Oct Q3			Jan Q4			Apr Q1	
2.9.5.3.3	Meet with the Sr. Pastor to review the analysis of the financial condition of the congregation, Financial and Operational Review, and financial policies implemented		Jul			Oct			Jan			Apr	
2.9.5.3.4	Recommend the appointment of annual financial and operational reviewers to the Board						Nov						
2.9.5.3.6	Present the report of the annual Financial and Operational Review to the Board										Mar		

Policy	ENDOWMENT FUND COMMITTEE	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
2.9.6.2	Meet to provide oversight of the Endowment Fund.		Jul			Oct			Jan			Apr	
2.9.6.3	Provide a copy of the EFC meeting minutes to the Board Secretary within 7-days		Jul			Oct			Jan			Apr	
2.1.6.1.2	If applicable, make a Fund distribution recommendation to the Board for approval at the Winter Assembly.					Oct							
2.1.6.1.1	If applicable, make a Fund distribution recommendation to the Board for approval at the Spring Assembly.											Apr	

Policy	VISION FRAME OVERSIGHT COMMITTEE	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
2.9.7	Meet to provide oversight and leadership for the congregation's long-term vision and plans			Aug			Nov			Feb			May

Policy	OFFICER ELECTIONS & APPOINTMENTS - Required	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
2.8 4.1.1	Election of Board officers (Chair, Vice Chair & Secretary)	Jun V											
2.9.4	Appoint the Nominating Committee (Chair +1 and 3 members-at-large)	Jun V											
2.9.6.1	Appoint the Endowment Fund Committee (Chair +1 and 3 lay members)	Jun V											

Policy	OFFICER ELECTIONS & APPOINTMENTS – as Needed	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
2.9.5.1	Appoint the Financial Review Committee (Chair +1)	Jun V											
2.8.1.8	Appoint the Senior Pastor Performance Review Coordinator if other than the Chair (also see Policy 4.5)	Jun V											
2.1.6.2.1	Appoint the Board Briefing Coordinator	Jun V											
2.1.6.3.1	Appoint the Dialogue Coordinator	Jun V											
2.1.7.2	Assign Board/Staff prayer contacts	Jun V											
2.4.6.4	Appoint the Board Policy Manual Review Coordinator	Jun V											
2.7.2	Appoint the Board Self-Review Coordinator	Jun V											
2.9.7	Appoint the Vision Frame Oversight Committee	Jun V											

APPENDIX B. MEETING SCHEDULE, CONTACT INFO & OFFICES/APPOINTMENTS

Meeting Type	Meeting Date • Time	Priority / Focus	Devotion
Orientation/Training	June 11, 2022 • 8:30am-Noon	New Board Orientation	Leah
Regular Board	June 28, 2022 • 6:45pm		WOP Part 1
Regular Board	July 26, 2022 • 6:45pm		WOP Part 2
Regular Board	August 23, 2022 • 6:45pm		WOP Part 3
Crosspoint	August 28, 2022 • 10am	Chartering Celebration	
Board/Staff Retreat	September 17, 2022 • 8:30am-Noon		Pastor Karl
Regular Board	September 27, 2022 • 6:45pm		WOP Part 4
Regular Board	October 25, 2022 • 6:45pm		Terry
	November 20, 2022	Voters Packets Out	
	November 24, 2022 • Thanksgiving		
Regular Board	November 29, 2022 • 6:45pm		Sheila
Voters' Info Meeting	December 4, 2022 • 11:30am		Chair
Voters' Assembly	December 11, 2022 • 11:30am		Chair
Regular Board	December 13, 2022 • 6:45pm	To debrief Voters' Assembly; otherwise cancel	Jack
Regular Board	January 24, 2023 • 6:45pm		Jean
Regular Board	February 28, 2023 • 6:45pm		Sean
Board/Staff Retreat	March 11, 2023 • 8:30am-Noon		Pastor Karl
Regular Board	March 21, 2023 • 6:45pm		Randy
	March 27 – 31, 2023 • Spring Break	Carmel, St Peter, Imm, Pal/Fremd, Barr, Steve, Lake Zur	
	April 9, 2023 • Easter		
	April 23, 2023	Voters Packets Out – no later than April 30th	
Regular Board	April 25, 2023 • 6:45pm		Susan
Voters' Info Meeting	May 7, 2023 • 11:30am		Chair
	May 14, 2023 • Mother's Day		
Voters' Assembly	May 21, 2023 • 11:30am		Chair
Regular Board	May 23, 2023 • 6:45pm		Stacy
Orientation/Training	June 3, 2023 • 8:30am-Noon	Alternate Date June 10th	Chair or Vice
Regular Board	June 27, 2023 • 6:45pm		WOP Part 1

Contact (Term End)	Email	Cell	Office / Position / Committee	Prayers
Susan Meyle (2023)	ksmeyle@gmail.com	847-382-7574	Chair, Vision Frame Oversight (Chair) Senior Pastor Review Coordinator	Pastor Karl Crosspoint Staff
Sheila Genson (2024)	gensonlaw@gmail.com	708-351-8721	Vice Chair, Endowment Fund (Chair) Nominating Committee (Chair)	Kerri Stallard Nursery Staff
Jean Sophie (2023)	sophiehead2018@gmail.com	224-300-8095	Secretary (Policy Review Coordinator) Financial Review Committee (Chair)	Alex Falls Carrie Kuehm
Leah Peszek (2023)	leahpeszek@comcast.net	847-909-5958	Vision Frame Oversight Committee Senior Pastor Review Support	Kim Birmingham Sharon Brunks
Jack Campbell (2024)	jack.comcast.33@gmail.com	847-404-1671	Financial Review Committee Endowment Fund Committee	Susan Klemstein Jennie Broering
Randy Gangaloo (2024)	nrandyg@sandler.com	847-271-5581		Jennifer Edwards Jacquie Schattner
Stacy Haddad (2025)	stacy.haddad@gmail.com	708-738-1297	Vision Frame Oversight Committee Senior Pastor Review Support	James Gruben Dori Campbell
Sean Hoyer (2025)	smhoyer@gmail.com	224-558-5111	Nominating Committee, Dialogue Coordinator, Vision Frame Oversight	Pastor Matt Erik Campbell
Terry Zillmer (2025)	tzillmer@seniorflexonics.com	630-398-0913	Board Briefing Coordinator Board Self Review Coordinator	Jeni Walker Miles Schuett
Endowment Committee – Lay Members		Stephanie Schmalzer, Bo Vossel, and Kara McKenna		
Nominating Committee – Lay Members		Anjou Perin and TBD		
Karl Fay	pastorkarl@pop.church			