


<b>First Unitarian Universalist Church Columbus, Ohio</b>		
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# Board of Trustees Policy Book

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# 1 OUR MISSION STATEMENT

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We are here:

- To learn and practice true hospitality
- To revere the reasoning mind and the generous heart
- To claim our diversity as a source of our strength, and
- To relinquish the safety of our unexamined privilege for the freedom to engage in transforming justice

## 2 PHILOSOPHY OF GOVERNANCE

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The Board of Trustees (Board) strives to meet the “Six Core Principles of Good Governance” laid out by Rev. Dan Hotchkiss, author of *Governance and Ministry: Rethinking Board Leadership* (Alban 2009)

1. **Our congregation has one decision-making structure for governance and one for ministry, with a clear definition of which bucks stop where.** Governance bucks stop with the board, and Ministry (or administration) bucks stop with the head of staff. All differences are reconciled directly rather than through third parties. Governance means “owning the place in behalf of the mission,” and ministry is the practical work of the church.
2. **Our Board speak as a body, not as individuals.** Individual board members have no special authority outside board meetings. Board members often play program leadership roles as well, but need to always remember which hat they are wearing.
3. **Our Board speaks through written policies.** Like any human gathering, a board meeting is a cauldron of informal, nonverbal, and emotional communication. People come away from meetings with a “sense of the board” on any number of topics. We strive to make it clear that staff and others will not be expected to read the board’s mind, but must treat actions in the minutes as the final word.
4. **When delegating, leaders balance authority, guidance, and accountability.** We strive to give staff and volunteers clear guidance. This principle applies when the board delegates to the staff, or when staff delegate to other staff or volunteers.
5. **Volunteers have the option to join a work crew without the risk of being trapped into a deliberative body, and vice versa.** Policy bodies strive to include a diversity of members; task groups strive to include only those who are in favor of the task. Once the direction has been set through proper process, someone is charged with getting the job done.
6. **Staff and volunteers receive clear direction, clear limits, and maximum flexibility in choosing how to do their jobs.** Everyone deserves to grow into his or her maximum effectiveness, and effective workers do best when they and their work groups have the freedom to exercise independence, creativity, and choice.

## 3 BOARD OF TRUSTEES COMPOSITION

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### 3.1 ELECTING THE BOARD OF TRUSTEES

Defined in Article V. 1. Of Constitution.

### 3.2 RESPONSIBILITIES OF THE BOARD OFFICERS

#### 3.2.1 Chair of the Board of Trustees.

The Chair of the Board of Trustees is the Executive Officer of the church, and presides at all meetings of the Trustees, is an ex-officio member of all committees established by the Trustees, and performs all duties incident to the office of Chief Executive Officer and such duties as from time to time may be assigned by the Trustees.

#### 3.2.2 Vice-Chair of the Board of Trustees.

The Vice-Chair of the Board of Trustees assumes the functions of the Chair in the absence or disability of the Chair.

#### 3.2.3 Secretary of the Board of Trustees. Responsibilities include:

1. Certify and keep an up-to-date copy of the Constitution and Board Policies.
2. Keep a book of minutes of the proceedings of all meetings of membership and Trustees.
3. Be responsible for giving notices in accordance with the provisions of the Board Policies and in addition send to each Trustee a copy of the minutes of the preceding meeting at least three days prior to each meeting
4. Exhibit at all reasonable times to any member, upon application, the minutes of the proceedings of the membership and Trustees.
5. Assure that updated copies of the Constitution and Board Policies are posted on the church website at all times.
6. In general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Trustees.

#### 3.2.4 Treasurer. Responsibilities include:

1. Have charge and custody of and be responsible for the proper handling of and accounting for all funds and securities of the church, and deposit all such funds and securities in the name of the church.
2. Be responsible for adequate and correct accounts of the church property and financial transactions.
3. Disburse church funds as authorized in the budget approved by the congregation at the annual or a special meeting. The Treasurer shall not disburse funds beyond the budgeted amount for any budget category or beyond the total budget without prior authorization by the Board of Trustees. The Board, by virtue of its responsibility to the congregation to conduct the affairs of the church, may adjust the budget if the need to do so becomes apparent from actual expense and income experience; the minutes shall fully disclose the need for and circumstances of such adjustment.
4. Prepare and present to the Trustees and/or the congregation periodic reports on the financial condition of the church and a final report for the complete fiscal year. The form of the report may vary

depending upon circumstances, but generally should include the financial position at a given date and the results of activities for a stated period; it should encompass all funds for which the Treasurer is responsible.

5. Prepare for distribution at the annual meeting of the membership a report of the current financial condition of the church, including an estimate of the receipts and expenditures for the current fiscal year.
6. Exhibit at reasonable times to any member, upon application, all periodic reports of the financial condition of the church.
7. Provide for the handling of special funds as follows:
  - a. Memorial and Restricted-use funds shall be used as designated by the donor, or at the discretion of the Board of Trustees if such designation is not made.
  - b. Capital funds raised for a special capital project shall be used for the designated project. Any change in use approved by the Board of Trustees shall be reported to the congregation in a timely manner.
8. Be responsible for appointing a person to serve as Chief Teller, who in turn shall be responsible to recruit teams of two persons to count Sunday cash collections.
9. Serve as an ex-officio member of the Finance Committee, and assist in the preparation of the budget
10. In general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Trustees.

#### **3.2.5 Assistant Treasurer.**

The Board may appoint one or more Assistant Treasurers to perform specific duties assigned to the Treasurer.

### **3.3 SELECTION OF THE EXECUTIVE COMMITTEE OF THE BOARD**

The membership Executive Committee of the Board is defined in our constitution (Article V-1-G) as the Chair, Vice-Chair, Secretary any other persons designated by the Board Chair.

The incoming Executive Committee members are selected by the current Executive Committee in consultation with Senior Staff, and other trusted Church leaders. The selection is confirmed by a vote of the Board.

### **3.4 COACHING NEW BOARD MEMBERS**

New Board members will be coached by the Board Chair and Vice-Chair, ideally between their election at the annual meeting and their formal joining Board at the start of the new Church year in July. Topics would include: current board policies, expectations of board members, major issues facing the board and Church finances.

### **3.5 RESIGNATION, REMOVAL, AND VACANCIES.**

Any Board member or officer may resign at any time by giving written notice to the Board Chair or Board Secretary. Such resignation takes effect at the time specified therein. Any board member or officer may be removed from office by a vote of the majority of the whole Board of Trustees. Vacancy in any office is filled by the vote of a majority of the Board of Trustees.

### 3.6 CONFLICTS OF INTEREST

Board members shall carry out their duties with undivided loyalty to the congregation and its mission. A conflict of interest exists whenever a board member or the close relative of a board member has interests or duties that interfere with the board member's duty of loyalty. The conflicting interest may be financial, moral, political, theological, or otherwise.

Conflicts of interest arise when a board member:

- Stands to gain or lose because of a board action.
- Has a fiduciary duty or close personal or business relationship to any person or corporation that stands to gain or lose because of a board action. A board member who has is an employee or close relative of an employee of the congregation always has a conflict of interest with respect to any board action affecting such employment.
- Holds substantial property interest in a corporation or business, or serves as an officer or board member of another nonprofit organization that stands to gain or lose because of a board action.
- Cannot set aside their personal preferences as an individual consumer of the congregation's services to vote on behalf of the whole congregation and its mission.
- Faces any other situation that creates or appears to create divided or conflicting loyalties.

The board will annually require its members to disclose in writing all existing or foreseeable conflicts of interest. Disclosure forms (appendix A) are to be kept by the board Secretary and made available to any member of the congregation who requests them.

If an item of business arises in which any member suggests that a conflict of interest may exist, the affected member may withdraw or ask the board for guidance. In the latter case, the board (minus the affected parties) will determine how to handle the situation. Depending on the seriousness of the conflict of interest, possible responses include:

**Disclosure:** A supplemental disclosure form to be filed by the affected member, who may then continue to participate and vote as usual.

**Recusal:** The member discloses the conflict and withdraws from the meeting while the item is under discussion or being voted on.

**Resignation:** The member resigns from the board.

The member with the potential conflict will withdraw while the remaining board members determine whether a conflict exists and how it should be handled.

Anyone who exercises authority delegated by the board, including paid and unpaid staff members, is subject to the same standards of loyalty that apply to board members.

## 4 BOARD SELF GOVERNANCE:

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### 4.1 BOARD COVENANT

We, the members of the Board of Trustees at First Unitarian Universalist Church of Columbus OH, covenant to:

- Keep this Covenant central to the work of the Board ensuring to remind ourselves of our commitment when it is most easily forgotten because things are going so well or so poorly that we overlook this central tenant of our faith;
- Respect our time together by being prepared by reading all materials, prompt, present, attentive and appreciative – notifying the Chair or another Officer when attendance is not possible;
- Remember that we are members of the Board, not the Board itself, when we engage with the congregation and staff. The Board & its members must speak with a single voice once decisions are made;
- Both speak our mind & ensure space for everyone to express their opinion. Ask strategic questions and create meaningful dialogue with the goal of seeking consensus when possible;
- Attend services, major activities, and information gathering opportunities to remain informed about our congregation & its growing needs and aspirations;
- Model the welcome and commitment that we seek for members to demonstrate by engaging congregants and visitors, as well as making a meaningful financial contribution to the congregation;
- Communicate with each other directly, accepting responsibility for clarity by producing it and seeking it;
- Be mindful of those “not at the table.” We engage our work through an anti-racist, anti-oppression, multicultural lens to truly claim “diversity as a source of our strength.” Working to expand the welcome of this congregation and congregational leadership to all;
- Fulfill our commitments to the Board in a thorough and timely way - seeking assistance before any deadline has passed;
- Remember that we are a community of faith engaging in this work together, and that we are honored to be called to joyfully do this work in the service of others;
- Further our individual and collective knowledge about ourselves, governance, and our common faith tradition to better serve the congregation;
- Abide by and be knowledgeable about our congregation’s Covenant of Respectful Relations and all other policies of the Board;
- Invite one another back into Covenant when we fall short resting in the knowledge that we are all perfectly imperfect humans seeking what we hope is best for this congregation. Forgive ourselves and each other when the covenant is broken, amending our covenant when appropriate & review this covenant each year at the board retreat

Together – we seek to create a community worthy of the name Unitarian Universalist.

## 4.2 MEETINGS OF THE TRUSTEES

1. Regular Meetings: The Board of Trustees will hold monthly scheduled meetings at least nine times a year.
2. Special Meetings: Special meetings of the Trustees may be called at any time, by the Chair or by any three Trustees.
3. Place of Meetings: The regular meetings of the Trustees are held at the church.
4. Notice of Meetings: No notice shall be required for a regular meeting. Notice of the time and place of each special meeting of the Trustees will be communicated to each Trustee at least seven days prior to the date of the meeting.
5. Quorum: The presence of a majority of the Trustees eligible to vote shall constitute a quorum for the transaction of business, except that a majority of the Trustees in office shall constitute a quorum for filling a vacancy on the Board. In the absence of a quorum, any meeting may be adjourned from time to time by a vote of the majority of the Trustees present, but no other business may be transacted. At any such adjourned meeting, at the resumption of which a quorum is present, any business may be transacted at the meeting as originally scheduled.
6. Interim Actions: In the interim between regular and special meetings of the Board of Trustees, the Board may conduct urgent business by telephone or e-mail, provided such actions are reported to the full Board for ratification at its next meeting.
7. Voting: All business of the Board of Trustees is decided by majority vote. Each Trustee shall have one vote, and voting rights may not be exercised by proxy.
8. Agenda: The Chair determines the order of business for meetings of the Trustees.

## 4.3 EFFECTIVE BOARD MEETINGS —

The following practices which help keep Board meetings effective.

1. Chair sends out Board Packet 5 days in advance that includes
  - A. Meeting's agenda
  - B. Past meeting's minutes
  - C. Motions to be discussed or voted on
2. Staff send their reports to the Board 5 days in advance
3. Keep agenda focused on governance related work and information.
4. Start meetings on time
5. Start with centering time (e.g., ring bell, light chalice, reading)
6. Provide check in time for everyone
7. Use consent agenda where possible
8. Manage time by keeping conversation relevant
9. Have only one conversations going on at a time (i.e., no side conversations)
10. When possible discuss motions at least one meeting before bringing it to a vote

## 5 BOARD COMMITTEES

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The following committees are established by the Board to help in the work of governance and report to the Board.

### 5.1 FINANCE COMMITTEE.

The Finance Committee's responsibilities:

1. Make recommendations to the Board of Trustees on the fiscal policies of the church.
2. Work with the Church Administrator, Church staff and the Treasurer to efficiently and effectively manage church finances.
3. Work with the Senior Staff Team and Treasurer in the preparation of the budget, which will balance total expenditures with total anticipated income. The Board of Trustees has final approval of the budget.
4. Offer financial counsel to the Treasurer who serves as an ex-officio member of the committee.
5. Conduct regular review of all investments, including but not limited to, Restricted, SYC and Endowment.
6. Participate in the selection of an outside audit professional.

### 5.2 PERSONNEL COMMITTEE.

The Personnel Committee is responsible for making recommendations to the Board of Trustees regarding the conditions of employment, including salaries, wages and benefits and working conditions for employees of the church. The Personnel Committee may assist in resolving employee relations issues.

Responsibilities:

1. Review current denominational information regarding the employee policies, practices and working conditions. Review surveys and market analysis data which will help it in its determinations;
2. Review and revise the church employment handbook;
3. Serve as a communication link between staff members and the Board;
4. Assure the administration of annual performance appraisals, and review and update of job descriptions, for non-ministerial staff members;
5. Advise the Board on personnel issues including, but not limited to, salary and benefit recommendations.

Members of this committee are appointed by the Board of Trustees.

### 5.3 LEADERSHIP DEVELOPMENT COMMITTEE (LDC)

– Currently defined in Constitution.

### 5.4 BOARD TASKFORCES:

In addition to the standing Board Committees, the Board can appoint taskforces to handle specific issues for a limited time duration. Examples include Strategic Planning.



## 6 MANAGEMENT:

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This section outlines the management policy of the Board of Trustees of the First Unitarian Universalist Church.

### 6.1 DELEGATION TO THE STAFF

#### 6.1.1 Staff structure:

The Senior Minister is the head of staff and is responsible for maintaining a productive and effective staff team, for ensuring that the staff's efforts are directed toward fulfilling the congregation's mission and current goals and that all staff comply with all Board policies.

The Board designates certain positions as Senior Staff (currently the Senior Minister, Associate Minister, Church Administrator, and Director of Religious Education). The Senior Staff Team shares responsibility with the head of staff for operational leadership.

#### 6.1.2 Global delegation:

The Senior Staff Team is responsible for the leadership and direction of all administrative and programmatic functions of the congregation. The Board of Trustees delegates to the Senior Staff Team the authority to:

- Make all operational decisions
- Develop administrative and programmatic policies
- Manage communications
- Allocate church resources as limited by Board policies.

#### 6.1.3 Teams, Taskforces and Volunteers

The Senior Staff Team is responsible for the organization and structure of the Teams, Taskforces and volunteers in support the global delegation responsibilities.

### 6.2 DELEGATION TO OTHERS

This section lists functions placed outside of the Board and Staff management.

#### 6.2.1 The Endowment Fund:

All endowment funds are invested in professionally managed funds in keeping with the values of the church's mission and principles of Unitarian Universalism.

The Board delegates investment and management of the congregation's endowment fund to the UUA Common Endowment Fund.

#### 6.2.2 The School for Young Children

The Board of Trustees delegates to the School for Young Children Directors and Committee the responsibility to maintain and the authority to direct a weekday preschool based on a philosophy of responding to the needs of children to express their feelings and discover their self-worth in an environment of free play as an out-reach of the mission of the church to families of young children. Enrollment is open without regard to race, creed, sex, or socio-economic level as guided by the church's commitment to hospitality and diversity.

[Reference: [SYC Committee and the Church](#)] –.

## 7 CARE FOR PEOPLE

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The Senior Staff Team is responsible for the safety and wellbeing of all persons using church property or participating in church activities. They have the authority to take all necessary actions when people are at risk. The staff is guided by our mission's commitment to practice true hospitality.

[Reference: [Covenant of Respectful Relations](#)]

[Reference: [Policy on Disruptive Behavior](#)]

### 7.1 HEALTH & SAFETY

The Senior Staff Team is responsible for maintaining a safe and sanitary church facility. All required licenses and inspections are kept current and violations are promptly corrected.

#### 7.1.1 Facilities Security

The Senior Staff Team is responsible for maintaining a written plan for responding to emergencies including medical, fire, weather, natural disaster, human threats, or accidents that endanger persons using church property or participating in church activities.

[Reference: [Safety Policy](#)]

### 7.2 NONDISCRIMINATION

Guided by our mission's commitment to practice true hospitality and the principles of Unitarian Universalism, no person acting on behalf of the church may discriminate for reasons including, but not limited to, race, gender, ethnicity, age, sexual orientation, physical condition, socio-economic status, or belief. Employment is based on qualification and merit, in keeping with personnel policies of the church.

### 7.3 UNIVERSAL ACCESS

Guided by our mission's commitment to practice true hospitality and the principles of Unitarian Universalism, every reasonable effort is made to remove all impediments to full participation in the life of the church. All legal requirements for accessibility are met and, where possible, exceeded. Plans, attitudes, practices, and improvements to our facilities are reviewed to continually improve accessibility.

### 7.4 CONFLICT RESOLUTION

If an operational decision made by a member of the Senior Staff Team generates serious objection on the part of a church member or group of members, the Senior Staff will work to resolve the issue appropriately. If needed, a Committee on Shared Ministry (COSM) member will be assigned to mediate and assist with this resolution in accordance with the Conflict Resolution Policy

[Reference: [Conflict Resolution Policy](#)]

## 8 CARE FOR STAFF

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The Senior Staff Team is responsible for maintaining a productive and effective staff environment which focuses the staff's abilities on fulfilling the mission and achieving Board goals in compliance with Board policies.

### 8.1 COMPENSATION & BENEFITS

Guided by the Unitarian Universalist principle of justice and equity in human relations, compensation and benefits for church staff are based on the Unitarian Universalist Association's Fair Compensation Guidelines. It is Board policy to strive for Practicing Fair Compensation Congregation status as defined by UUA guidelines.

### 8.2 CREATING AND FILLING STAFF POSITIONS

The Senior Staff Team cooperates with the Board Personnel Committee to create job descriptions for new staff positions. The Personnel Committee's expertise is sought in the preparation of contracts and terms of offer for paid staff. The Senior Staff Team reports to and consults with the Board before a paid staff hiring process begins. Any hiring of regular staff requires prior approval of the Board.

### 8.3 DISCIPLINE AND DISCHARGE OF STAFF

Before a regular staff member's employment is terminated, the head of staff or appropriate member of the Senior Staff Team consults with the Personnel Committee to confirm that the termination complies with Board policy and applicable laws. Termination requires prior approval of the Board.

### 8.4 WHISTLE-BLOWER PROTECTION

The Senior Staff Team ensures the maintenance of an up-to-date whistle-blower policy to protect staff and volunteers against retaliation for reporting the possible violation of laws, fraudulent accounting practices, unsafe conditions, or any form of discrimination or abuse.

### 8.5 STAFF GRIEVANCES

The Senior Staff Team, consults with the Personnel Committee to maintain policies to resolve conflict and address staff grievances, including harassment and sexual harassment.

### 8.6 PERSONNEL MANUAL

The Senior Staff Team together with the Personnel Committee ensures the maintenance of an up-to-date personnel manual that protects the church against legal liabilities, covers non-policy matters necessary to meet legal requirements, and upholds Unitarian Universalist Association standards for employee best practices.

[Reference: Personnel Manual]

## 9 CARE FOR RESOURCES AND FINANCIAL CONTROLS

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### 9.1 BUDGET

The Senior Staff Team, working with the Treasurer and Finance Committee, is responsible for preparation of the budget, which will balance total expenditures with total anticipated income. The Board of Trustees has final approval of the budget.

### 9.2 FINANCES

The Senior Staff Team is responsible for and has the authority to expend the resources of the church in support of the mission of the church and in keeping with the written goals of the Board. The Senior Staff Team is responsible for day-to-day financial decisions. The Senior Staff Team's authority to spend the financial resources of the church is limited by the following Board policies:

1. Spending does not exceed the total amount budgeted.
2. Spending in any budget category that exceeds the budget is balanced by a proposed reduction in another budget category subject to Board approval.
3. Changes to the compensation of any staff position require Board approval.
4. New debt in any form is not incurred on behalf of the church without Board and Congregational approval. [Reference: [Constitution Article V 1 i](#)]
5. Purchase or sale of real estate, require Board approval.
6. Major gifts with donor restrictions require Board approval.
7. Endowment Fund Spending requires Board approval. [Reference: [Disbursements From the Endowment Fund](#) ]
8. The church's tax-exempt status is not jeopardized under local, state or federal law.

### 9.3 SECURITY OF CHURCH ASSETS

The Senior Staff Team is responsible for maintaining policies which assure that the assets of the church are managed and protected appropriately, including but not limited to the financial assets, physical property, church data and church reputation.

### 9.4 INSURANCE

The Senior Staff Team is responsible for reporting annually to the Board the insurance needs of the church and has the authority to secure insurance that provides sufficient coverage against liabilities and property losses.

### 9.5 CHURCH DOCUMENTS AND OTHER RESOURCES

The Senior Staff Team is responsible for maintaining a document policy for church records.

[Reference: [Retention of Congregational Records](#)]

[Reference: [Definition of Official Church Records](#)]

## 10 POWERS RESERVED TO THE BOARD

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Beyond the powers reserved to the Board in the Constitution, the Board reserves the following powers:

### 10.1 COVENANTS AND AFFILIATIONS

Establishes and oversees covenants and affiliations with other institutions including establishing contribution levels and appointing delegates with the authority to vote as representatives of the church. Examples: Unitarian Universalist Association, congregations within denominational districts and regions, sister churches, local and statewide interfaith organizations.

### 10.2 PUBLIC POSITIONS

Has the authority to commit the church to public positions on political issues, taking into consideration the church's non-profit tax status. This policy recognizes the freedom of our clergy, professional staff, and lay leaders to express their personal opinions on public matters in words and deeds as individuals not speaking for the church and its members.

### 10.3 MINISTERIAL CANDIDATE SPONSORSHIP

May sponsor, upon request, Ministerial Candidates meeting the requirements set by the Unitarian Universalist Association for congregational sponsorship. Intent to sponsor a ministerial candidate will be communicated to the congregation via email or newsletter requesting comments from the congregation. Sponsorship will be granted through a Board vote.

## 11 BOARD OVERSIGHT

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The purpose of oversight is to ensure that the congregation fulfills its mission, working together with open communication, by maintaining mutual respect and trust, and by striving to learn from experience and from each other.

The Board exercises oversight by regularly monitoring and evaluating progress toward the goals set by the Board to fulfill our mission and in compliance with Board policy. The Senior Staff Team is responsible for oversight of the administration, programs, and ministries of the congregation.

## 11.1 MONITORING

- 11.1.1 Financial Reports cover the overall financial performance compared to the budget and point out significant issues and challenges. Financial reports are discussed when Board action or issues of compliance with Board policy are on the Board agenda. Financial reports are made available to congregants upon request.
- 11.1.2 Staff Reports are emailed monthly to the Board prior to the Board meeting.
- 11.1.3 At mutually determined intervals during the year, the Board can call on the staff to report more fully on the church's work in a given area, and to contribute expertise, information and leadership. The purpose of these reports is to support the Board's learning and reflection on major areas of the church's mission, such as worship, religious education, social justice, membership development, and stewardship.
- 11.1.4 From time to time, the Board may inquire into specific questions of policy compliance, organizational concerns, or other serious issues by appointing an outside consultant to assess some aspect of church program or organizational functioning.

## 11.2 EVALUATION

- 11.2.1 An in-depth program evaluation of one program area by an appointed task force will take place annually. Both the program to be evaluated and the task force members are selected by the Senior Staff Team and approved by the Board. The size and composition of the task force will vary depending the program area to be evaluated. The program evaluation task force will present a written report to the Board and Senior Staff team. The goal of the program evaluation is comprehensive review of best practices, areas of strength and opportunities for improvement in a program area.
- 11.2.2 Board and head of staff evaluation will take place annually when the Board and head of staff evaluate their own and each other's contribution to the congregation's mission.
- 11.2.3 Staff evaluations are the responsibility of the Senior Staff Team which creates and maintains an annual cycle of evaluation including a written evaluation of each staff member by their supervisor. Written reports are available to the board or its designated representative if requested. The purpose of staff and program team evaluations is to recognize achievement, build morale, and encourage good communications and healthy work relationships.
- 11.2.4 Senior Minister's triennial performance review: -- Every three years the Board and Senior Minister will together appoint a taskforce of three persons held in high regard by the congregation and mutually acceptable to the Board and Senior Minister. The task force will facilitate a performance review of the Senior Minister, gathering data from the congregation and other sources, and producing a written report. The task force report, together with a written response from the Senior Minister will be published to the congregation. The goals of the triennial performance review are to call the congregation's attention to the mutual, relational nature of ministry and the respective responsibilities of all who contribute to its success; to assist the Senior Minister to remain motivated, creative and flexible and to equip the Senior Minister and Board to correct any problems and maintain an effective partnership.

## APPENDIX A – CONFLICT OF INTEREST DISCLOSURE FORM

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**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest: (Conflicts of interest are defined in section 3.6 of the Board Policy Book)

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B – CHANGE LOG

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Version 1.0 – 1/17/2015 – Initial Version

Version 2.0 – 11/18/2015 – Added Section 11 – Monitoring and Appendix A – Conflict of Interest Disclosure Form.