

Appendix A

TRUSTEE CODE OF ETHICS

As a member of the Board Team. I will:

1. Listen carefully to my teammates.
2. Respect the opinions of my Minister and fellow Board members.
3. Respect and support the majority decisions of the Board.
4. Recognize that all authority is vested in the full Board, only when it meets in legal session. Keep well informed on developments relevant to issues that may come before the Board. Bring to the attention of the Board any issues that I believe will have an adverse effect on the Ministry or those to whom we minister. Refer complaints to the proper level on the chain of command.
5. Recognize that my job is to ensure that the Ministry is well managed, not to manage the Ministry.
6. Represent all those whom this Ministry serves and not a particular area or interest group. Consider myself a "trustee" of the Ministry and do my best to ensure that it is well maintained, financially secure, growing, and always operating in the best interests of those we serve. Always work to learn how to do my job better.
7. Declare conflicts of interest between my personal life and my position on the Board, and abstain from voting when appropriate.

As a member of the Board, I will not:

1. Criticize the Minister, fellow Board members or their opinions, in or out of the Boardroom.
2. Discuss the confidential proceedings of the Board outside the Boardroom.
3. Promise how I will vote on any issue before the meetings.
4. Use the Ministry for personal advantage or that of my friends or relatives; or use my position to impose my will on others.
5. Interfere with the duties of the Minister or undermine the Minister's authority with staff members.

Signature of Board Member



Appendix A

CONFLICT OF INTEREST

Gifts, Gratuities:

Trustees are not to accept gifts, gratuities, free tips, personal property of any item of value from an outside person or organization as an inducement to do business or provide services.

Outside Business or Professional Interests:

Obviously Trustees have outside business or professional interests. However, Trustees may not make a profit in any way in their outside employment or business interests from their work with the church. During Board meetings, members must disclose any conflict of interest involving an issue before the Board and abstain from discussion or voting on this issue.

Personal Beliefs:

Trustees may hold a wide range of personal beliefs, values, and commitments. These beliefs, values, and commitments are a conflict of interest if they prevent Trustees from carrying out their job responsibilities; if Trustees attempt to use the church and facilities for furthering them; or if Trustees attempt to convince other Trustees, the Minister, or church staff members of their personal beliefs after these individuals have asked them to stop.

Abuse of the Board Relationship:

Trustees should not abuse their Board membership by using the ministry's staff, services, equipment, materials, or property for their personal gain.

Appendix B

BOARD AND MINISTER: WHO DOES WHAT?

BOARD

Establishes policy.

MINISTER

Carries out policy.

Gives input to the church's vision.

Has primary responsibility for the church's vision.

Creates policy for financial management and approves the financial plan (budget).

Makes sure bills are paid, handles day-to-day expenditures, has input into the financial plan (budget).

Approves a bid for major purchase.

Researches, makes recommendation, and carries out the actual purchase; small purchases are usually made by the Minister without Board approval.

Approves financial plan and general funding for staff salaries, including salary ranges, and establishes new positions.

Determines scope of personnel activities, sets individual salaries, and determines amount of raises.

Sets personnel policies; is apprised of disciplinary actions and potential discharges.

Determines level of staffing, writes job descriptions, hires, disciplines, promotes, evaluates, or fires.

Collectively creates a performance evaluation of the Minister that is given by one or two members. All so evaluates Board performance and "church performance," i.e. how well is the church overall fulfilling its mission and vision.

Gives performance reviews on all staff positions.

Appendix C
BOARD/STAFF RELATIONSHIPS

BOARD

Is reimbursed for expenses.

Makes policy.

Works as a team with the Minister, offering feedback through an annual performance review as it pertains to the job description.

Establishes new positions and sets and approves salary ranges; is informed of personnel problems if it moves to progressive discipline.

Has social, friendly relationship with staff members - does not use this relationship to solicit information or promote triangulation.

Appoints and supervises committees.

Discusses personnel performance, positive or negative, with the Minister only.

Serves as an unpaid volunteer - cannot be both Board and staff. This is unethical, inappropriate, and represents a conflict of interest.

Reviews financial condition through financial statements and approves annual budget.

Communicates Board decisions to the congregation.

May disagree and even argue among selves at the Board meeting; obligated to support the decision once it is made. May not, by statement or innuendo, indicate non-support.

The Minister is both Board and staff. As CEO, he/she serves as a full member of the Board, yet receives compensation for services. The Minister is the only individual receiving compensation from the ministry who may serve on the Board.

STAFF

Receives compensation for services rendered.

Has input into and implements policy under the Minister's direction.

Is supervised by the Minister; job performance is evaluated by the Minister; serves at the discretion of the Minister.

Is hired by the Minister for a salary, the amount of which is confidential, which falls within the range set by the Board.

Maintains friendly relationship while avoiding discussions of employment issues, other staff members, salaries, and ministry management.

Serves on committees if asked.

Accepts assignments and performance evaluations from the Minister only; receives discipline from the Minister.

Works for pay.

Proposes budget with rationale and complete financial picture for review.

Assists with communication and supports Board decision.

Is obliged to support the decision of the Board; gives up the right to speak about issues when accepting a staff assignment. The vote is the only voice appropriate to a member who is also a staff member