

**Molina Baptist Church**

**BOARD**

**POLICIES**

**MANUAL**

**Revised and approved 3/14/22**

## **Part 1: Introduction and Administration**

**1.1** This Board Policies Manual contains all the current standing policies adopted by the Church Board of Molina Baptist Church.

**1.2 Changes:** These policies are meant to be reviewed constantly and refined. Any church member may suggest changes for the manual but proposed changes must be submitted by a board member or the senior pastor. Proposed changes will be distributed in advance. When language is recommended for deletion or new language added it must be clearly marked to help readers quickly locate proposed changes. Any change to this manual must be approved by vote of a 2/3 majority of the Church Board. Whenever changes are adopted, a new document should be printed, dated and made available to the board and staff.

## **Part 2: Organizational Essentials**

**2.1** The Church Board is accountable to the membership of Molina Baptist Church.

**2.2 Active Members:** Article III, Section 3A, of the MBC Bylaws states, “Active members are those who actively and currently participate in accomplishing the mission of Molina Baptist Church.” The Church Board will determine membership status based on contributions to ministry goals.

**2.3 Inactive Members:** Article III, Section 3B, of the MBC Bylaws states, “Inactive members are those who are not currently active.” The Church Board will determine membership status based on contributions to the ministry goals.

**2.4 Receiving Members:** Interested people can become members through;

- A. Personal faith and conversion in Jesus Christ.
- B. Obedience to Christ in believer’s baptism. At Molina Baptist Church we practice immersion.
- C. Agreement with Molina Baptist Church statement of faith.
- D. Receive a recommendation from the pastor and/or members of the Servant Team for the congregation to receive prospective members.
- E. The congregation will vote to receive members at a regular business meeting with a majority vote.
- G. Meet with the pastor and/or members of the Servant Team for orientation.

**2.5 Dismissal of Members:** Members will be dismissed upon death, at the request of the member, or by recommendation of the pastor or Church Board. The following procedure will be followed only if dismissal occurs by recommendation of the pastor or Church Board;

- A. At a regular meeting of the Church Board, the pastor or a board member will initiate a conversation about a member’s dismissal.
- B. The Church Board will decide if it is necessary to dismiss a member. If the board chooses to dismiss a member, they will recommend action by the congregation at the next business meeting and the congregation will vote concerning the member’s status.

## **Part 3: Board Structure and Processes**

**3.1 Governing Approach:** In summary the board is responsible for casting and caring for the overall vision of the church. This means they focus on the “big picture” by proactively setting direction. The board is about empowering, coordinating and encouraging the accomplishment of all goals through the ministry teams. In this spirit, the board will;

- A. Monitor and regularly discuss the board’s own processes and performance, seeking to ensure the continuity of its governance functions by selecting capable officers, orientation and training, and evaluation.
- B. The board will elect officers annually.

**3.2 Board Description:** The job of the board is to lead the organization toward the desired goals and ensure progress. To perform its job, the board shall;

- A. Determine major goals and strategies based on the church’s mission.
- B. Determine the parameters within which the pastor and teams are expected to achieve the goals/outcomes.
- C. Work with the pastor to review the church’s plans and strategies.
- D. If necessary, initiate the termination of the pastor.
- E. Monitor the performance of the church relative to the achievement of the major goals and strategies based on the church’s mission.
- F. Ensure financial solvency and integrity.
- G. Appoint, evaluate, dismiss ministry teams and their members.
- H. Appoint and oversee the treasurer.
- F. Function as the Finance Team responsible for preparing and recommending the annual budget to the church membership. The team shall also include the pastor, the treasurer, a member of each of the ministry teams and any at large or board representation the Church Board should choose.

### **3.3 Board Member Nomination Process:**

- A. Board members must be active members of Molina Baptist Church.
- B. Any member can nominate any other member including themselves for election to the board.
- C. The pastor cannot be elected as a voting member of the Church Board.
- D. The board will currently be capped at seven not including the ex officio members of the board.
- E. Nominations can be made to the board chair or secretary at least one week prior to a business meeting. Vacancies may be filled at any business meeting.

**3.4 Orientation:** Each new member shall be given this manual along with adequate briefings on the role of the board, officers, pastor and teams and an overview of programs, plans and finances.

**3.5 Chair’s Role:** The chair conducts the business meetings of the board and of the church members. The chair represents the church and the board and has no authority to make decisions beyond those authorized by the board.

### **3.6 Board Meetings:**

- A. The agenda of board meetings shall be set by the chair of the board in consultation with the pastor and the other board members.
- B. Regular board meetings shall be held at least six times a year. The January meeting shall include a review of the planning and budgeting for the upcoming year. A fourth quarter meeting shall include a review of the performance of the pastor and of the goals and strategies of the organization for the past year. Special meetings of the board can be called by the board chair.

**3.6 Ministry Teams:** Teams serve by appointment of the Church Board for the purpose of assisting in the implementation of the church mission as designated by the Church Board or membership.

- A. The board shall select members for three-year terms. Teams will select their own chairs and appoint someone to keep minutes of the meetings.
- B. The Church Board chair and the pastor are ex officio members of all teams.
- C. All ministry teams are directly accountable to the Church Board and serve under the board's authority. Teams are encouraged to make an annual report to the board.
- D. Members of the Church Board may also serve on ministry teams.

### **3.7 Qualifications for Teams:**

- A. Ministry team members do not need to be members of Molina Baptist Church, but should be regular attenders.
- B. Team members must work in the scope of the team. If conflict arises that can't be resolved within the team, the team should consult the Church Board for direction.
- C. Have a desire to serve the mission of Molina Baptist Church.
- D. The board will recruit and appoint team members based on spiritual gifts, passions, abilities and experience.
- E. Numbers of team members will depend on the availability of gifted members and the demands of the responsibilities for the current ministry needs.

### **3.8 Evaluation:**

- A. Teams will self-evaluate based on their responsibilities within the mission of the church at least annually.
- B. The Church Board will evaluate each team and their responsibilities based on the mission of the church at least annually.

### **3.9 Authority and Responsibilities:**

- A. Authority and responsibilities vary from team to team as delegated by the manual and the Church Board.
- B. Teams will be formed based on the needs of the church.
- C. Teams have the right to spend their approved budgets as needed with team majority consensus, but must keep in mind all expenses that may occur throughout the year.
- D. Each team should meet prior to the annual meeting, agree upon and request

their budget amount for the upcoming year.  
E. Teams may consist of but not be limited to the following:

Finance Team	Hospitality Team
Discipleship Team	Stewardship Team
Outreach Team	Servant Team
Worship Environments Team	Technology Team

1. *Finance Team.* The current Church Board functions as the Finance Team. This team shall develop and recommend to the board those financial principles, plans, and courses of action that provide for mission accomplishment and organizational financial well-being. Consistent with this responsibility, it shall review the annual budget and submit it to the board and congregation for its approval. In addition, the team shall make recommendations with regard to the level and terms of indebtedness, cash management, investment policy, risk management, financial monitoring and reports, employee benefit plans, signatory authority for expenditures, and other policies for inclusion in the manual that the team determines are for effective financial management.
  - a. *Budget Committee.* This sub-committee consists of the Finance Team (Church Board) and a representative from each ministry team. This committee prepares the church budget for the upcoming year for the congregation's approval at the annual business meeting.
  - b. *Audit Committee.* This sub-committee shall oversee the organization's internal accounting controls. It will be able to ask for an external audit every three years. Audits will include compliance with all federal, state and local laws governing tax-exempt entities. The committee shall also oversee written conflict of interest policies and procedures.
2. *Discipleship Team.* This team shall oversee and lead programming for growing faith in members of the congregation and participating members of the community. This includes children, youth and adult programming.
3. *Outreach Team.* This team is responsible for the evangelistic outreaches of Molina Baptist Church. They shall oversee partnerships with missionaries and missionary organizations on local, regional, and foreign levels.
4. *Worship Environments Team.* This team will oversee worship environments. They will work closely with the pastor to develop worship services that will engage the congregation in worship as well as accomplish the mission of the congregation. This may include communion, ushers, call to worship, music selection, musical recruitment, selection of the choir director and worship leaders, taking attendance, establishing a weekly order of worship, and

special seasonal services.

- a. *8:45 am Committee.* This group will be part of the Worship Environments Team, yet independent and autonomous from the other committee, exclusively responsible for the above mentioned duties as they relate to the 8:45 am service. They will choose their own leaders and leadership structure from among their own number.
  - b. *11:00 am Committee.* This group will be part of the Worship Environments Team, yet independent and autonomous from the other committee, exclusively responsible for the above mentioned duties as they relate to the 11:00 am service. They will choose their own leaders and leadership structure from among their own number.
  - c. On special occasions and as directed by the Church Board, the 8:45 am Committee and the 11:00 am Committee will work together to plan joint services.
5. *Hospitality Team.* This team will organize social events to facilitate church fellowship. This will include refreshments and potlucks around other church programming. Other teams will call upon this team and depend upon them to support their plans with social environments that promote fellowship.
  6. *Stewardship Team.* This team cares for the facilities, monitors consumable items, and hires the cleaning staff. They will oversee facility and equipment maintenance. This team makes recommendations to the Church Board for building improvements, but does not have the sole responsibility for such requests. This team will select and appoint the purchasing agent for the congregation. This agent's spending will be limited by the budget and accountable to the Stewardship Team.
  7. *Servant Team.* This team shall care for the physical, emotional, relational and spiritual needs of Molina Baptist Church members and the community at large. They will oversee and conduct pastoral care with the pastor. They shall manage the benevolence fund at their own discretion.
  8. *Technology Team.* This team will oversee the computer and sound equipment utilized by the church. They will work with other teams to determine needs and provide necessary technology as to provide the highest quality service possible. This team will oversee those running the sound, PowerPoint and broadcasting system, and will work with the website team as needed.
- F. The board may form other teams and committees as necessary.

**3.10 Dismissal from Ministry Team:** The Church Board can dismiss team members when necessary, following an appropriate and objective evaluation.

**3.11 Molina Baptist Scholarship Fund:** The Church Board will review the applications for the Molina Baptist Church Scholarship Fund and award scholarships according to the scholarship guidelines.

**3.12 Advisors and Task Forces:** To increase its knowledge base and depth of available expertise, the Church Board may bring in advisors and/or form task forces of qualified individuals. The term “task force” refers to any group appointed by the board to assist them in carrying out various time limited goals and responsibilities.

## **Part 4: Senior Pastor**

**4.1 Pastoral Performance Review:** The purpose of the review is to determine the degree to which the church’s mission is being accomplished and Church Board objectives are being met. The board will provide feedback to the pastor during this review. The goals and objectives will be analyzed to determine the effectiveness toward common goals set forth in the plan. The board and the pastor will work together to complete any goals that have not been met, as well as determine future direction to fulfill the mission of the church.

**4.2 Pastor Transitions:** As needed, the Church Board chair may appoint a Pastoral Transition Team to explore options and propose strategies and board policies related to succession and transition of pastor and to facilitate any needs of the outgoing and incoming pastors and their families. The incumbent pastor shall give the board at least a one-month notice of intent to leave that office. Any need for an acting or interim pastor will be determined by the Church Board. The Church Board is authorized, as soon as a vacancy or scheduled departure of the pastor is known, to appoint a search committee and committee chair. The search committee may include as many as the board deems necessary, but must include at least two members not on the board. As soon as possible, the committee shall recommend for board approval, a position announcement, a recommendation on any search consultant, the appointment of a search secretary, and a budget for the search. The search committee shall present one or two qualified candidates to the full board for consideration. The Church Board will then recommend the candidate(s) to the congregation for approval. The board shall, at the time of selection, negotiate the new pastor’s compensation and service agreement and give the successor pastor any special performance priorities from the board.

## **Part 5: Treasurer**

**5.1 Treasurer Job Description:** The Treasurer shall oversee the financial matters of the congregation.

### **5.2 Duties and Responsibilities**

A. Keep accurate records of receipts, disbursements, budgets and funds available to the

church.

- B. Ensure that the required government documents are filed (state and federal filings on or before due dates and donor receipts by Feb. 1<sup>st</sup>).
- C. Report to the board and church membership the financial condition of the church as needed.
- D. Oversee the assistant treasurer, if applicable, and communicate regularly with that person.
- E. Oversee and recruit the weekly money counters and deposits.
- F. Provide the Audit Team information necessary to complete the audit.
- G. Receive the weekly report from the weekly collections.
- H. Back up all financial records regularly on a secure computer.
- I. Call together the Budget Committee, as assembled by the Church Board, for an annual meeting.

### **5.3 Treasurer Accountability:**

- A. The Church Board will provide oversight for the treasurer's responsibilities.
- B. The Treasurer will be a church member but may hire or delegate some duties and responsibilities to other members or financial professionals in consultation with the Church Board.