

I. MISSION AND ENDS:

Definition: the appropriate benefits and results at an appropriate cost for those served by this congregation.

At Forest Park Covenant Church, people:

- Connect to God,
- Connect to One Another, and
- Connect to the World

II. STAFF AND MINISTRY TEAM LIMITATIONS

DEFINITION: Limitations on Staff and Ministry Team authority that establish the boundaries within which all Staff and Ministry Team activities and decisions must take place.

GLOBAL POLICY TITLE: STAFF AND MINISTRY TEAMS LIMITATIONS

The Staff and Ministry Teams shall not cause or allow any practice, activity, decision, or organizational circumstance that is either non-Christian, unlawful, imprudent, or in violation of commonly accepted church, community, business and professional ethics.

A. TREATMENT OF MINISTRY PARTICIPANTS

With respect to interactions with the ministry participants, the Staff and Ministry Teams shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

Accordingly, they shall:

1. Allow only teaching that is biblically sound and appropriate to the affirmations of the Evangelical Covenant Church.
2. Maintain facilities and engage in ministries that provide an environment where participants feel safe physically and personally.
 - a. Address the requirements of the insurance company.

3. Establish a clear understanding of what may be expected and what may not be expected from participation in this ministry.
4. Use methods of collecting, reviewing, transmitting, or storing personal information that protect against improper access to that information.
5. Provide a grievance process to those who believe they have not been treated appropriately.

B. TREATMENT OF PAID AND VOLUNTEER STAFF

With respect to the treatment of paid and volunteer staff, the Staff and Ministry Teams may not cause or allow conditions that are unfair or undignified.

Accordingly, they shall:

1. Provide written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions such as sexual harassment and grossly preferential treatment for personal reasons.
2. Provide paid and volunteer staff with job descriptions that explain the expectations of their role, obligations, duties and limits of their authority and responsibility.

C. FINANCIAL PLANNING AND BUDGETING

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate significantly from the congregation's Ends or risk fiscal jeopardy.

Accordingly, the Staff and Ministry Teams shall:

1. Provide budget requests to the Lead Team September 1 that are based on the proposed objectives for the coming year. The request will include a projection of revenue and expenses, separation of capital and operational items and an explanation of planning assumptions.
2. Expend the funds assigned to it in the approved budget of the church according the spending policies of the Stewardship and Finance Ministry Team. If the budget is revised during the course of the year due to unforeseen circumstances, the Lead Team will communicate the necessary adjustments required to each Staff and Ministry Team.

D. ASSET PROTECTION

The Staff and Ministry Teams shall not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, the Staff and Ministry Teams will:

1. Engender a respect for the buildings and equipment and not subject them to improper wear and tear or insufficient maintenance.
2. Not expose the church, its Lead Team, or staff to claims of liability.
3. Not endanger the church's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

E. COMMUNICATION AND SUPPORT TO THE LEAD TEAM

The Staff and Ministry Teams shall inform and support the Lead Team in its work.

Accordingly, they shall:

1. Submit monitoring reports required by the Lead Team (see guideline on Oversight of Staff and Ministry Team) in a timely, accurate, and understandable fashion.
2. Inform the Lead Team of relevant trends, changing circumstances, or anticipated adverse media coverage.
3. Communicate with the Lead Team as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Lead Team.
4. Report in a timely manner an actual or anticipated noncompliance with any policy of the Lead Team.

(in this model parts of this policy are given to the Stewardship and Finance Team and Properties Ministry Team)

F. ASSET PROTECTION: PROPERTIES MINISTRY TEAM AND STEWARDSHIP AND FINANCE MINISTRY TEAM

The Teams as designated shall not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, it will:

1. Consult insurance professionals about the appropriate balance between insurance and risk, and appropriately insure the church, staff and Lead Team members.
(Stewardship and Finance Ministry Team)
2. Receive, process, or disburse funds under controls that are established to meet the Lead Team-appointed auditor's standards. (Stewardship and Finance Ministry Team)
3. Not subject buildings and equipment to improper wear and tear or insufficient maintenance. (Properties Ministry Team)
4. Establish a written policy covering all purchases over _____ that will assure prudent expenditure, adequate reporting, and prevent conflicts of interest.
(Stewardship and Finance Ministry Team)
5. Invest or hold operating capital in secure instruments, including insured checking accounts or in interest-bearing accounts except where necessary to facilitate ease in operational transactions. (Stewardship and Finance Ministry Team)

II. SPECIFIC STEWARDSHIP AND FINANCE MINISTRY TEAM

LIMITATIONS

G. FINANCIAL CONDITION AND ACTIVITIES: STEWARDSHIP AND FINANCE MINISTRY TEAM LIMITATIONS

With respect to the actual, ongoing financial condition and activities, the Stewardship and Finance Ministry Team shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Lead Team priorities established in Ends.

Accordingly, the Stewardship and Finance Ministry Team shall not:

1. Expend more funds than have been budgeted in the fiscal year to date, unless the debt guideline is met.
2. Use church reserve funds in an amount greater than can be repaid by certain, otherwise unencumbered revenues within one hundred eighty days.

3. Fail to settle payroll and debts in a timely manner.
4. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

III. GOVERNANCE PROCESS - GLOBAL PURPOSE

The purpose of the Lead Team, on behalf of the members of Forest Park Covenant Church, is to lead this congregation in serving Christ by (1) providing appropriate benefits and results at an appropriate cost for those served by this congregation and (2) avoiding unacceptable actions and situations.

A. GOVERNING STYLE

The Lead Team will seek the Lord's wisdom in order to govern with an emphasis on (1) church vision rather than a preoccupation with details delegated to others, (2) strategic leadership more than administrative detail, (3) clear distinction of Lead Team roles and Staff and Ministry Team roles, and (5) future rather than past or present.

Accordingly,

1. The Lead Team will cultivate a sense of group responsibility. It will use the expertise of individual members to enhance the ability of the Lead Team as a body.
2. The Lead Team will guide the Ministry Teams and Staff through the careful establishment of broad written guidelines reflecting the Lead Team's understanding of the congregation's values and perspectives about Congregational Ends to be achieved and actions to be avoided.
3. The Lead Team's major focus will be on the intended long-term results, not on the administrative or programmatic means of attaining those results.
4. The Lead Team will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation, policy-making principles, and respect of roles.
5. Continual Lead Team development will include orientation of new Lead Team members in the governance process, education related to governance and

congregational life, and evaluation of the Lead Team's process and performance at each meeting.

B. LEAD TEAM JOB DESCRIPTION

The job of the Lead Team is to represent the congregation in determining and ensuring appropriate ministry outcomes.

Accordingly,

1. The Lead Team will intentionally engage members of the congregation regarding vision and ministry.
2. The Lead Team will produce written governing guidelines that, at the broadest levels, address each category of organizational decision.
 - a. Congregational Ends: Appropriate benefits and results at an appropriate cost for those served by this congregation.
 - b. Staff and Ministry Team Limitations: Constraints on authority that establish the boundaries within which all congregational activity and decisions must take place.
 - c. Governance Process: Specification of how the Lead Team conceives, carries out, and monitors its own task.
 - d. Staff and Ministry Team Oversight: How power is delegated and monitored.
3. The Lead Team will establish a process for communicating between the Lead Team and the congregation.

C. LEAD TEAM CODE OF CONDUCT

The Lead Team commits itself and its members to prayerful, Christ-like, ethical, and lawful conduct, including following biblical guidelines regarding the proper use of authority and appropriate decorum when acting as Lead Team members.

Accordingly,

1. Lead Team members must represent unconflicted loyalty to the interests of all members and friends of the congregation.

2. When the Lead Team is to decide upon an issue about which a Lead Team member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote but also from the deliberation.
3. Lead Team members may not attempt to exercise individual authority over the congregation except as explicitly set forth in Lead Team guidelines.
 - a. Members' interaction with the Staff and Ministry Teams must recognize the lack of authority vested in individuals except when explicitly authorized by the Lead Team.
 - b. Members' interactions with public, media, or other entities must recognize the inability of any Lead Team member to speak for the Lead Team except to repeat explicitly stated Lead Team decisions.
 - c. Members' interactions with the media will be as one voice through one voice, the Chair, Senior Pastor or person designated by the Lead Team.
4. Lead Team members will respect the confidentiality appropriate to issues of a sensitive nature.

IV. LEAD TEAM OVERSIGHT OF STAFF AND MINISTRY TEAMS

Definition: How power is delegated and monitored; the role, authority, and accountability of the Staff and Ministry Teams.

LEAD TEAM/STAFF AND MINISTRY TEAM LINKAGE

The Lead Team's official connection to the ministries of the congregation, its achievements, and conduct will be through the Staff and Ministry Teams.

A. UNITY OF CONTROL

Only decisions of the Lead Team acting as a body are binding on the Staff and Ministry Teams. Decisions or instructions of individual Lead Team members are not binding on the Staff and Ministry Teams except in rare instances when the Lead Team has specifically authorized such exercise of authority.

B. ACCOUNTABILITY OF THE STAFF AND MINISTRY TEAMS

The Lead Team will evaluate Staff and Ministry Teams performance according to the achievement of stated Congregational Ends and Limitations.

C. DELEGATION TO THE STAFF AND MINISTRY TEAMS

The Lead Team will instruct the Staff and Ministry Teams through written guidelines, allowing the Staff and Ministry Teams to use any reasonable interpretation of these guidelines.

Accordingly,

1. The Lead Team will develop Congregational Ends policies instructing the Staff and Ministry Teams to provide appropriate benefits and results at an appropriate cost for those served by this congregation. The Staff and Ministry Teams will respond to the Congregational Ends with an annual strategy of goals and objectives that demonstrate how the Congregational Ends will be achieved in their area of ministry.
2. The Lead Team will develop Staff and Ministry Team Limitation guidelines that limit the latitude the Staff and Ministry Teams may exercise in choosing the ministry implementation.
3. As long as the Staff and Ministry Teams use any reasonable interpretation of the Congregational Ends and Staff and Ministry Team Limitations guidelines, the Staff and Ministry Teams are authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities. At times Ministry Teams will establish policies that impact other Ministry Teams. These policies will be presented to the Lead Team and when affirmed will require compliance by other Ministry Teams. For example the Finance Team will establish policies regarding reimbursement and other Teams will need to comply with these policies after they have been accepted by the Lead Team. Questions regarding new policies may need to be directed to the Lead Team.
4. The Lead Team may change its Congregational Ends and Staff and Ministry Team Limitations. By doing so, the Lead Team changes the latitude of choice given to the Staff and Ministry Teams. As long as any particular event is already in place, the Lead Team will respect and support the Staff and Ministry Team's choice.

D. MONITORING STAFF AND MINISTRY TEAM PERFORMANCE

Systematic and rigorous monitoring of Staff and Ministry Team performance will be based on Congregational Ends and operation within the boundaries established in Lead Team guidelines on Staff and Ministry Team Limitations.

Accordingly,

1. Monitoring is simply to determine the degree to which Staff and Ministry Team guidelines are being met.
2. In every case, the standard for compliance shall be any reasonable Staff and Ministry Team interpretation of the Lead Team policy being monitored.
3. All guidelines will be monitored at a frequency and by a method chosen by the Lead Team. The Lead Team can monitor any Ministry Team at any time, but will ordinarily depend on a routine schedule. Monitoring may include a Formal Report that is made directly to the Lead Team or an Informal Report can be made through a contact with a Lead Team member assigned to that task.

Policy _____ *Reporting(formal or informal)* *Frequency*

Senior Pastor

- Ends
- Treatment of Participants
- Treatment of Paid and Volunteer Staff
- Asset Protection
- Emergency Staff and Ministry Teams Succession Annually
- Communication and Support

Ministry Team - Children's

(list months for review)

- Ends
- Treatment of Participants
- Treatment of Paid and Volunteer Staff

- Financial Planning and Budgeting
- Asset Protection

Ministry Team – Congregational Care

(list months for review)

- Ends
- Treatment of Participants
- Treatment of Paid and Volunteer Staff
- Financial Planning and Budgeting
- Asset Protection

Ministry Team – Fellowship and Hospitality

(list months for review)

- Ends
- Treatment of Participants
- Treatment of Paid and Volunteer Staff
- Financial Planning and Budgeting
- Asset Protection

Ministry Team – Missions Ministry

(list months for review)

- Ends
- Treatment of Participants
- Treatment of Paid and Volunteer Staff
- Financial Planning and Budgeting
- Asset Protection

Ministry Team – Outreach and Evangelism

(list months for review)

- Ends
- Treatment of Participants
- Treatment of Paid and Volunteer Staff

- Financial Planning and Budgeting
- Asset Protection

Ministry Team – Properties

(list months for review)

- Ends
- Treatment of Participants
- Treatment of Paid and Volunteer Staff
- Financial Planning and Budgeting
- Asset Protection

Ministry Team – Stewardship and Finance

(list months for review)

- Ends
- Treatment of Participants
- Treatment of Paid and Volunteer Staff
- Financial Planning and Budgeting Written Report Monthly
- Asset Protection
- Financial Condition and Activities Written Report Monthly

Ministry Team – Worship and Music

(list months for review)

- Ends
- Treatment of Participants
- Treatment of Paid and Volunteer Staff
- Financial Planning and Budgeting
- Asset Protection

Ministry Team – Youth

(list months for review)

- Ends
- Treatment of Participants
- Treatment of Paid and Volunteer Staff
- Financial Planning and Budgeting
- Asset Protection

Personnel Relations Team

- Report of staff support and evaluations Formal report Annual

Other (list months for review)

- Ends
- Treatment of Participants
- Treatment of Paid and Volunteer Staff
- Financial Planning and Budgeting
- Asset Protection