

# 4 Oversight by the Board

## PRIOR VERSION OF BOARD POLICIES FOR REFERENCE

### 4.1 Mission Focus

The Board ensures the Church's human and material resources are used for the benefit of its Mission. The Board addresses this in partnership with the Senior Minister in two ways: by monitoring regular reports on how the policies are being met, and by regular evaluation of the Church's progress toward accomplishing our Mission, Values, and Vision.

### 4.2 Monitoring

#### 4.2.1 Monitoring Methods

The Board monitors policy compliance by reviewing internal reports from the Senior Minister, following the planned schedule for monitoring linked in the appendix of this document.

The Board can inquire into specific questions of policy compliance or organizational concerns by appointing an Ad hoc Committee or by engaging an outside consultant to assess some aspect of Church program or organizational functioning.

#### 4.2.2 Programmatic Monitoring

The Senior Minister reports progress to the Board at least annually around impact, engagement, and direct Congregational feedback related to the Vision Interpretation.

#### 4.2.3 Financial Monitoring

The Senior Minister reports to the Board regarding the Church's finances at least quarterly.

## 4.2.4 Internal and External Reviews

At least once every three years, the Senior Minister engages external qualified professionals to comprehensively review the Church's financial records and processes, and HR policies, practices, and procedures to ensure practices are protecting the health of the organization.

The Senior Minister ensures internal finance and HR reviews are performed in the years when no external review is performed.

The Senior Minister provides the completed review reports to the Board each year.

## 4.3 Evaluation

### 4.3.1 Board and Senior Minister Partnership Evaluation

The Senior Minister and the Board together review their partnership and their effectiveness in their respective roles each year.

### 4.3.2 Ministry Evaluation

The Board evaluates the Senior Minister's success and difficulties towards accomplishing the Vision Interpretation in dialogue with the Senior Minister each year.

### 4.3.3 Senior Minister's Triennial Review

Every three years, the Board appoints an Ad hoc Review Committee mutually acceptable to the Board and the Senior Minister. The Committee gathers feedback on the Senior Minister, and produces a comprehensive review report for the Board.

In the years in which a triennial review is not being conducted, the Senior Minister's performance evaluation consists of the annual review of progress made on that year's Vision Implementation.

### 4.3.4 Board and Committee Evaluation

Annually the Board reviews its effectiveness and compliance with Board policies.

Committees perform an annual self-evaluation in conjunction with the Board President to ensure their ongoing relevance and effectiveness.

Ad hoc Committees perform a self-evaluation with the Board President at their conclusion.

## 4.3.5 Policy and Bylaws Review and Revision

The Board reviews the Board Policies and Church Bylaws at least once every five years. The Board evaluates each policy to assess whether and the extent to which that policy furthers the Mission and Vision of the Church, and the Bylaws as a whole to ensure the Bylaws facilitate the Church's Mission and ongoing ministry.

Proposals for Board Policy revisions generally arise from the Board itself. Other Church groups, members, or staff may suggest revisions by contacting the Board President.

The Board partners with the Policy Committee to draft updates to Board Policy for review and approval by the Board.

The Board publishes a list of revised policies annually, and communicates directly with stakeholders who request or are impacted by revisions to Board Policy.

## 4.4 Board Response to Complaints and Grievances

As noted in Process for Voicing Concerns (3.2.3.3), members or staff with complaints or grievances not directly related to the Board's policy making and monitoring functions need to address those complaints or grievances first to the Minister or staff member directly responsible for the concern.

### 4.4.1 Escalation of Misconduct or Grievances to the Board

Members and staff may escalate misconduct or grievances to the Board by submitting information to the Board President in writing, including the names of individuals involved and any witnesses. The Board President acknowledges the allegation in writing, initiates an investigation, and

recommends a response to the Board, who then makes a final decision on the response.

## 4.4.2 Complaints to the Board about Policy

Members, staff, or the Senior Minister contact the Board President in writing with any concerns related to violations of Board policy, or inadequacy of Policy, including the specific Policy of concern.

The Board then reviews the concern, potentially creating an Ad hoc Committee to investigate and make a recommendation. The Board may create or adjust policy as needed to resolve issues.

The Board President provides regular updates and resolution to the person who raised the concern.

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