Trinity Lutheran Church
Governance Policies

Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. Whoever speaks must do so as one speaking the very words of God; whoever serves must do so with the strength that God supplies, so that God may be glorified in all things through Jesus Christ. To him belong the glory and the power forever and ever. (1 Peter 4:10-11)

The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ. (Ephesians 4:11-13)

Thank you for answering the call to serve in this vital role for the congregation. You have become a member of the leadership team that will work closely with the pastors and staff to discern and carry out Trinity's mission and ministry goals. These policies are designed to help the Council live into its role and responsibilities in the leadership of the congregation and understand its relationship to the pastors and staff.

Like all kinds of ministry, this one offers both opportunities to use your gifts in service for others and opportunities to receive and benefit from your service. Being a council member will invite you to learn new skills, information, or ways of thinking and interacting.

Your call means working collaboratively with fellow council members and the pastors to create a vision and plan of action that reflects God's mission and ministry for Trinity. It means cultivating congregation-wide conversations about where God is calling our church. It means balancing your role in discerning God's mission and vision with sound stewardship of our property and resources.

In order to fulfill this commitment, it is important that you:

- Be active in worship and congregational life.
- Support the pastors and staff members in mutual ministry.
- Carry out your role with humility, integrity, and positive cooperation.
- Understand that council members only act when in session or to carry out defined roles.
- Seek to make decisions jointly with conversation and discussions, grounded and framed in the grace of God.
- Understand that sometimes no decision is the best decision.
- Understand the distinctly Christian character of a council that seeks to find the wisdom that is revealed by patiently listening to and valuing each person and the guide of Scripture.
- Be ready to pray, argue, laugh, and be vulnerable and honest with each other.

1. Council Governance

1.1. Role of the Council

The Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the ELCA (Constitution C12.04). It will govern primarily by:

- Discerning the mission and how best to fulfill it through congregational action.
- Planning for the future through annual goal-setting and long-range planning.
- Monitoring and evaluating ministries and holding leaders of the church, including its own members, accountable for their performance; this includes oversight and evaluation of the lead pastor.
- Partnering with the pastors and staff.
- Exercising its fiduciary responsibility.

1.1.1. Annual Work of the Council

In concert with the lead pastor, along with the associate pastor, staff, and congregation, the Council will produce and adopt:

- An annual short list of Open Questions about Trinity's future as a basis for ongoing planning conversation within the Council; with the lead pastor, associate pastor, and staff; and with the congregation at large.
- A Vision of Ministry and related goals, consisting of a short list of top-priority areas where Trinity will advance its work in the coming year, as a starting point for budgeting and staff planning.
- An annual Ministry Evaluation of Trinity's success or difficulties in achieving the prior year's Vision of Ministry.
- An annual mutual Performance Evaluation of both the lead pastor's and Council's effectiveness in their respective roles.
- An annual budget.
- An annual Review of Membership Roster.

1.1.2. Less Frequent Council Work

In concert with the lead pastor, along with the associate pastor, staff, and congregation, the Council will produce and adopt:

- A Triennial Evaluation of the pastors' performance in their wider pastoral roles.
- A Mission Statement, to be reviewed and updated as needed, that articulates Trinity's purpose and related statements (vision, values, and tagline) to communicate the reasons for Trinity's work.
- A Strategic Plan, updated every five to 10 years, that consists of a short list of the most important results the Council intends to achieve through Trinity's ministry and the strategic choices (regarding programs, membership, capital and operating budgets, and staffing) the Council has made about how to achieve those results.

1.2. Council Officers

The officers shall have the following responsibilities:

1.2.1. President

The president presides at all congregational and council meetings and is a member of the Executive Committee and ex officio member of all standing committees and ad hoc committees of the Council. The president oversees the preparation of the council agenda and works in partnership with the lead pastor to ensure a productive partnership among the Council, pastors, and staff.

1.2.2. Vice President

The vice president assists the president and, in the absence of the president, presides at all congregational and council meetings. The vice president is a member of the Executive Committee and is responsible for leading the Council's planning work, including planning conversations with members and supporters of Trinity.

1.2.3. Secretary

The secretary is the recording officer of the Council and congregation and is the custodian of their records. The secretary is a member of the Executive Committee and may serve on other standing or ad hoc committees. The secretary collaborates with the church administrator to ensure that council minutes and policies are communicated and made available to the congregation.

1.2.4. Treasurer

The treasurer is responsible for the preparation of financial reports for the regular meeting of the Council and for meetings of the congregation. In addition to being a member of the Executive Committee, the treasurer serves on the Finance Committee and is responsible, in collaboration with the Audit Committee, for directing the annual financial audit.

1.3. Council Committees

Council committees exist to help the Council govern and are not for administration or program management or to make decisions on the Council's behalf. The standing council committees are:

1.3.1. Finance Committee

Assists the Council in its oversight of Trinity's finances, ensures that routine financial reports are clear and helpful, and coordinates the annual audit in collaboration with the treasurer and Audit Committee. From time to time, holds educational sessions to ensure that council members have adequate understanding of the congregation's financial status and goals. The Committee has no management authority and does not participate in day-to-day financial decision-making.

1.3.2. Personnel Committee

Assists the Council in developing personnel policies, ensuring compliance with applicable laws, and carrying out the staff-grievance process as defined by these policies. The Committee has no staff management authority and does not participate in supervision or personnel decision-making unless requested by the lead pastor. When it is necessary to hold a hearing on a staff grievance, the Council will appoint an ad hoc committee in each case.

1.3.3. Governance Committee

Helps the Council to focus on its chosen role, to ~~recruit and~~ train council members, and to lead the annual council self-evaluation process.

1.3.4. Nominating Committee

In addition to the duties prescribed by the constitution, consults with the Council and Governance Committee to ascertain future leadership needs in ~~the~~ light of members who are rotating off the Council.

1.3.5. Mutual Ministry Committee

Assists the Council and pastors in evaluating how effectively the goals of the congregation are being met; dialogues about perceptions and concerns within the congregation and helps address conflicts that affect Trinity's ministry; serves as a source of support for the pastors and other leaders.

1.4. Expectations of Council Members

1.4.1. Council Covenant

We, the members of the Council, enter into this covenant of mutual expectations for council service. New members of the Council will be asked to join us in these commitments, and the Council will review and update this covenant at least annually. As council members, we will:

- **Prepare** for council meetings. We will read the council packet sent prior to each meeting and accept responsibility to seek and provide information necessary for the Council to make well-informed decisions. As part of the preparation to serve on the Council, newly elected members will attend an orientation session as well as a crossover meeting with the outgoing Council.
- **Attend** council meetings as well as an annual council retreat. When possible, we will attend all duly called council meetings. If it is necessary to miss a council meeting, then we will inform the council president as early as possible. If we do not expect to be able to attend meetings consistently, then we will resign for the good of the Council.
- **Participate** in council meetings. We will listen carefully to others and give special attention to ideas and perspectives different from our own. We will feel free to state the obvious and ask questions when we do not understand. We will speak forthrightly in council meetings and vote according to our understanding of the church's mission.
- **Share** the work of the Council. We will respond to emails and other communications in a timely manner. We will accept assignments and other tasks and complete them as agreed. Each council member is equally responsible for speaking up to ensure compliance with the bylaws, ethical values, and this covenant.
- **Treat one another with respect and courtesy**. When we have disagreements or conflicts, we will address those directly with the persons concerned and seek assistance from others as necessary to sustain a positive working atmosphere in council meetings.
- **Use discretion** in communicating about council discussions. We will treat the views expressed in council discussion as tentative and refrain from reporting the opinions of others. We will speak respectfully of the Council's authority to make decisions, even when we do not agree. When the Council agrees that certain matters will be kept confidential, we will honor those agreements.

1.4.2. Conflicts of Interest

The Council expects all its members to carry out their duties with undivided loyalty to the church and its mission. A conflict of interest exists whenever a council member has interests or duties that may hinder or appear to hinder the council member from fulfilling this duty.

1.4.2.1. Definition. Conflicts of interest arise when a council member:

- Stands to gain or lose financially because of an action of the church in which he or she has a decision-making role.

- Cannot set aside his or her personal preferences as an individual consumer of the church's services to act on behalf of the whole church and its mission.
- Faces any other situation that impairs or reasonably appears to impair his or her independence of judgment.
- Has a close relationship with someone who has a conflict of interest, as defined here. A close relation includes any person, corporation, or other business entity with which the council member has a close personal, family, or business relationship.

1.4.2.2. Conflict-of-Interest Disclosure. The Council will annually require its members to disclose in writing all existing or foreseeable conflicts of interest. Disclosure forms must be kept by the secretary and made available to any member of the Council who asks to see them.

1.4.2.3. Conflict-of-Interest Process. When a council member reports a potential conflict of interest related to a matter before the Council, the Council (minus the affected member) will determine how to handle the situation. Possible responses include:

- Disclosure in council minutes of the nature of the conflict.
- The member leaving the room during all council discussions and votes related to the conflict of interest.
- The member's resignation from the Council.

1.4.3. Discipline and Removal of Council Members

In exercising its power under the bylaws to remove an officer or council member, the Council will follow the following procedures:

1.4.3.1. Removal for Misconduct. The secretary will notify the member in writing and offer a hearing before the Council. Pending such a hearing, the Council may suspend the member's voting privileges.

1.4.3.2. Removal for Absence From Council Meetings. If an officer or council member misses more than four unexcused meetings in a 12-month period, then the secretary will notify the member in writing that the member may appear at the next meeting to ask the Council to excuse the absences, or the Council will request the member's resignation.

Date Approved by Council: January 26, 2021. Revised by Council April 26, 2022.

2. Delegation to the Pastors and Staff

2.1. Global Delegation to the Head of Staff

The Council hereby delegates all its authority to manage the work and resources of the church, except as expressly limited by these policies, to the lead pastor as head of staff.

2.2. Ministry Staff Team

The lead pastor manages the work of the church in collaboration with the other members of the ministry staff team. The ministry staff team includes the lead pastor and associate pastor along with the church administrator, Sunday School coordinator, director of music ministries, and youth program coordinator, all of whom report directly to either the lead pastor or the associate pastor. The Council expects the ministry staff team members, individually and jointly:

- To lead and unify the paid and volunteer staff in directing their efforts toward the fulfillment of the church's mission and goals.
- To ensure compliance with the bylaws, policies, and applicable laws and regulations.
- To uphold a high standard of ethical and professional conduct.
- To accomplish the goals contained in the annual Vision of Ministry by developing annual goals for the team's work.

2.3. Church Administrator

The Council hereby entrusts the church administrator with management of the financial and operational aspects of the church and with special responsibility for staff compliance with policies on Care for **Pastors and** Paid Staff (3.2), Care for Members and Guests (3.3), and Care for Material Resources (3.4). The Council expects the church administrator to exercise independent, professional judgment in reporting to the Council and lead pastor regarding matters in his or her purview.

2.4. Accountability

The associate pastor and all staff members are accountable to the lead pastor, who is accountable to the Council for his or her performance.

3. Guidance and Limitations

3.1. Personnel Decisions

The Council expects the lead pastor to take the lead in the selection, hiring, supervision, and discharge of all paid staff.

3.1.1. Calling Rostered Ministers

Whenever the congregation is seeking an active rostered minister for a position, the Council must appoint a Call Committee in accordance with the constitution. With involvement from the lead pastor (for calls other than that of lead pastor) and assistance from the synod's bishop, the Call Committee selects and presents a final candidate to the congregation for approval.

3.1.2. Hiring Ministry Staff

Before filling ministry staff positions, the lead pastor will consult with the Personnel Committee and create a search committee.

3.1.3. Hiring Non-Program Staff

Before filling a non-program staff position, the lead pastor must consult with lay leaders and others, including the direct supervisor for the position, before making a selection or delegating that decision either to the appropriate staff member or Personnel Committee.

3.1.4. The Church Administrator

Because of its special reliance on the church administrator, the Council, in collaboration with the lead pastor, will play an active role in the selection of candidates for this position by appointing a search committee. If the Council formally expresses a loss of confidence in the church administrator, the lead pastor must initiate discipline or termination.

3.1.5. New Positions

New positions are normally created through the budget process. The lead pastor may create and fill temporary positions, provided that they can be funded within established budgetary limits.

3.1.6. Employment at Will

All paid staff are employees at will, unless the Council approves the terms of an agreement that states otherwise. Pastors are not employees at will.

3.1.7. Discipline and Termination

Prior to discharging a paid staff member, the lead pastor must consult with the Personnel Committee and ensure that the decision complies with applicable laws, policies, and contracts. The lead pastor must promptly notify the Council when an employee has been terminated. The process for termination of a pastor is outlined in Constitution *C9.05.

3.2. Care for Pastors and Paid Staff

The church intends to be a fair, ethical, and attractive employer; to achieve high morale and productivity; and to protect pastors and members of the staff from all forms of injustice and abuse related to their employment.

3.2.1. Supervision and Evaluation

Each employee will be assigned an immediate supervisor, who will provide an up-to-date job description and conduct a process of goal-setting and regular performance review. Individual employee goals and performance reviews are confidential, to be shared only as necessary to support church decision-making or as required by law.

3.2.2. Compensation and Benefits

As part of the annual budget process, the Personnel Committee will review compensation and benefits for all paid staff and pastors and recommend adjustments for the coming year. In its report to the Council, the Personnel Committee must show evidence that it has:

- Surveyed compensation and benefits practices from comparable employers, including similar-sized congregations in comparable geographic areas and in our denomination, local nonprofit organizations, and the public school system.
- Sought and considered recommendations from the lead pastor regarding adjustments to staff compensation. These recommendations must be presented to the Council along with the committee report.
- Reviewed and considered the current compensation guidelines provided by the synod.
- Taken into account the goals in this policy for Care for **Pastors and** Paid Staff (3.2) in relation to the church's financial capacity and strategic goals.

3.2.3. Personnel Policy

The church administrator, in collaboration with the Personnel Committee, will maintain an up-to-date Personnel Policy that complies with all applicable legal requirements. The Personnel Policy must provide adequate policies to give practical effect to the following principles:

3.2.3.1. Nondiscrimination. The church does not discriminate because of race, color, age, sex, marital status, sexual orientation, gender identity and expression, disability, national origin or ancestry, economic status, or political affiliation. Religious opinion and affiliation may be considered only to the extent that it may be a bona fide occupational requirement or may prevent an employee from being fully supportive of the church's mission and values.

3.2.3.2. Harassment. The church is committed to maintaining a work environment that is free of harassment. Harassment of any kind, including sexual harassment, is absolutely prohibited, and allegations of harassment must be reported and acted upon promptly.

3.2.3.3. Grievances. The church protects the right of pastors and staff to raise concerns about working conditions without fear of retaliation. An employee who alleges that the law or these policies have been violated to his or her detriment may present his or her grievance to any officer of the church, who must immediately acknowledge the complaint in writing and report it to the Council, which will undertake an investigation and response.

3.2.3.4. Whistleblower Protection. The church prohibits retaliation against employees or other persons who in good faith report:

- A suspected violation of law, such as harassment, fraud, or misappropriation of church assets.

- A suspected danger to public health or safety.
- Suspected violations of these policies.

An employee who retaliates against anyone who has made such a report is subject to discipline up to and including termination of employment.

3.3. Care for Members and Guests

The pastors and staff must take all reasonable care to prevent harm to members, guests, program participants, and other persons affected by the church.

3.3.1. Health and Safety

The pastors and staff must ensure that all church programs are safe for participants; that facilities are maintained in a safe, sanitary, and secure condition; that required licenses and inspections are kept up to date; and that hazards are corrected promptly.

3.3.1.1. Smoking. The church prohibits smoking of any kind on church premises or during offsite programs of the church.

3.3.1.2. Alcohol. Consumption of alcohol (with the exception of wine for communion) may not be permitted on church premises or during offsite programs of the church without specific approval by the Council for each occasion.

3.3.2. Emergency Planning

The pastors and staff must create, maintain, and make available a written plan for responding to reasonably foreseeable emergencies, including accident, illness, fire, toxic conditions, weather problems, threatening communications, power outages, and natural disasters.

3.3.3. Child Protection

Because of the church's special responsibility for children and youth in its care, the pastors and staff must write and maintain clear written procedures for the selection, training, and supervision of anyone who works with persons under age 18.

3.3.4. Disruptive Behavior

In order to sustain an atmosphere that is truly open to a wide variety of individuals, the church must firmly and promptly address behavior that threatens the physical or emotional safety of any adult or child or chills the free exchange of opinions and beliefs. When such behavior occurs, the lead pastor must take appropriate action and report promptly to the Council, recommending any further disciplinary action, which may include termination of church employment or membership.

3.3.5. Harassment

Employees, volunteers, and agents of the church are specifically prohibited from acts of harassment, including sexual harassment, against any church member, participant in church activities, employee, or applicant for employment.

3.3.6. Firearms

The church prohibits anyone other than law enforcement officials from carrying a firearm on church property.

3.3.7. Building Security

The pastors and staff must ensure that access to church buildings is limited to those who have legitimate business there.

3.3.8. Universal Access

The church intends to make its premises and activities safely and conveniently accessible to persons with disabilities. The pastors and staff must ensure that church facilities, programs, and policies meet or exceed all applicable legal requirements and that the church engages in continual learning and improvement in this area.

3.4. Care for Material Resources

The pastors and staff must take all reasonable care to prevent harm to the church's financial assets, property, credit, and tax exemptions and develop administrative practices and procedures designed to prevent such harm and must report promptly to the Council on any significant shortcomings in their implementation.

3.4.1. Operating and Capital Budgets

The pastors and staff, in consult with church committees and ministry teams, must, by July 31 of each year, present an operating budget and, if applicable, a capital budget to the Finance Committee for approval by the Council.

3.4.1.1. Proposed budgets must be based on the annual Vision of Ministry and any Strategic Plan currently in effect.

3.4.1.2. The lead pastor must, when presenting a budget, express an opinion whether it is adequate to fulfill the Vision of Ministry.

3.4.2. Spending Authority

The pastors and staff control and are responsible for all spending out of church accounts, subject to the following limitations:

3.4.2.1. Donor-restricted funds may not be used in violation of donor restrictions, nor may council-restricted funds be used in violation of council-imposed restrictions.

3.4.2.2. Cash operating reserves may not fall below one month's worth of budgeted operating expenditures without council approval.

3.4.2.3. Council approval is required to change compensation for any full-time employee or to change the basis on which benefits are calculated. Normally the employee will propose such changes only in the course of the normal budgeting process.

3.4.2.4. The pastors and staff must anticipate and prevent spending in excess of the overall budget. If they foresee any material deviation from budgeted spending, the pastors and staff must promptly inform the Council and recommend options for adjusting the budget.

3.4.2.5. The budget will be prepared in outline form, with major budget categories summarizing minor ones. The lead pastor may approve overspending by up to 15 percent over the budgeted amount in any major budget category, provided overall spending remains within budget and the adjustment is promptly reported to the Council.

3.4.3. Gift Acceptance

The pastors and staff control and are responsible for receiving and acknowledging all gifts to the church, with the following limitations:

3.4.3.1. All non-cash gifts, including securities, real estate, and personal property, must be promptly converted into cash upon receipt.

3.4.3.2. The pastors and staff may not accept gifts restricted in any way by the donor unless the Council has in advance created a special fund to receive gifts with stated restrictions.

3.4.3.3. Lending or borrowing of funds beyond a 90-day period requires council approval.

3.4.3.4. Purchase or sale of real property requires council approval authorized by a meeting of the congregation.

3.4.4. Special Funds

All funds restricted by council action to be used for special purposes but not permanently restricted to the use of income only are considered special funds. Special funds currently established by the Council and the purposes for which they are restricted include:

3.4.4.1. Worship & Music Ministry. For anything within the realm of worship and music not covered by the annual budget to include, but not limited to, choirs, sanctuary enhancements, musical instruments, and audio and visual expenses.

3.4.4.2. Property & Grounds. For use toward any capital project not covered by the annual budget.

3.4.4.3. Family & Youth Ministry. For anything outside the annual budget that would enhance family and youth relationships with Christ to include, but not limited to, youth trips, family and youth events, and educational enhancement programs or materials.

3.4.4.4. Education. For use toward Sunday School expenses not in the annual budget, the library, or other Christian education opportunities that may arise for members of the congregation.

3.4.4.5. Community Outreach. For use in spreading the word of God in our community, to help those in need, or for other community-outreach opportunities that fall within the mission of the church.

3.4.4.6. Special Projects. Additional line items will be created when other special projects, such as fundraisers or ongoing monetary needs, have been identified.

3.4.5. Accounting and Financial Standards

Church accounting and financial controls must conform to accepted best practices for churches of comparable size, including:

3.4.5.1. Cash Management. The pastors and staff must maintain written procedures to govern the handling of receipts, access to cash and bank balances, approval of expenditures, payment of invoices and other obligations, and management of invested funds.

3.4.5.2. Separation of Functions. The functions of record-keeping, bank reconciliation, and cash disbursements must be under the control of separate, unrelated persons.

3.4.5.3. Approval Authority. Council officers, the lead pastor, and the church administrator are authorized to approve cash disbursements. At least one authorized individual must approve all cash disbursements. Two unrelated authorized individuals must approve any disbursement of $5,000 or more that is not part of an existing contract or related to normal payroll expenses.

3.4.5.4. Fund Accounting. The pastors and staff must take care to distinguish donor-restricted, temporarily restricted, voluntarily restricted, and unrestricted funds.

3.4.5.5. Reconciliation. Church accounting reports must be reconciled with financial institution statements as often as those statements are issued, and copies of such reconciliations must be provided to the Finance Committee for review.

3.4.6. Asset Protection

The lead pastor, through delegation to the administrator and property and grounds supervisor, must take all reasonable care to ensure that church assets are protected from loss or theft, including:

3.4.6.1. Adequate insurance to protect against property losses, liability for injuries to others, corporate liability, personal liability of council members and employees, and honesty bonds for all personnel with access to material amounts of funds.

3.4.6.2. Maintenance of church property and equipment to keep it in working order, subject to reasonable wear and tear.

3.4.6.3. Reasonable steps to protect the church's intangible property, including intellectual property, electronic data, and paper files, from significant damage or loss.

3.4.7. Document Retention

The pastors and staff must maintain written procedures to govern the backup, retention, and destruction of the church's documents, giving definite retention periods for classes of financial, business, pastoral, personnel, and corporate records in both paper and electronic forms.

4. Oversight

4.1. Mission Focus

The Council's duty of care requires it to ensure that the church's human and material resources are used for the benefit of its mission. The Council fulfills this duty in two ways: by monitoring regular reports provided by the pastors and staff and by scheduled evaluation of the church's progress toward achieving the goals established in the annual Vision of Ministry.

4.2. Monitoring

The lead pastor will provide regular written reports from the pastors and staff to the Council. Reports must focus on progress of priorities, as set by the Council through the annual Vision of Ministry, and on compliance with council policy. Monitoring reports must be emailed to council members in advance of each monthly meeting but will not normally be a subject of council discussion except when they require council action or raise issues of compliance with council policy. Reports must include, at minimum:

4.2.1. Monthly financial statements that show overall financial performance compared to budget and highlight significant financial or operational issues. These reports will be filed and made available to any church member who wishes to examine them.

4.2.2. Quarterly financial statements that show the overall financial position of the church. These must include a complete balance sheet and funds statement, detailed statement of operations, and a statement of cash flows.

4.2.3. Programmatic Monitoring. On a schedule to be agreed upon annually by the lead pastor and the Council, the lead pastor or designated staff must provide reports to the Council regarding:

- Progress on achieving the annual Vision of Ministry.
- Compliance with applicable parts of these policies.
- Selected areas of progress and compliance, so that in the course of a year the entire Vision of Ministry and all points of policy compliance are covered.

4.3. Evaluation

Everyone responsible for work on behalf of the church will engage in a continual process of evaluation. The purposes to be accomplished through evaluation are to foster excellence in ministry work by ensuring that all church leaders:

- Practice open communication and regular feedback.
- Meet performance standards appropriate to their roles.
- Maintain effective working relationships with one another.
- Focus on achieving goals as approved by the Council, pastors, and staff.

4.3.1. Council and Lead Pastor Evaluation

Annually, as part of the creation of the annual Vision of Ministry, the lead pastor and Council will together review their respective contributions to the fulfillment of the prior year's Vision of Ministry.

4.3.2. Associate Pastor Evaluation

With input from the associate pastor, the lead pastor will develop a process for annual evaluation of the associate pastor that includes performance goals supportive of the annual Vision of Ministry and evaluation in writing.

4.3.3. Staff Evaluations

The lead pastor must ensure that all church employees develop, with their supervisors, timely annual performance goals supportive of the annual Vision of Ministry and that their performance is evaluated annually in writing.

4.3.4. Evaluation of Ministry Teams

The lead pastor must ensure that leaders of teams engaged in ministry develop goals supportive of the annual Vision of Ministry and that their performance is evaluated annually in writing.

4.3.5. Pastors' Triennial Performance Review

Every three years, the Council and pastors will together appoint an ad hoc Review Committee of three persons held in high esteem by the church and mutually acceptable to the Council and pastors. Working with the pastors, the Committee will design and facilitate a review of the pastors' performance. The goals of the evaluation 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 and to help the pastors remain motivated, creative, and flexible. The Committee's report to the Council, together with a written response from each pastor, will be published to the church along with the Council's plan for addressing any recommendations it may contain.

4.3.6. Annual Financial Audit or Review

At least every three years, the Council will engage a qualified professional to conduct an audit or review of the church's financial records and report in writing to the Council. The congregation will elect an Audit Committee to perform a review of some aspect of the church's financial records.

Date Approved by Council: January 25, 2022. Revised by Council April 26, 2022.