

Guiding Principles of the Mount Olive Lutheran Church Board

ACCOUNTABILITY PRINCIPLES

I. INTRODUCTION TO THE WORK OF THE BOARD

A. Comprehensive Accountability Statement

The responsibility of the Board before God, on behalf of the people of Mason County, Washington and the surrounding region who need to be led to Christ and nurtured in Him, is to see that Mount Olive Lutheran Church, through the leadership of its Pastor, (1) works toward the fulfillment of its Mission Principles, and (2) avoids violation of its Boundary Principles.

1. The function of the Board is to develop, monitor, and enforce the Guiding Principles, not to implement them.
2. The Board shall delegate authority only to the pastor except for assignments of its own work to the Finance and Property Management teams, sub-committees, task-forces, consultants or officers. Other persons or groups performing operational function shall receive authority from the Pastor or a person assigned such authority by the Pastor.
 - a. The Board shall relate to all Ministry Staff officially only through the Pastor.
 - b. Members of the Board shall be prudent in their contact with Ministry Staff and shall keep the Senior Pastor informed about significant contacts with any Ministry Staff member.
 - c. The Board shall relate to the Schools Board pursuant to the Memorandum of Understanding.
3. The Board shall address only broad levels of issues in the Guiding Principles (of purpose or governance), leaving lesser levels (i.e., operational procedures) to the discretion of the Pastor. The Pastor may develop operational guidelines, rules, or procedures and may make decisions as he deems appropriate, as long as the Guiding Principles adopted by the Board are observed.
4. Decisions of the Pastor do not need approval by the Board except as required by the Constitution, By-Laws, Guiding Principles, or civil law.

II. BOARD RESPONSIBILITIES

A. Stewardship to Christ for Those He Calls Us to Serve

The Board shall maintain an active connection to the community and the congregation that Christ has called His church to serve.

1. Community Research and Public Relations

The Board will invest appropriate resources each year to enhance its understanding of the needs of people in the community and to enhance the church's service to the community.

2. Church Feedback and Assessment

The Board will collect input and feedback from church members, attenders, and non-returning visitors to better understand their needs. Every three years or less the Board will consider a full church assessment.

B. Responsibility of the President for Integrity of Process

The president enforces the integrity and fulfillment of the Board's process including the monitoring of Pastor performance. The president is authorized to use reasonable interpretation of the Accountability Principles to ensure the integrity of the Board's process. Questions regarding the By-Laws or Guiding Principles of the church will defer to the judgment of the Board.

C. Cost of Governance

The Board will invest in its own governance capacity through training, outside expertise, research mechanisms, and meeting costs.

III. BOARD MEMBER RESPONSIBILITIES

A. Under the teaching and guidance of the Pastor, the Board will continually seek the wisdom and leading of Christ as the Lord of the church. To this end, significant time will be given to prayer and study of Scripture during Board meetings.

B. Board members shall actively participate in the worship, Christian growth, and serving activities of Mount Olive Lutheran Church. Board members shall seek to develop their own personal spiritual life through the use of devotions, prayer, Bible study, the practice of Christian stewardship and service.

C. Board members shall seek to grow as Christian leaders by continually striving to increase their understanding of the theology, mission, and ministry of Mount Olive Lutheran Church.

D. Board members shall attend and participate in all scheduled Board meetings, not missing more than two consecutive meetings without a valid excuse reported to the president.

E. Board members shall relate to each other as members of the Body of Christ with openness, integrity, honesty, and Christian love.

F. Board members shall be open to opinions and concerns that may be expressed to them by members of the congregation. Board members may share this information with the president and the Board as a whole when deemed appropriate.

G. Board members shall maintain confidentiality when indicated or appropriate.

H. Members of the Board must demonstrate supreme loyalty to the interests of Christ regarding those whom he has called his church to serve (Matt. 28:18-20). This loyalty supersedes any personal or group interest.

I. A member must disclose any actual or perceived fiduciary conflicts of interest and withdraw from any decision-making affected by it.

J. The Board speaks as a whole. Members of the Board shall honor the principles and decisions of the Board acting as a whole.

K. Board members who violate any of these policies shall be subject to review and action by the Board as a whole.

IV. BOARD MEETINGS

A. The Board shall conduct itself with discipline and integrity with regard to its own process of governance.

B. The board will govern with an emphasis on:

1. Outward vision rather than internal preoccupation
2. Encouragement of diversity in viewpoints
3. Strategic leadership more than administrative detail
4. Clear distinction of Board and Ministry Staff roles
5. Collective rather than individual decisions
6. The future rather than the past or present
7. Proactivity rather than reactivity

C. Board Role

1. The primary role of the Board shall be to provide accountability and support for the Senior Pastor through development of, and ongoing adjustment to, the Guiding Principles. In addition, the Board shall exercise authority granted to it in the By-Laws and not delegated to the Pastor.

2. Meetings shall be conducted under in a Christ-like and orderly manner. The Board President and the Pastor shall be responsible for preparation of the agenda and determining content of the meeting. Board members shall bring policy items to the Board through the Pastor and Board president, preferably prior to the meeting, for consideration as agenda items. The Secretary shall maintain minutes of the scheduled meetings.

The meeting agenda of the Board shall include:

- a. Opportunity for growth in the theology and mission of the church
- b. Previous meeting minutes
- c. The Pastor's report
- d. Policy and governance review and issues
- e. Periodic reports from its own subcommittees or task forces, or Ministry Staff members as requested or as required by the Guiding Principles

3. Guiding Principles are to be active and dynamic. They are to be reviewed, changed, and refined as needed. There shall be an annual review of all Guiding Principles with emphasis on how they affect the ministry and mission of the congregation.

4. The Board shall keep the congregation informed of its activities when relevant.

V. MONITORING THE PERFORMANCE OF THE PASTOR

A. Unity of Control

Only decisions of the Board acting as a whole are binding on the Pastor.

B. Accountability of the Pastor

The Pastor is the Board's only link to the operational ministry achievement and conduct, so that all authority and accountability of Ministry Staff, as far as the Board is concerned, is considered the authority and accountability of the Pastor.

C. Delegation to the Pastor

The Board will instruct the Pastor through written Guiding Principles that prescribe the mission to be achieved and establish the boundaries, allowing the Pastor to use reasonable interpretation of these principles.

D. Performance of the Pastor

Systematic and careful monitoring of the Pastor's performance will be solely against his expected performance which is congregational accomplishment of the Board's Mission Principles and church operation within the Board's Boundary Principles.

E. Annual Goals of the Pastor

The Pastor will be required to write measurable goals each year that correspond to each of the Board's four Mission Principles (Making Disciples, Loving Disciples, Growing Disciples, Serving Disciples). The goals set by the Pastor for each year will be brought to both the Board and the Board of Elders. Together they will be reviewed and finalized.

F. Annual Review of the Pastor

Each year the Board shall assess the results achieved by the Pastor on each of the annual strategic goals, as well as his compliance with the Boundary Principles, with a written performance review based on the Mission and Boundary Principles. This review will be completed by the Board President under the direction of the Board. This review shall include input from the Board of Elders.

G. Salary Review

A salary review will occur on an annual basis in association with the budget process based on the results of the Pastor's performance review with due regard to District Guidelines and the financial status of the congregation. The monitoring of the Pastor's performance will be on the accomplishment of the Mission Principles within the Board's Boundary Principles.

VI. EXCEEDING THE BOUNDARY PRINCIPLES

A. The Pastor shall give an immediate notice to the Board President if any Boundary Principles have been recognized to have been exceeded. If the Boundary Principles have been exceeded for an excessive period of time and have gone unnoticed, the Pastor will develop a better monitoring system for the future.

B. The Pastor shall take the necessary action within the Boundary Principles and shall report the results to the Board:

1. If the exceeded Boundary Principle is not immediately correctable, the Pastor shall establish and implement corrective actions, reporting them and gaining approval of a deadline from the Board for complete correction.

a. The Pastor shall continue to report in a timely fashion on the actions taken and their results until the exceeded boundary is corrected.

b. The Pastor shall give immediate notice when it is recognized that a deadline will be missed, and a new plan for action shall be formulated if the delay is excessive.

2. The Board shall review any Boundary Principle that has been exceeded for its soundness as a test of ethical and prudent behavior.

C. The Board shall not allow one-time exceptions to Boundary Principles. If an action is acceptable under certain conditions, then those conditions shall be stated in the policy.

D. The Pastor shall develop or improve processes to avoid recurrence of exceeding any of the Boundary Principles.

E. In the event of repeated occurrences of exceeding a boundary, the President will conduct: a) a performance evaluation of the Pastor, and b) discussion with the full Board concerning the Pastor's performance and the Board's evaluation thereof.