

DATE ADOPTED BY BOARD: 05.16.13

POLICY SET IV. Management

POLICY NUMBER: IV. A.

POLICY NAME: Collaborative Relationship between Board and Administry

POLICY PURPOSE: Define the collaborative relationship between the Board and Administry.

DEFINITIONS:

ADMINISTRY: the day-to-day administrative and ministerial operations of the Congregation.

ADMINISTRY LEADER: the Senior Minister, who is responsible for Administry and the leader of the Administry Leadership Team.

ADMINISTRY LEADERSHIP TEAM: the group that supports the Administry Leader. The Administry Leader selects members. The Administry Leadership team is responsible for Administry Teams.

ADMINISTRY TEAM: volunteers who are members of Teams and all paid staff.

IV. A. Collaborative Relationship between Board and Administry

1. The Board and Administry Team Leader shall work together in a collaborative way by informing and advising, and reporting and making recommendations to each other, in an ongoing manner.
2. The Board communicates with the Administry Team through the Administry Team Leader.
3. The Board delegates authority to the Administry Team through the Administry Team Leader. The Administry Team Leader is accountable for the actions of the Administry Team.
4. Only decisions of the Board acting as a body and not individual board members are binding on the Administry Team Leader.
5. At least annually, the Board shall evaluate the Administry Team Leader's performance and the Administry Team Leader shall evaluate the Board's performance. The Administry Team leader (or a supervising designee) shall

conduct the performance evaluation for all other members of the Administry Team.

6. The Board shall monitor Administry performance in a systematic and intentional manner. Performance will be measured to determine the extent to which:
 - a. the collaboratively agreed upon goals set forth in the Annual Vision of Ministry are being accomplished, and
 - b. the Administry Team operates within the boundaries established by policies.
7. Details regarding monitoring and evaluation shall be found in Policy Set V. Oversight.