

POLICY SET V. OVERSIGHT

DATE ADOPTED BY THE BOARD: 7.22.2017

POLICY NUMBER: V. A.

POLICY NAME: Monitoring

POLICY PURPOSE: The Board has the responsibility to provide that the Congregation's human and material resources are used for the benefit of the Congregation's Vision and Mission. Oversight policies will be established for monitoring the work of the Administry.

V.A. Monitoring of the Administry and Administry Team

1. Financial Reports
2. Personnel Report
3. Team Reports
4. Board Inquiries
5. Financial Audit
6. Annual Vision of Ministry
7. Strategic Plan
8. Administry Notification of Matters of Concern

V.A.1. Financial Reports

- a. Financial reports will show overall financial performance compared to budget and highlight significant financial or operational issues.
- b. These reports will be a Board agenda item and e-mailed to board members in advance of each monthly meeting.
- c. Financial statements will be filed and made available to any congregation member who wishes to examine them.

V.A.2. Personnel Report

- a. The Administry Leader will inform the Board of changes in staff and potential needs as warranted.

V.A.3. Team Reports

- a. The purpose of these reports is to support the Board's learning and reflection on major areas of the Congregation's mission, such as worship,

religious education, social justice, membership development, and stewardship of congregational property.

b. The Administry Leader will provide ~~program~~ team reports at least annually.

V.A.4. Board Inquiries

a. From time to time, the Board may inquire into specific questions of policy compliance, organizational concerns, or other serious issues by appointing a committee or outside consultant to assess some aspect of congregational program or organizational functioning.

V.A.5. Financial Audit

a. When there is change or renewal of the Treasurer, the Board will appoint an ad hoc Audit Committee to perform a review and check of the financial status of the Congregation. Members cannot be members of the Administry Finance Team.

V.A.6. Annual Vision of Ministry

a. The Administry Leader is responsible for implementing the Annual Vision of Ministry. The Administry Leader will report progress toward meeting the goals of the Annual Vision of Ministry at least quarterly.

b. The Board will review progress toward meeting the Annual Vision of Ministry at least quarterly.

V.A.7. Strategic Plan

a. The Administry Leader is responsible for implementing the Strategic Plan. The Administry Leader will report progress toward meeting the goals of the Strategic Plan at least annually.

b. The Board will review progress toward meeting the Strategic Plan at least annually.

V.A.8. Administry Notification of Matters of Concern

a. The Administry Leader will report in a timely manner actual or anticipated noncompliance with a Board Policy.

b. The Administry Leader will keep the Board informed of known significant problems or difficulties within the Congregation.