

CHURCH COUNCIL POLICIES

Preparers: Policy Development Team:
Margaret Baldwin, Al Horn, Karen Hurst, Peace Young
Council Issue Date: Sept. 20, 2016
Council Revision Date: Nov 7, 2017

CHURCH COUNCIL MEETINGS

- I. The Council meets monthly, or more or less often as needs dictate.
 - A. Meetings shall be open to all Church members.
 - B. The Moderator shall announce meeting time and place to the Congregation in a timely fashion, but Council may meet in executive session to discuss issues that require confidentiality.
- II. Minutes shall be taken at each meeting.
 - A. They shall be subsequently submitted and approved via e-mail by majority vote of the Council.
 - B. Minutes shall be accessible to Church members.
 - 1. The Church office shall provide to Church members, via an e-mail link, these approved minutes prior to the next Council meeting.
 - 2. Six months of Council minutes shall be made available on the Church's website.
 - 3. All Council minutes shall be maintained on file by the Church office indefinitely.
- III. E-votes (a motion proposed by the Moderator, disseminated to Council members via e-mail, and voted on via e-mail) may be called by the Moderator on a single topic requiring little or no discussion.
 - A. Upon the objection of any Council member, the e-vote will be cancelled; the motion shall be deferred and voted on at a subsequent Council meeting.
 - B. All e-votes shall be made via "reply all" within 3 days.
 - C. A record of the e-vote shall be included in the minutes of the next Council meeting.

CHURCH COUNCIL COMMITTEES AND APPOINTMENTS DESIGNATED BY CHURCH BY-LAWS

- I. Council Committee Members and Delegates shall be appointed as specified by the By-laws.
 - A. Policies and By-laws that apply to their Council Committee shall be reviewed by its members at their first meeting.
 - B. Procedures for the Council Committee shall be created (if necessary)/reviewed/revised by members at their first meeting, or in a timely manner shortly thereafter; these procedures shall be filed with the Council.

CHURCH COUNCIL POLICIES

- C. Reports from the Council Committees shall be filed with the Council as requested and in a timely manner.
 - D. Delegates shall be appointed as specified in the By-laws and shall report to the Council in a timely manner regarding meetings and/or activities wherein they have represented the Church.
 - E. Procedures and Reports shall be reviewed by the Council and maintained on file by the Church office.
- II. The **Financial Oversight Committee** shall be chaired by the Secretary-Treasurer.
- A. The Council shall appoint four additional members to the Financial Oversight Committee.
 - B. These members shall be appointed to one-year renewable terms beginning April 1 of each year.
 - C. Meetings shall be called quarterly, or more often as needed, by the Secretary-Treasurer.
 - D. The responsibilities of the Financial Oversight Committee shall include:
 - 1. Tracking income and expenses vs. budget;
 - 2. Reviewing monthly disbursements (checks, payroll, credit card payments, etc.) and financial reports;
 - 3. Counting and securing Sunday morning offerings;
 - 4. Monitoring Church bank accounts and investments, including deposits as well as scheduled and/or necessary withdrawals from investment accounts;
 - 5. Recommending financial policy;
 - 6. Facilitating outside (and/or inside) reviews and audits.
- III. The **Budget Development Committee** shall consist of the Secretary-Treasurer, the Assistant Moderator, the Senior Minister, the Business Manager, and one member of the Financial Oversight Committee. The Council may appoint one additional at-large member.
- A. The responsibility of the Budget Development Committee shall be to prepare the Church's annual Budget.
 - B. Budget development timeline:
 - June - Budget Development Committee is created and voted on by Council.
 - July - Budget Committee starts Budget Process.
 - Aug - Council begins process of electing Stewardship Captain(s).
 - Sept - Finalization of Stewardship Captain(s).
 - Oct - Preliminary Budget is presented to Council.
 - Nov - Fall Pledge Drive ends. Stewardship Captain(s) provides final Pledge Drive totals to Budget Development Committee Chair.
 - Nov - Budget Development Committee incorporates final pledge numbers and finalizes budget. Budget Development Committee Chair sends Budget and Cover Letter to Moderator.
 - Nov - Final Budget is presented to Council for approval.
 - Nov/Dec - The Moderator emails the Budget and Cover Letter to church members at least 10 days prior to the Annual Meeting.
 - Dec - Budget Development Committee presents a Budget Q&A after church service one week prior to the Annual Meeting.
 - Dec - Congregation approves Budget at Annual Meeting.

CHURCH COUNCIL POLICIES

- IV. The **Selection Committee** shall consist of four members appointed by the Council to two-year staggered terms.
 - A. Selection Committee member terms shall begin April 1 of each year.
 - B. Selection Committee members may not be spouses of Council members or Nominating Committee members.
 - C. The Selection Committee shall choose its own chair.
 - D. The Selection Committee shall report its candidates for the Nominating Committee to the Council before the Council's November meeting.
- V. The **Pastoral Relations Committee(s)** shall be appointed as specified in the By-laws. The Committee(s) shall maintain communication with the Council in addition to fulfilling the responsibilities specified in the By-laws.

OTHER COUNCIL COMMITTEES AND DELEGATES

- I. A **Stewardship Captain** or **Captains** shall be appointed annually, prior to June, to plan and oversee the Fall Pledge Drive.
 - A. The Stewardship Captain(s) may recruit others to assist in this work as needed.
 - B. Plans and reports from the Captain(s) shall be shared monthly with the Council.
- II. Other Individuals and Committees may be appointed as specified in the By-laws in order to ensure the appropriate functioning of the Church family. Such appointments shall be specifically tasked.
 - A. They shall draft policies and procedures as necessary to their task; these shall be filed with and approved by the Council.
 - B. They shall report to the Council as determined by the Council.
 - C. They shall be disbanded by the Council upon completion of their task or at the determination of the Council.
 - D. Such Committees may include, but are not limited to, Personnel, Facilities, Building Safety, and Policy Development.

CHURCH COUNCIL DOCUMENTS

- I. Policies, Procedures, Reports, and Council Minutes (except minutes of Executive Sessions) shall be stored electronically in the Church office and shall be made available to Church members.
- II. Minutes of Executive Sessions will be made available to Council members only. A record of an executive session shall be included in the minutes of the next Council

CHURCH COUNCIL POLICIES

meeting and shall state the date of the meeting, individuals who attended, and the general subject matter of the meeting.

- A. Policies and Procedures shall be made available on the Church's web-site.
- B. Reports and minutes older than six months shall be available upon request.