

Official Board of Elders

General Overview:

The overall purpose of the Official Board of Elders is to provide Biblical leadership and oversight for all functional areas of the church (ministry, administration, operations, etc.) They work in tandem with the Senior Pastor to ensure that the church fulfills its mission and vision while conducting legally sound church business. Board members are elected to three-year terms and can serve two terms consecutively. If they desire to serve on the board in the future, they will be required to wait at least one year before returning.

Biblical Qualifications:

- Respected in the Community (1 Timothy 3:2,7)
- Committed to Their Marriage (1 Timothy 3:2)
- A Wise Decision Maker (1 Timothy 3:2)
- Exercises Self-Control (1 Timothy 3:2,3)
- Compassionate (1 Timothy 3:2)
- Enthusiastic and Capable as a Bible Teacher (1 Timothy 3:2)
- Not a Heavy Drinker/Self-Disciplined (1 Timothy 3:3)
- Not a Lover of Money/Responsible Steward (1 Timothy 3:3)
- A Model of Leadership at Home (1 Timothy 3:4)
- Spiritually Mature/Not a New Believer (1 Timothy 3:6)

Additional Qualifications:

- Must be in agreement with our church's Statement of Faith, Mission, and Vision
- Must be a member in good standing for at least 2 years (a member in good standing is one who is a regular attendee, regular giver, and who serves in ministry)
- Able to pass a criminal background check
- Proven leadership ability and integrity
- Previous board experience with a public, private or non-profit entity is desirable
- Must be able to maintain confidentiality regarding church business (e.g. strategy, decisions made or pending) and speak with a consistent voice in terms of advocacy of all decisions that are made.
- Must be able to access, engage in, meet using, and respond to electronic communication (email, text message, virtual meetings, etc.)
- Must be able to attend monthly board meetings (typically lasting two hours)

- Must be able to meet monthly with their respective teams or ministries to “report up” to the Official Board
- Must be able to attend a yearly weekend board retreat (off site) for the purpose of training, strategic planning, and team building).
- In the case of the Church Treasurer, must possess advanced certification (*e.g. Master’s Degree in Finance, Business Administration or Accounting or CPA designation*) OR proven experience leading this type of function.

Biblical Duties & Responsibilities:

From three scenes in the New Testament (Acts 6:1-7; Acts 15:1-35; Acts 20:13-38), we learn the roles and responsibilities elders held in the early church. They can be summed up by the following “5 P’s”:

- Prayer
- Preaching
- Policy
- Pastoral Care
- Protection¹

Additional Duties & Responsibilities:

- Provide fact-based counsel to the Senior Pastor that enables better, quicker and wiser decisions.
- Development and implementation of the church’s strategic plan in concert with Senior Pastor.
- Drive the planning, resource utilization and execution of plans that enable realization of the church vision, mission and strategic plan.
- Hold fellow board members accountable for the timely delivery of agreed upon plans, including elevation, assignment and resolution of issues and barriers that impact achievement of said plans.
- Collaborate with the Senior Pastor to identify, train and select members capable of performing in board roles in the future to ensure the “Leadership Pipeline” is always full.

Board Composition:

The Mt. Olive Official Board of Elders will consist of at least the following positions: Chairperson, Vice Chairperson, Treasurer, Secretary and Parliamentarian. The roles and expectations for each position are outlined below.

Chairperson

- Leads the Board meetings, focusing on key issues and/or barriers that inhibit our ability to meet our vision, mission or strategic plan objectives.
- Leads the advocacy, in partnership with the pastoral leadership, of the church vision, mission and strategic plan.
- Leads the Board of Directors nomination process and partners with pastoral leadership to vet potential BOD members.

¹ Elders Ministry Volunteer Handbook (p. 21). Outreach, Inc.. Kindle Edition.

Vice Chairperson

- In the absence of the Chairperson, leads Board meetings and/or discussions, focusing on key issues and/or barriers that inhibit our ability to meet our vision, mission or strategic plan objectives.
- Identifies and suggests training and/or educational opportunities to improve BOD effectiveness, efficiency and overall results.

Secretary

- Partners with the Board Chair and Pastoral leadership to set and document and distribute the agenda for all meetings.
- Creates and distributes meeting calendar invites and reminder emails/notifications.
- Documents and distributes all meeting summaries to the BOD members within five (5) days of meeting completion.

Treasurer

- Collaborates with the Certified Public Accountant (CPA) to build, manage, track and report out on:
 - Budget vs Actual, including year-end projections
 - Opportunities for improvement or concern
 - Three (3) to five (5) year budgeting plan that align with the church vision, mission and strategic plan
 - Other duties as assigned (e.g. capital campaigns, etc.)
- Ensures that all local, state and federal tax and reporting requirements are fulfilled by applicable deadlines.
- Provides counsel and makes recommendations to the BOD regarding all financial decisions to ensure we make wise, informed decisions in the best interest of the church.

Parliamentarian

- Ensures that meetings are executed according to agreed upon protocol (e.g. Robert's Rules of Order, etc.).

Conducting Board of Director Meetings

- Board of Director meetings will convene at the agreed upon interval with written notification (e.g. meeting invitation, place, time and agenda) occurring at least two (2) weeks in advance.
- Roll will be called by the Board Secretary once the meeting is opened by the Board Chair. A quorum will be established after it is confirmed that at least five (5) members or 75% of the voting members are present.
- A quorum must be maintained for the duration of the meeting to conduct Board business. In the event a quorum is not maintained, the formal meeting will be adjourned and all remaining business requiring a vote will be moved to the next scheduled meeting unless the topics are deemed to be critical to execution of church operation or strategic execution

- The Board Secretary or designee will take copious notes for all discussion and summarize all decisions made and next steps. Minutes should be published to all Board members within five (5) days of meeting completion.
- All meetings will begin and end with prayer. Board members will be expected to stay engaged and contribute to the discussion and decision making process
- All decisions, once made, will be supported and executed by the Board.