

CURRENT THROUGH 6/21/17

St. Luke Lutheran Church, Haslett, Michigan

Governing Board Policy Manual

1. Desired Outcome Policies

OUR GUIDING PRINCIPLES:

OUR VISION: That each one of those who worship with us or whom we touch would grow in Knowing the Peace and the Power of the Cross

OUR MISSION: Our Lord Jesus Christ commanded that we should go and make disciples of all nations. The purpose of this Congregation is to give honor and glory to God through our Savior Jesus Christ, to carry out His will and to assist in preaching the Gospel of Jesus Christ to all the world. We pledge ourselves to study the Scriptures and to use the Sacraments faithfully. We maintain this Christian fellowship to strengthen one another in our commitment to Christ's mission, to promote Christian unity and to serve the needs of all people in Christian love. We will minister in Christian concern to the unchurched in our surroundings and provide special encouragement to youth in our midst.

OUR VALUES:

- Being Christ- and Bible-centered in all we do (Ephesians 2:19-20)
- Inviting all to the community of Christ (Matthew 28:18-20)
- Pursuing excellence in every ministry (Colossians 3:17)
- Celebrating with variety and vitality the mission and oneness of the Lutheran Church – Missouri Synod (Romans 15:5-6)
- Involving lay people in significant ways (Ephesians 4:12)
- Prayer

THOSE WHOM WE REACH AND TOUCH: All people within a ten mile radius of our primary location in Haslett, Michigan, including members of our congregation, non-members, the unchurched, those in need, families, seniors, graduate students and international students.

EXPECTED RESULTS: Through God's goodness and mercy, and with the efforts of our congregation and its members, we expect that

- More people would have a personal faith relationship with Jesus
- More people would grow as students of God's word
- More people would be active in our congregation and reaching others

RESOURCES: St. Luke will fund and support its ministry through the following:

- Tithes and offerings
- Capital campaigns
- Fees and tuition
- Volunteerism and use of Spiritual Gifts
- Donations of personal and real property
Donations of tangible personal and real property

2. Governing Board Self-Governance Policies

These policies set forth the style and rules of the Governing Board's own tasks and procedures.

2.1. Accepting Responsibilities

The members of Governing Board have a responsibility to each other and to the members of the Congregation. They shall:

- 2.1.1. Actively participate in the worship, Christian growth, and educational activities of St. Luke Lutheran Church.
- 2.1.2. Seek to develop their own personal spiritual life through the use of devotions, prayer, Bible study, and the practice of Christian stewardship.
- 2.1.3. Seek to grow as Christian leaders by continually striving to increase their understanding of Lutheran theology and the mission and ministry of the Church.
- 2.1.4. Devote themselves to prayerfully seek God's will for the Congregation.
- 2.1.5. Have a working knowledge of the Policy Manual, and St. Luke Constitution and By-laws.
- 2.1.6. Be prepared to participate in all Governing Board meetings.
- 2.1.7. Attend Governing Board meetings regularly and consider that missing three consecutive unexcused meetings serves as their automatic resignation.
- 2.1.8. Invest personal energy and skills in the purposes and objectives of the Congregation, seeking opportunities where individual skills and abilities can be applied.
- 2.1.9. Relate to each other as members of the Body of Christ with openness, integrity, honesty, straightforwardness, and Christian love.
- 2.1.10. Show respect for others and their opinions and respect the right of others to disagree.
- 2.1.11. Support all decisions once they have been fully discussed and resolved by the Governing Board. This does not exclude the right of members to hold minority opinions, or to express them within the Governing Board setting. Dissent should be directed toward amending the policy.
- 2.1.12. Make no public reference to individual Governing Board member's discussions that are made during Governing Board activities.
- 2.1.13. Bring to the Chair's immediate attention any condition or action that they believe violates

a Senior Pastor's Limitation Policy and it will be addressed at the next Governing Board meeting for resolution. Individual Governing Board members will not discuss the situation with the Senior Pastor unless authorized by the Governing Board.

2.1.14. Keep confidential all documents and discussions so identified.

2.1.15. Be open to opinions and concerns which may be expressed to them by members of the Congregation. All such information will remain confidential with the Governing Board member except as they may share this information with the Chair and the Governing Board as a whole when deemed appropriate.

2.2. Enunciating Governing Policies and Values

The Governing Board will maintain written policies of four types:

2.2.1. **Policies of Outcomes:** Statements setting forth the ministries and desired results in those areas of ministry together with broad measurements of the achievement of those results.

2.2.2. **Policies of Governing Board Self-Governance:** Statements setting forth the style and rules of the Governing Board's own tasks and procedures.

2.2.3. **Policies of Governing Board and Senior Pastor Relationship:** Clarifying statements about delegation to the Senior Pastor and monitoring of the operation of the church.

2.2.4. **Policies of Senior Pastor Limitations:** Limiting statements, binding the Senior Pastor's process in the achievement of the Outcomes.

2.3. Governing Process

2.3.1. **Group Action** The Governing Board will exercise its governing authority as a whole. No individual Governing Board member may exercise such authority except as instructed by the Governing Board. Governing Board members will consider themselves to be members of the Governing Board only when the Governing Board is in session or they are on special assignment for the Governing Board. Once the Governing Board meeting has adjourned they are acting as members of the Congregation and not acting on the authority of the Governing Board.

2.3.2. **Policy Development** The Governing Board policies will be active and dynamic. They are meant to be reviewed and refined regularly. The Governing Board will rewrite policies when appropriate. The Governing Board will make recommendations to the Congregation on constitutional changes for approval.

2.3.2.1. **Resolutions** The Governing Board will pass resolutions that solely affect the Governing Board's work or are specifically required in the policies, by law, or other governing documents. Governing Board meeting minutes will reflect approval or disapproval of resolutions. Voting decisions may be by a voice vote or written ballot as

the board deems appropriate.

2.3.2.2 Senior Pastor Actions Governing Board actions governing the actions of the Senior Pastor will be done through policy development. The Governing Board will not dictate what are appropriate Senior Pastor actions except for compliance with policies.

2.3.2.3 Policy Review Any Governing Board member or the Senior Pastor may ask for a review of specific policies. Responsibility for effective and appropriate policies rests with the Governing Board.

2.3.2.4 Policy Review Calendar The Governing Board will establish an annual policy review calendar to coordinate the review of every policy at least once a year. The Governing Board will coordinate the review calendar with the business cycles of its own work, or staff's work, reviewing appropriate policies prior to management actions or decisions.

2.4. Connecting with Congregation Members

2.4.1. The main responsibility of the Governing Board is to represent the interests of the Congregation. This is primarily done through the development of the Outcomes for the church.

2.4.2. The Governing Board will have at least one open forum meeting per year, inviting members of the Congregation to give input on the Desired Outcome Policies or on any other matters.

2.4.3. Meetings of the Governing Board will be open to members of the Congregation. The Governing Board may meet in closed session without attendance by members of the Congregation. A closed session may review or discuss a sensitive matter prior to disclosure to the members of the Congregation.

2.4.4. Concerns or issues from Congregation members should be addressed as follows:

2.4.4.1. Any ministry concerns should be submitted in written form, signed by the concerned member and directed to the appropriate staff Planning Team member. If not resolved by the Planning Team, the Senior Pastor should be contacted. If still not resolved, ministry concerns should be forwarded to the Chair of the Elders for resolution and/or disposition.

2.4.4.2. Governance document concerns should be in writing, signed and submitted to the Chair of the Governing Board.

2.4.5. Minutes of the Governing Board meetings will be made public except when Governing Board is in closed session.

2.5. Governing Board Self-Evaluation

- 2.5.1. The Governing Board will conduct an annual self evaluation of its performance in the following areas:
 - 2.5.1.1. Openness and communication among its members;
 - 2.5.1.2. Ability to develop and monitor policy;
 - 2.5.1.3. Adherence to policies established;
 - 2.5.1.4. Relationship with the Senior Pastor; and
 - 2.5.1.5. Relationship with the Congregation members.
- 2.5.2. **Governance Review** At least every three (3) years the Governing Board will review the ability of the governance structure to provide organizational effectiveness.
- 2.5.3. **Conflict of Interest**
 - 2.5.3.1. Each Governing Board member must annually certify that he/she has no conflict of interest with the business of the Congregation to the best of his/her knowledge.
 - 2.5.3.2. No more than one member from an immediate family may serve on the Governing Board at any one time. Immediate family members are defined as spouse, parents, child, or child's spouse.

2.6 Officers of the Governing Board

- 2.6.1. Officers of the Governing Board will be the Chair, Vice-Chair, Treasurer and the Secretary. The officers will be the Executive Committee of the Board.
- 2.6.2. The Chair, Vice-Chair and the Secretary will be elected annually by the Governing Board from the Governing Board at large. The Treasurer will be a Governing Board member designated annually by the Assembly of Voters
 - 2.6.2.1. The designated Treasurer must have some expertise or ability in managing financial transactions, record keeping and reporting.
- 2.6.3. Officers will not assume any part of the management of the Congregation. They will confine their efforts to governing through policies. Their focus will be on managing the work of the Governing Board.
- 2.6.4. The responsibilities of the officers of the Governing Board are:

2.6.4.1. Chair

- 2.6.4.1.1. Establish the agenda for Governing Board meetings in compliance with the policy calendar established by the Governing Board and together with the Senior Pastor establish the agenda for Congregational meetings.
- 2.6.4.1.2. Oversee the annual Governing Board Self-Evaluation and will also secure the evaluation tools or appoint others to do so.
- 2.6.4.1.3. Preside at all meetings of the Governing Board and all Assemblies of Voters meetings.
- 2.6.4.1.4. Discuss and review corrective actions with individual Governing Board members who may be derelict in performance of duties. When resolution cannot be obtained with an individual Governing Board member, or in executive session without attendance by members of the Congregation with the Executive Committee, the Chair will, in closed session of the Governing Board, conduct a review and develop recommendations for any necessary corrective actions. If the Governing Board member in question is the Chair, then this responsibility falls to the Vice Chair.
- 2.6.4.1.5. Act in all areas of Governing Board management left unstated within these policies as long as this action is not in conflict with other Governing Board policies.

2.6.4.2. Vice Chair

- 2.6.4.2.1. Preside at all meetings of the Governing Board and all Congregational meetings in the absence of the Chair or at the direct request of the Chair.
- 2.6.4.2.2. Discuss and review corrective actions with the Chair when the Chair is derelict in performance.
- 2.6.4.2.3. Oversees the Financial Review Committee.

2.6.4.3. Secretary

- 2.6.4.3.1. Record the proceedings of the Congregation and Governing Board meetings, register all members attending the meetings, and submit minutes for adoption at the following open meetings and provide for publication of all open meeting minutes.
- 2.6.4.3.2. Annually request board members for notification of service on other boards and to administer the “No Conflict of Interest” program for the Governing Board members.
- 2.6.4.3.3. Maintain the roster of Congregation Officers and their terms of office.

2.6.4.3.4. Maintain a list of active Governing Board committees and publish Governing Board committee charges.

2.6.4.4. Treasurer

2.6.4.4.1. Arrange for financial advice and consultation for the Governing Board as requested by the Governing Board.

2.6.4.4.2. Gather information for the Governing Board to support the development of financial policies.

2.6.4.4.3. Direct the Senior Pastor to provide monthly financial reports of the church.

2.6.4.4.4. Arrange for the preparation of periodic financial reports to the Congregation.

2.6.5. Legal Obligations of Congregation

2.6.5.1. Only members of the Executive Committee may sign documents, make contracts, accept and receive grants and bequests other than cash or cash equivalents; appear in court; and transact any business of the Congregation but only after review and written approval of the action by the Governing Board.

2.7. Committees of the Governing Board

The Governing Board may appoint committees, but always consistent with the following principles:

2.7.1. Governing Board Committee responsibilities will be described by the Governing Board in a formal written charge with an appropriate time for dissolution of the committee, and must not be inconsistent with responsibilities delegated to the Senior Pastor or other staff members

2.7.2. Governing Board Committees will not do staff work except when working on a topic that is fully within the province of the Governing Board and is not delegated in any way to the Senior Pastor or other staff members. Committees will have no executive or deciding authority except when empowered by the Governing Board. At all other times, they will strive to develop policies.

2.7.3. Governing Board Committees will not manage any part of the Congregation.

2.8. Committees

2.8.1. **Nominations Committee** The Nominations Committee will be appointed by the Governing Board and will include no less than two (2) members, including a member of the Governing Board and a non-member of the Governing Board. The Senior Pastor will serve as an ex-officio non-voting member. The Nominations Committee will nominate

Congregational members for election/selection to the Governing Board and for the office of Treasurer.

The Nominations Committee will present a slate of candidates to the Assembly of Voters for election or selection.

2.8.2. Financial Review Committee (FRC)

2.8.2.1. The FRC will be a standing Committee consisting of members from the congregation. The Governing Board will establish the number and composition of the committee with attention to appropriate skills and continuity.

2.8.2.1.1. The Treasurer will serve on this Committee as an ex-officio member

2.8.2.2. Annually, the FRC will solicit and evaluate appropriate outside vendors to test, evaluate and offer recommendations regarding St. Luke financial procedures.

2.8.2.2.1. At a minimum, these testing and evaluation procedures will include;

2.8.2.2.1.1 Review of financial records and overall procedures of the congregation,

2.8.2.2.1.2 cash management and handling,

2.8.2.2.1.3 Other items as determined appropriate by the FRC,

2.8.2.2.1.4 Other items as determined appropriate by the Vendor and approved by the FRC

2.8.2.2.2 The FRC will serve as the point of contact for the Vendor.

2.8.2.2.3 Upon evaluation of Vendor recommendations, the FRC will offer suggestions to the Governing Board.

2.8.2.3. The Governing Board will select the Vendor upon recommendation of the FRC

2.8.3. Call Committee

2.8.3.1 In the event of calling a Pastor, the Elders will appoint a Call Committee of not fewer than five (5) people. The Call Committee, with input from the Congregation, will confer with the Circuit Counselor and the District President to develop a list of candidates for the office of Pastor. The Call Committee will recommend one candidate from the list of potential candidates to be presented to the Congregation. At a properly called meeting of the Congregation, the election will proceed by ballot, with a two-thirds majority of all voting members present required to affirm the candidate. The affirmation shall, if possible, be made unanimous before the Call is extended.

2.8.3.2 For calling persons other than to the office of Pastor, the Chair of the Governing Board will appoint a Call Committee of no less than five persons. The Committee will recommend a candidate or candidates for nomination to the Congregation. Affirmation will be by ballot. A two-thirds majority of all voting members present will be required to affirm the candidate. If possible, the affirmation will be made unanimous before a Call is extended.

3. Governing Board and Senior Pastor Relationship Policies

These policies provide clarifying statements about delegation to the Senior Pastor and monitoring of the operation of the church.

3.1. Manner of Delegating

The Congregation delegates authority to the Governing Board to be the governing body of the Congregation, empowered to administer and to manage all its affairs in accordance with Article VI of the Constitution.

The Governing Board delegates authority to the Senior Pastor. The Senior Pastor will be empowered to take all actions and make all administrative decisions that are deemed necessary to implement the Desired Outcomes of St. Luke Lutheran Church except (a) violation of law, applicable regulations of Synod, orders of courts or commonly accepted business and professional ethics and/or (b) violation of specific further constraints stated by the Governing Board in Limitation Policies.

The Senior Pastor may in turn delegate authority to staff members.

- 3.1.1. Except for assignments of its own work (policies) to committees, consultants or officers, the Governing Board will delegate authority only to the Senior Pastor. Any other subordinate party operating with the authority of the Congregation will receive that authority from the Senior Pastor. In the event of a vacancy in the office of Senior Pastor, the Governing Board will designate the person or persons to function in his place. This may include members of the Governing Board.
- 3.1.2. The Governing Board will address only broad levels of issues in policies of purpose and governance, leaving lesser levels to the discretion of the Senior Pastor. The Senior Pastor may develop guidelines, rules, or procedures and may make decisions in any way deemed fitting as long as the policies adopted by the Governing Board are observed.
- 3.1.3. The authority of the Senior Pastor will cover all areas within the bounds of the Governing Board's Policies of Senior Pastor Limitations.
- 3.1.4. When Governing Board approval is required by a higher governing policy such as the Congregation's Constitution and Bylaws or law, but not required specifically by Governing

Board Policies:

3.1.4.1. The Senior Pastor will bring a recommended action to the Governing Board

3.1.4.2. The Governing Board will act upon the recommended action by reviewing the Limitation Policies as a test for ethics, prudence, and compliance with LCMS doctrine, practice, and other governing documents.

3.2. Governing Board Decisions

These are the decisions that the Governing Board has left to itself:

3.2.1. As deemed necessary, selecting independent Certified Public Accountants.

3.2.2. Setting the agenda for regular Congregation meetings and reviewing of all recommendations prior to any Congregation meeting.

3.3. Senior Pastor's Accountability

The Senior Pastor will be accountable to the Governing Board for:

3.3.1. Achieving of the Congregation's Outcome Policies.

3.3.2. Complying with the limits established in Senior Pastor Limitation Policies.

3.3.3. Providing adequate counsel to the Governing Board.

3.3.4. Relating with integrity, honesty, and straightforwardness to the Governing Board.

3.4. Exceeding Senior Pastor's Limitations

3.4.1. **Notice by Senior Pastor** The Senior Pastor will give an immediate notice to the Governing Board once a limitation has been recognized to have been exceeded. If the limitation is immediately correctable, the Senior Pastor will take immediate action within Senior Pastor Limitation Policies and report the results to the Governing Board. If the result is not immediately correctable, the Senior Pastor will share with the Governing Board a plan for corrective action.

3.4.2. **Notice by Governing Board Member** Governing Board members will bring to the Chair's immediate attention any condition or action believed to exceed a Senior Pastor Limitation Policy for review and discussion at the next Governing Board' meeting.

3.5. Means of Monitoring

3.5.1. **Reports** These are statements and overviews that provide information and counsel to the Governing Board on programs, trends and developments that may affect Governing

Board work.

- 3.5.1.1 Annually, the Senior Pastor will report on the state of the Congregation which will include the effectiveness of the Congregation in reaching each of the Desired Outcome Policies of St. Luke Lutheran Church, the financial condition of the church, and any changes in demographics or economy which might affect the church.
- 3.5.1.2 Annually, the Senior Pastor will provide to the Governing Board the operational plan, Congregational strategies for funding, human resource policies and job descriptions, and a communications plan.
- 3.5.1.3 Annually, the Senior Pastor will disclose to the Governing Board all potential conflicts of interest held by the Senior Pastor and staff and a plan to resolve those that are unacceptable.
- 3.5.1.4 Annually, the Senior Pastor will disclose to the Governing Board his compliance with policies involving cash donations, asset protection and security, treatment of staff.
- 3.5.1.5 At each Governing Board meeting, the Senior Pastor will report on the progress and plans of the Congregation. The emphasis will be on future rather than past actions.
- 3.5.1.6 At each Governing Board meeting, the Senior Pastor will provide financial statements organized and presented around the financial conditions policies.
- 3.5.1.7 The Senior Pastor will provide to the Governing Board any changes in Congregation organizational structures and changes in staff.

4. Senior Pastor Limitation Policies

Limiting statements, binding the Senior Pastor's process in the achievement of the Outcomes. Unless restricted in the Senior Pastor Limitation Policies, all actions are acceptable.

Mega-Limitation

The Senior Pastor of St. Luke Congregation will not act at any time in a manner that is illegal, unethical or imprudent, or that is inconsistent with the Congregation's governing documents.

4.1. Planning

In setting the direction and action plans of the Congregation:

- 4.1.1. The Senior Pastor will not allow plans that have a negative impact on the Congregation's Desired Outcome Policies.
- 4.1.2. The Senior Pastor will not allow the organization to operate with an Operating Plan that has a time frame of less than three years.

- 4.1.3. The Senior Pastor will not allow the Operating Plan to be reviewed less than once a year for continued adequacy.
- 4.1.4. The Senior Pastor will not allow plans that are unresponsive to the changing climate and conditions that affect the Congregation.
- 4.1.5. The Senior Pastor will not allow plans that do not consider their financial impact.

4.2. Staff Structure

In defining or reorganizing the staff structure:

- 4.2.1. The Senior Pastor will not establish a structure that has a negative impact on the Outcome Policies.

4.3. Financial Guidelines

With respect to operating the Congregation in a sound and prudent fiscal manner, the Senior Pastor will not jeopardize the long-term financial strength of the Congregation:

- 4.3.1. The Senior Pastor will not allow the Congregation to operate without a plan for assuring that expenditures will not exceed the total annual projected income and other available funds.
 - 4.3.1.1. At any time the Congregation is operating at an “operational loss” of 10% or more for 2 or more consecutive months, the Senior Pastor will provide insight into the circumstances, and may offer budget revisions or other options
 - An “operational loss” is defined as “offerings minus general payments and expenses” resulting in a deficit
 - 10% is defined based on what is expected during the year-to-date time frame measured.
 - 4.3.1.2. The Senior Pastor will not operate without a process which controls expenditures and can react to changing conditions.
 - 4.3.1.3. The Senior Pastor will not operate without a process which teaches personal financial stewardship to the membership and which provides strategies for funding the budget for each year.
- 4.3.2. The Senior Pastor will not allocate the financial resources of the Congregation in a way that does not support the Outcome Policies.
- 4.3.3. The Senior Pastor will not allow funds to be invested in a manner that compromises a high level of security and sufficient liquidity.
- 4.3.4. The Senior Pastor will not allow deviations from best business practices in the financial

record keeping for the Congregation.

- 4.3.5. The Senior Pastor will annually submit to the Governing Board a list of authorized check signers for approval.
- 4.3.6. The Senior Pastor will not allow paid or volunteer staff to function in both the processing of receipts and disbursements.
- 4.3.7. The Senior Pastor will not allow the distribution of financial review and audit reports without first sharing them with the Governing Board.
- 4.3.8. In accordance with Article VI, point 6, of the Constitution, the Senior Pastor will not cause the Congregation to borrow money in an amount exceeding 3% of the annual budget. The Senior Pastor will not cause the congregation to modify or restructure any outstanding debt of the Congregation without approval by the Governing Board.
 - 4.3.8.1. The Senior Pastor will not cause the Congregation to borrow money from any lender, including a line of credit lender, if there is enough available cash in dedicated or designated funds (as the terms are used in the Congregation's books of account and financial records) to permit the Congregation to pay the amounts for which the borrowing would otherwise be used.
 - 4.3.8.2. The Senior Pastor will not cause the Congregation to take amounts from the dedicated or designated funds
 - 4.3.8.2.1. in excess of 3% (in the aggregate at any given time) of the annual budget for any purpose not within the scope of use of amounts in the dedicated or designated funds, including without limitation current operating expenses, and
 - 4.3.8.2.2. unless he can reasonably estimate that the Congregation can return amounts to the dedicated or designated funds within one year after it takes them.
- 4.3.9. All contracts and agreements related to 1) operating budget expenditures and 2) non-budget expenditures involving less than \$20,000, are effective only upon approval by the Senior Pastor. The Senior Pastor may delegate this responsibility to staff members, action team leaders and others responsible for supervision of programs to which the expenditures relate. All contracts and agreements for non-budget matters involving \$20,000 or more are effective only upon Governing Board approval.

4.4. Financial Planning

With respect to budgeting for all or any remaining part of a fiscal period, the Senior Pastor will not jeopardize either programmatic or fiscal integrity of the Congregation.

- 4.4.1. The Senior Pastor will not submit an annual budget that:
 - 4.4.1.1. Does not reasonably project operating income and expenses.

- 4.4.1.2. Provides for a negative cash flow.
- 4.4.1.3. Does not show annual growth toward becoming a “first fruits” tithing Congregation; growing toward giving ten percent (10%) of the offerings received to support ministries not conducted by St. Luke. At least fifty percent (50%) of such offerings will be given to the Michigan District and Synod.
- 4.4.1.4. Does not advance the Desired Outcomes.
- 4.4.1.5. Uses designated funds for any purpose other than that for which they were given.

4.5. Cash Donations

In soliciting or obtaining donations:

- 4.5.1. The Senior Pastor will not accept donations which would compromise the values of the Congregation.
- 4.5.2. The Senior Pastor will not accept donations in cash or in kind where there is a difference between the donor’s intent and the intent of the Desired Outcome Policies.
- 4.5.3. The Senior Pastor will not fail to maintain a preferred gift list that supports the Desired Outcome Policies.

4.6. Asset Protection, Security & Usage

In order to effectively utilize and maintain the Congregation’s facilities and property and to cover the Congregation’s liability exposure:

- 4.6.1. The Senior Pastor will not allow the church to operate without regularly assessing and providing timely maintenance to the facilities and property.
- 4.6.2. The Senior Pastor will not fail to provide hazard insurance to cover facility and equipment losses.
- 4.6.3. The Senior Pastor will not allow the church to operate without adequate liability insurance.
- 4.6.4. The Senior Pastor will not allow the church to operate without adequate building and property security.
- 4.6.5. The Senior Pastor will not fail to have a written disaster recovery plan.
- 4.6.6. The Senior Pastor will not allow the church to operate without written policies that

address the prevention of and response to abusive behavior and harassment.

- 4.6.7. The Senior Pastor will not allow use of facilities by any group, organization or individual whose teachings or philosophy might conflict with those of St. Luke.

4.7. Treatment of Staff

In relating to staff:

- 4.7.1. The Senior Pastor will not deviate from local, state or federal law or regulations and synodical policies and practices in the fair and equitable engagement and treatment of employees. If the standards listed above are inconsistent with the Word of God, the Word of God controls.
- 4.7.2. The Senior Pastor will not fail to have effective guidelines and screening policies in the engagement of staff.
- 4.7.3. The Senior Pastor will not set human resource policies that run counter to effective operations and will not fail to publish and distribute said policies to employees.
- 4.7.4. The Senior Pastor will not allow employees to be uninformed of their responsibilities and duties in accomplishing the Desired Outcome Policies.
- 4.7.5. The Senior Pastor will not allow the church to function without a written process to resolve employee grievances in a fair and Christian manner.
- 4.7.6. The Senior Pastor will not allow any staff positions to be undefined or inaccurately reflect the responsibility and tasks given to the position.
- 4.7.7. The Senior Pastor will not allow any staff positions to exist where resources, or training are inadequate for that position to be successful in meeting the Desired Outcome Policies.
- 4.7.8. The Senior Pastor will not fail to implement staff Conflict of Interest procedures.
- 4.7.9. The Senior Pastor will not fail to provide detailed written annual reviews and development plans for all staff both full and part-time.
- 4.7.10. The Senior Pastor will not fail to communicate administrative decisions to the staff except where personal privacy and confidentiality must be observed.

4.8. Conflict of Interest for the Senior Pastor

The Senior Pastor has an obligation to identify all conflicts of interest and resolve any that are unacceptable. Therefore:

- 4.8.1. The Senior Pastor will not allow the Governing Board to be uninformed of all of his potential conflicts of interests. This disclosure will include membership on, a substantial financial interest in, or employment of the Senior Pastor or a relative of the Senior Pastor by any organization doing business with the Congregation.

4.8.2. The Senior Pastor will not accept any gifts or favors totaling more than \$100 annually from any organization doing or seeking business with the Congregation.

4.9. Connecting with Congregation Members

4.9.1. The Senior Pastor will not fail to provide an opportunity for an exit interview – oral and/or written - for members transferring from St. Luke and to summarize and review this information with Governing Board and appropriate Staff.

APPROVED April 22, 2007

St. Luke Proposed Governance Structure

