

Mission & Ministry Council Responsibilities/Member or Candidate Responsibilities & Qualifications

2.1 Mission & Ministry Council Responsibilities

2.1.1 The overall responsibility of the MMC is to provide a strong, powerful, and ethical pursuit of the congregation's mission. To that end, the MMC shall:

2.1.1.1 Ensure that the Strategic Direction (Values, Mission, and Vision) of the congregation is the driving force for all activities and related ministries.

2.1.1.2 Periodically review and update the Strategic goals.

2.1.1.3 Establish Governing Policies for the MMC.

2.1.1.4 Provide oversight of all congregational activities by establishing and monitoring appropriateness of and adherence to policies that guide the efforts of the Senior Pastor.

2.1.1.4 Ensure that the policy and financial decisions are executed in accordance with the Constitution and By-laws of the congregation.

2.1.1.5 Communicate regularly to the Stewards the pertinent activities of the MMC and remain open to communication from the Stewards.

2.1.1.6 Exercise particular concern for the spiritual and physical welfare of the Senior Pastor.

2.1.1.6.1 Exercise concern for all staff, supporting them with prayer, and upon the request of the Senior Pastor appropriate counsel.

2.2 MMC Membership Responsibilities

Council Members have a responsibility to each other, to the employees, and to the constituents.

2.2.1 Council Members shall:

2.2.1.1 Commit to working together in a covenant relationship defined by Article 3 of the Constitution and these policies agreeing to accept discipline accordingly. (See Policy 2.1.2.3)

2.1.1.2 Regularly participate in the worship and educational life of the congregation.

2.1.1.3 Undertake personal spiritual disciplines for the development of their own faith lives.

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- 2.1.1.4 Be prepared for the MMC meetings.
- 2.1.1.5 Attend Council meetings regularly, not missing more than one meeting in any given year.
 - 2.1.1.5.1 In the case of a Conflict of Interest (See Conflict of Interest Policy, Appendices X), a Council Member may recuse her/himself from the MMC session or may be excused from the session by the MMC with a majority vote of the MMC, not including the Member in question.
 - 2.1.1.5.2 Should it be necessary to miss a meeting, Members shall make contact with the MMC President for dialog both before and after said meeting.
- 2.1.1.6 Work to expand their leadership abilities and increase their understanding of the mission and ministry of the congregation.
- 2.1.1.7 Gain a working knowledge of the MMC's policy manual.
- 2.1.1.8 Actively participate in Council meetings, special briefings and policy decision-making.
- 2.1.1.9 Make informed decisions by insisting on complete and accurate information. (See Policy 4.6)
- 2.1.1.10 Support all decisions once they have been fully discussed and resolved by the MMC.
- 2.1.1.11 Invest personal energy and skills in the mission and ministries of the congregation, seeking opportunities where individual skills and abilities can be applied other than the role of MMC Member.
 - 2.1.1.11.1 Members of the MMC shall not serve on other decision-making entities.
- 2.1.1.12 Relate to other individuals with integrity, honesty and straightforwardness.
- 2.1.1.13 Actively discipline themselves and other Members of the MMC by identifying Council actions and conditions that run counter to these policies.

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2.1.1.14 Bring to the MMC President's immediate attention any condition or action that they believe exceeds a Senior Pastor Limitation Policy. (See 4.5.)

2.1.1.14.1 The MMC President shall promptly present to the Senior Pastor the concern and give report to the MMC.

2.1.1.15 Keep Council documents and discussions confidential, unless given permission by the MMC acting as a whole. However, the MMC Policy Manual, Council approved minutes (excepting those of executive sessions) and Council approved audited financial statements do not require permission as long as any Council discussion or information related to these documents remains confidential. (See Boundary Management Policy, Appendices X)

2.1.1.16 Be familiar with and put into practice any specific policies developed to guide the behavior of Members of the MMC.

2.1.1.16.1 Conflict of Interest Policy (Appendices X)

2.1.1.16.2 Boundary Management Policy (Appendices X)

2.1.1.17 Not hinder the MMC process due to individual proclivities or disruptive behavior.

2.7.3 Candidates Qualifications and Other Considerations

2.7.3.1 In preparing its recommended slate of candidates for Council service, the Nominating Committee must seek candidates who:

- Meet the requirements of Council Membership as stipulated in the Constitution and By-laws.
- Regularly participate in the worship and educational life of the congregation.
- Undertake personal spiritual disciplines for the development of their own faith lives.
- Are good communicators
- Are visionary
- Can effectively represent the concerns of the "Stewards" of the congregation.
- Understand and support the basic concepts of Policy Based Governance.
- Are willing and able to support the Strategic Direction of the congregation

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- Are willing and able to accept the MMC Responsibilities and Membership Responsibilities as delineated in Policy Section 2.1. and 2.2.
- Are not on the payroll of the congregation currently.

2.7.3.2 In preparing the slate, the Nominating Committee shall also guarantee that:

- No spouse of a Senior Staff member may serve on the MMC or as an officer of the congregation.
- The spouse of the Senior Pastor will not serve on the MMC.
- No more than one individual from any given family with less than two degrees of separation (parents, children, siblings, aunts/uncles, nieces/nephews or in-laws of same, grandparents) shall serve on the MMC at the same time.

2.7.3.3 The Nominating Committee shall take into consideration diversity issues (age, race, ethnicity, gender) in determining its recommended slate.

2.7.3.4 The Nominating Committee shall take into consideration the current composition of the MMC in determining its recommended slate.

2.9.4.1 Secretary

The Secretary shall:

2.9.4.1.1 Serve on the Executive Committee of the MMC.

2.9.4.1.2 Maintain the minutes of all meetings of the MMC and Vision Assembly and cause copies of all such minutes to be kept on file in the church office.

2.9.4.1.3 Conduct all official correspondence of the MMC and the Vision Assemblies.

2.9.4.1.4. Be thoroughly familiar with the congregation's Constitution and By-laws and serve as the primary resource to the MMC and Vision Assembly for questions concerning the same.

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2.11.3 The responsibilities of the Executive Committee on an ongoing basis are as follows.

2.11.3.1 The Executive Committee shall consistently advise the Senior Pastor of his/her performance, shall conduct the Senior Pastor's annual performance appraisal and report to the MMC when it has been completed seeking the MMC's reaction and approval.

2.11.3.1.1 The Executive Committee shall meet with the Senior Pastor prior to the beginning of each budget year to offer counsel and affirm the Senior Pastor's intended outcomes for the next year. These outcomes shall form the basis for the Senior Pastor's annual performance appraisal.

2.11.3.1.2 The Senior Pastor shall conduct a 360-degree feedback process and share the raw data as well as an interpretation of the data with the Executive Committee prior to the performance appraisal process.

2.11.3.1.3 The Executive Committee shall also seek input from the MMC individually and/or corporately regarding the Senior Pastor's performance. These interviews will focus on adherence to policy only. The Executive Committee shall guarantee anonymity when reporting this information to the Senior Pastor or to the MMC.

2.11.3.1.4 The Executive Committee shall share the information gathered through these interviews (guaranteeing anonymity) with the Senior Pastor and allow him/her to respond as s/he feels the need.

2.11.3.2 The Executive Committee shall plan the program and agenda for Council meetings and Vision Assemblies.