



# Policy on Standing Committees of the Board of Stewards

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Reference: Cathedral of Hope Bylaws Section VII

## Committee Membership

- a) Standing Committee members are appointed by and accountable to the Board of Stewards
- b) All voting members of a Standing Committee shall be active members of the Church who demonstrate a willingness to serve in an advisory role to the Board of Stewards and work cooperatively with the Board and the Standing Committee in support of decisions made. Members of the Board of Stewards are not eligible to serve as voting members of a Standing Committee
- c) Standing Committee Members may serve on only one (1) Standing Committee.
- d) Non-Church members and Church staff members may be appointed by the Board of Stewards as non-voting consultant status on a Standing Committee. Compensation payment for staff member attendance at any Standing Committee meeting is subject to approval by their Supervisor.
- e) A Standing Committee's voting membership shall be no less than five (5) and no more than twelve (12). It is understood that Standing Committee's recommendations are that and the Board of Stewards is not bound to any recommendation that is offered.
- f) As far as possible, Standing Committee membership shall be diverse and representative of the congregation's efforts at diversity.
- g) Recruitment of new Standing Committee members may be conducted by the Standing Committee with the assistance of Church staff members designated by the Senior Pastor.
- h) All standing committee members shall sign a confidentiality agreement and leadership covenant upon their appointment to a standing committee.
- i) As leaders of the church, all standing committee members shall make an annual pledge to the church. Standing committee members will be encouraged to give to the best of their means, at a level they would consider generous. (If at any time a standing committee member could not honor their pledge you are required to contact the appropriate staff member to communicate any changes)

## Committee Organization

- a) In January of each year, each Standing Committee shall convene to elect a Chair, Vice-Chair and Clerk. In February of each year the Standing Committee will report its membership and officers to the Board of Stewards. In March of each year, the Board of Stewards will report Standing Committee membership at the Annual Congregational Meeting.
- b) A simple majority of voting Standing Committee members shall constitute a quorum for conducting business.
- c) Minutes shall be recorded at all meetings and a monthly report shall be submitted to the Board of Stewards for reporting purposes at its regularly scheduled meetings.
- d) Standing Committee members shall be appointed to three (3) year terms of service and can be reappointed.
- e) Standing Committee officers are elected to a one (1) year term and are eligible to be re-appointed for an addition one (1) year term only. A Standing Committee officer who has served two (2) years in any officer role is not eligible to serve in the same officer capacity for the completion of a three (3) year term.

## Removal and Discipline

- a) If a Standing Committee member misses two consecutive regular meetings, each without justifiable cause, the committee may vote requesting that the Board of Stewards remove the individual from the committee membership.
- b) Cathedral of Hope UCC shall not condone conduct unbecoming a member of a Standing Committee such as dereliction of duty, breach of confidentiality, or failure to work cooperatively. It is understood that a member of a Standing Committee serves at the discretion of the Board of Stewards. In response to a complaint or request for removal and/or discipline the Board of Stewards will determine a reasonable response which may include up to and including removal from a Standing Committee. The decision of the Board of Stewards is final and is not subject to appeal.

## Conflict of Interest

- a) No more than one (1) individual from the same family or committed relationship may serve on the same committee or other governing or advisory body.
- b) The following individuals shall not be eligible to serve as Chair of any committee or other advisory body: anyone who is a Church employee, under contract to the Church, or a friend of the Church.

## Board Liaison

- a) The Board of Stewards shall appoint from its membership a Liaison to act as ex-officio member to each Standing Committee in order to facilitate good communication between the Board of Stewards and a Standing Committee.
- b) In order to promote clarity and ensure good communications between the Board of Stewards and a standing committee all requests of the Board of Stewards will be made in writing from the Board Secretary to the Standing Committee Chairperson.
- c) In order to provide clarity and ensure good communications between a standing committee and the Board of Stewards, all requests of the Standing Committee will be made in writing from the Standing Committee Chairperson to the Board Secretary.

## Official Communication

- a) All official communication between the board and the Standing Committees are to be communicated through the secretary of the Board of Stewards and the chair of a Standing Committee.
- b) The board liaison will be a resource to the Standing Committee regarding clarification of any such official communications from the Board of Stewards.

Revised November 26, 2018

# Development Committee

## Purpose

When requested by the Board of Stewards, advises the Board of Stewards and Development Director to promote active progress in church fund raising for operational, endowment, and capital campaigns.

## Responsibilities

- To work with the development director on the design and implementation of all fund drives.
- To work with the development director in the design and execution of all special events in support of the Cathedral of Hope.
- To recommend to the Board any policy changes pertaining to fund-raising

## Member Qualifications

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- c) Standing Committee Members may serve on only one (1) Standing Committee.
- d) Non-Church members and Church staff members may be appointed by the Board of Stewards as non-voting consultant status on a Standing Committee. Compensation payment for staff member attendance at any Standing Committee meeting is subject to approval by their Supervisor.
- e) A Standing Committee's voting membership shall be no less than five (5) and no more than twelve (12). It is understood that Standing Committee's recommendations are that and the Board of Stewards is not bound to any recommendation that is offered.
- f) As far as possible, Standing Committee membership shall be diverse and representative of the congregation's efforts at diversity.
- g) Recruitment of new Standing Committee members may be conducted by the Standing Committee with the assistance of Church staff members designated by the Senior Pastor.
- h) All standing committee members shall sign a confidentiality agreement and leadership covenant upon their appointment to a standing committee.
- i) As leaders of the church, all standing committee members shall make an annual pledge to the church. Standing committee members will be encouraged to give to the best of their means, at a level they would consider generous. (If at any time a standing committee member could not honor their pledge you are required to contact the appropriate staff member to communicate any changes)

## Required Skills

The member shall have experience and/or interest in one or more of the following areas:

- Fundraising in general
- Stewardship
- Capital campaigns
- Planned Giving/ Estate Planning
- Special Events

# Buildings and Grounds Committee

## Purpose`

When requested by the Board of Stewards, reviews, advises and consults on issues related to planning, design, construction, maintenance and repair of all Church facilities and grounds.

## Member Qualifications

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## Required Skills

Members should have experience and/or interest in one or more of the following:

- Architecture
- Commercial construction
- Landscape design and maintenance
- Facility Maintenance and repair
- Other related fields

# By-Laws Committee

## Purpose

When requested by the Board of Stewards, seeks advice from the congregation, Board and other appropriate sources with regard to changes in the Church governance structure and recommends Bylaw, policy, and procedure changes.

## Member Qualifications

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## Required Skills

The member shall have experience and/or interest in one or more of the following areas:

- Previous experience in matters related to organizational governance.
- Ability to actively participate within a committee structure.
- Clear and confidential communication skills.
- Willingness to cooperate with others in the development and documentation of a concept.
- Desire to be an active participant in the Church's governance

# Finance Committee

## Purpose

When requested by the Board of Stewards serves as a resource to the Board of Stewards, by reviewing financial policies and procedures, performing internal audit functions, recommending cost-saving and income-producing measures, reviewing and recommending potential investment opportunities, and assisting in formulating reasonable financial expectations, including an annual budget with a commitment to encourage the congregation toward a more generous and financially stable church.

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## Required Skills

The member shall have experience and/or interest in one or more of the following areas:

- Confidentiality
- Financial Planning
- Communication skills
- Ability to research, analyze, and form conclusions using math skills and financial objectivity
- Accounting/Finance
- Auditing

# Congregational Engagement

## Purpose

When requested by the Board of Stewards, makes recommendations to the Board of Stewards, which are designed to increase congregational engagement. Works with all committees and ministries to assist with deeper integration of the congregation into the life of the church. Analyzes data on congregational engagement and researches engagement methods used by similarly sized congregations.

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## Required Skills

The member shall have experience and/or interests in one or more of the follow areas:

- Knowledge of the church organization, by-laws, and mission.
- Interpersonal skills: listening, reacting, explaining, educating.
- Management skills of communicating.



# Personnel Committee

## Purpose

When requested by the Board of Stewards, assists in the development of the church's personnel policies, job descriptions and procedures. Assists the Senior Pastor and/or her/his designee in the acquisition of new staff hires.

## Member Qualifications

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## Required Skills

The member shall have experience and/or interest in one or more of the following areas:

- Ability to assist in the development of church personnel policies, job descriptions and procedures
- Experience in human resources with the ability to assist the senior pastor and/or her/his designee in the acquisition of new staff hires

# Strategic Planning Committee

## Purpose

When requested by the Board of Stewards, advises on a wide variety of subjects related to the Church's Strategic Plan and supports the monitoring of the progress of the elements of that Plan.

## Member Qualifications

- a) Standing Committee members are appointed by and accountable to the Board of Stewards
- b) All voting members of a Standing Committee shall be active members of the Church who demonstrate a willingness to serve in an advisory role to the Board of Stewards and work cooperatively with the Board and the Standing Committee in support of decisions made. Members of the Board of Stewards are not eligible to serve as voting members of a Standing Committee
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## Required Skills

The member shall have experience and/or interest in one or more of the following areas:

- To assist in the generation of the objectives and action plans that will implement the goals of the plan.
- To develop and send to the Board for approval, policies and procedures pertaining to the Plan as necessary and appropriate.
- To assess the progress of the standing committees of the board in light of the strategic plan.
- To forward to the Board all recommendations needing approval, and
- To report at each Board meeting
- Passion for analytical data and organizational behavior

# Pastoral Relations Committee Policy

## (Ad-hoc Committee)

### Purpose

When requested by the Board of Stewards, the purpose of the Pastoral Relations Committee (PRC) is to offer support, providing focused and consistent support for the Senior Pastor.

### Member Qualifications

- a) PRC members are appointed by and accountable to the Board of Stewards
- b) PRC Members may serve on only one 1) Board of Stewards Committee.
- c) As far as possible, PRC membership shall be diverse and representative of the congregation's efforts at diversity.
- d) Recruitment of new PRC members may be conducted by the PRC with the assistance of Church staff members designated by the Senior Pastor.
- e) All PRC members shall sign a confidentiality agreement and leadership covenant upon their appointment to a standing committee.
- f) As leaders of the church, all PRC members shall make an annual pledge to the church. Standing committee members will be encouraged to give to the best of their means, at a level they would consider generous. (If at any time a PRC member could not honor their pledge you are required to contact the appropriate staff member to communicate any changes)

### Required Skills

- **Trustworthiness:** regarding the sacredness of safe space and confidentiality
- **Comforting:** This involves affirmations and expressions of care, appreciation, and acceptance.
- **Clarification:** This involves integration of information, developing a holistic picture, sorting out the relevant from the irrelevant, and giving a focus to matters.
- **Constructive Criticism:** This is probably the most difficult element. People are sometimes reluctant to criticize and are not always constructive. It means offering critical appraisal on matters of concern, or biblically speaking, to "speak the truth in love."

Revised November 26, 2018