

North Cape Lutheran Church

Policy and Practice No 1-3: Church Board Structure, Term Length and Transition

Date Accepted: May 14, 2015

Date Revised: _____

Policy Statement:

North Cape Lutheran Church shall maintain a “board centered” governance organization with four officers. The board exists as a fiduciary of our Lord’s work and Congregational needs supported by the constitution, by-laws and policies of the church in delivering our mission to “*develop committed followers of Jesus Christ*”.

Practice:

The Church Board will consist of active members of North Cape Lutheran Church to elected positions as follows:

President (One year term with maximum of three terms)

Vice President (One year term with maximum of three terms)

Treasurer (One year term with no maximum)

Secretary (One year term with maximum of three terms)

At Large Members (Two year terms with maximum of three terms)

Any voting member of the congregation may be elected to a board position, subject only to the limitation of length of service in any single position. Board members can be removed from office due to non-compliance with church policy, practice, or absenteeism per the requirements outlined below:

- 1) No officer or board member may hold more than one office at one time.
- 2) No officer may serve more than three consecutive terms in a single position, except the Treasurer who shall have no term limitations based on Church Board discretion.
- 3) An officer or board members position is declared vacant if
 - a. he/she ceases to be a voting member of the congregation
 - b. is absent from three successive regular meetings without cause
- 4) Officer succession planning should align with the opportunity for the Vice President to be the next incumbent President to support consistency and training to facilitate the board’s ongoing effectiveness – *Progression example: Secretary → Vice President → President*
- 5) The Pastor will always hold a voting member seat on the Church Board.
- 6) In the event of a vacant position, the Church Board shall elect by majority vote a replacement until the next normal rotation for that position is available.

- 7) All terms begin immediately after the meeting in which they were elected, except where it is a temporary position.
- 8) The filling of an unexpired term of less than twelve months shall not be deemed a term in office.
- 9) Consistent with the laws of the state of Wisconsin, the congregation has the right to begin procedures to remove a member of the church board in the event of policy or code of conduct rules violations.
- 10) Minutes and meeting notes of all board meetings should be kept and maintained for three years. Any policy violations and conflict of interest policy situations should be documented and maintained by the church board secretary in the meeting minutes.
- 11) The board shall meet monthly with a clear agenda, purpose, and documented outcomes. Pre-read materials should be provided to all members with the expectations that members come to the meeting prepared to engage in the specific agenda topics as requested.

Roles and Responsibilities Overview:

Church board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound governance and financial management policies, and ensuring adequate resources in regards to the church's fiscal affairs. The members will operate within the provisions of the constitution, bylaws, and policies of North Cape Lutheran Church, The Evangelical Lutheran Church organization, as well as abide by the laws of the state and federal government. The board shall meet monthly, follow Roberts Rules of Order, and be led by the presiding President. A quorum and inclusion of the Pastor must be in place for any major decisions to be made unless pre-meeting agreements in writing are in place for non-attendance members.

Governance Best Practices (<https://www.councilofnonprofits.org/tools-resources/board-orientation>)

