

Bethlehem Lutheran Church, Raymore, MO

**Policy Based Governance**

# **POLICY MANUAL**

*Approved September 25, 2011*

*Includes Revisions dated:*

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## **GLOBAL ENDS STATEMENT**

Bethlehem Lutheran Church will faithfully use God's resources to make known to all people His love, forgiveness, and gift of eternal life.



## **POLICIES ON THE GOVERNANCE PROCESS**

**Policy GP #1 Global Governance Commitment:** The purpose of the Governance Board, on behalf of the congregation's membership, is to see that Bethlehem Lutheran Church fulfills its mission to seek and save the lost by practicing good stewardship and strives to:

- achieve appropriate results for appropriate persons at an appropriate cost; and
- avoid unacceptable actions and situations.

**Policy GP #2 Governance Style:** The Governance Board will administer with an emphasis on:

- outward vision rather than an internal preoccupation,
  - encouragement of diversity in viewpoints,
  - strategic leadership more than administrative detail,
  - clear distinction of Governance Board and Executive Officer roles,
  - collective rather than individual decisions,
  - the future rather than on the past or present, and
  - proactivity rather than reactivity.
- 2.1 The Governance Board will cultivate a sense of group responsibility. The Governance Board, not the Executive Officer, will be responsible for excellence in governing. The Governance Board will use the expertise of individual Governance Board members to enhance the ability of the Governance Board as a body, but will not substitute individual judgments and opinions for the Governance Board's collective values.
- 2.2 The Governance Board will hold itself accountable for governing with excellence. This self-discipline will apply to matters such as attendance, preparation for meetings, adherence to policy-making principles, respect of roles, and ensuring effective governance capability into the future.
- 2.3 The Governance Board will conduct, guide and inspire the congregation through the careful establishment of written policies reflecting values and perspectives of Bethlehem Lutheran Church about ends to be achieved and means to be avoided. The Governance Board's major policy focus will be on the intended long-term benefits for members of the congregation and the community, not on the administrative or programmatic means of attaining those benefits.
- 2.4 The Governance Board will encourage diversity of opinion, but will not allow it to become personal.
- 2.5 The Governance Board will allow no officer, individual, commission or committee of the Governance Board to hinder or be an excuse for not fulfilling its commitments to Bethlehem Lutheran Church.

- 2.6 Although the Governance Board can change its policies at any time by a 2/3 majority vote of the Board, it will observe the policies currently in force until official changes become effective.
- 2.7 Continual development of the Governance Board will include orientation of new Governance Board members in the governance process and periodic discussion of process improvement.
- 2.8 The Governance Board will monitor and discuss its process and performance periodically. Self-monitoring will include comparison of Governance Board activity and discipline to policies in the Governance Process and Governance Board-Executive Officer Relationship categories.

Policy GP #3 Responsibilities of the Governance Board: The Governance Board serves in a policy-making and oversight role, ensuring that the mission of the church is executed in accordance with the Constitution, Bylaws, and decisions of the Congregation. It is the specific responsibility of the Governance Board to:

- 3.1 Ensure that a long range plan is developed and reviewed annually, presented to the Congregation, and is the driving force for all activities and related ministries.
- 3.2 Update the Congregation on progress in achieving the long range plan.
- 3.3 Establish job qualifications for the position of the Executive Officer.
- 3.4 Establish and monitor the appropriateness of, and adherence to, Executive Limitations Policies.
- 3.5 Present the proposed budget to the Congregation.
- 3.6 Review the financial position of Bethlehem Lutheran Church and insure that budgetary policies are followed.
- 3.7 Request and review reports from the Executive Officer on the operations of the church.
- 3.8 Review, modify, or revoke any policy that has been identified as ineffective or nonessential.
- 3.9 Conduct annual performance review solely of the Executive Officer's role.
- 3.10 Maintain a working knowledge of Governance Board policies.
- 3.11 Support all decisions once they have been fully discussed and resolved by the Governance Board.
- 3.12 Consistently monitor available funds for the operation of the church.
- 3.13 Make sure that at least two members of the Governance Board serve on the Financial Review Committee.
- 3.14 Appoint the financial auditor(s).
- 3.15 Appoint a Call Committee to fill vacancies of called workers.
- 3.16 Provide any new member of the Governance Board with appropriate training and instruction.

- 3.17 Concentrate its efforts on developing written governing policies that, at the broadest levels, address each category of organizational decisions:
- a. **Global Ends:** Policies setting forth the purposes, effects and acceptable costs of operations.
  - b. **Executive Limitations:** Policies that bind or restrict activity of the Executive Officer and his oversight of staff activities.
  - c. **Board Self-Governance:** Policies setting forth the style and rules with respect to the Board's own tasks and processes.
  - d. **Governance Board and Executive Officer Relationship:** Policies that clarify delegation to and monitoring of ministry implementation.

Policy GP #4 Limitations of the Governance Board: The Governance Board shall act on behalf of the congregation in all matters delegated to it by the Constitution or by action of the congregation. However, the Governance Board shall not:

- 4.1 Call or remove called workers.
- 4.2 Incur long-term debt.
- 4.3 Buy, sell, mortgage or transfer real estate.
- 4.4 Elect or remove members of the Governance Board.
- 4.5 Excommunicate a member of the congregation.
- 4.6 Amend the Constitution or Bylaws of Bethlehem Lutheran Church.

Policy GP #5 Dialogue with Members of the Congregation: The Governance Board represents the members of the congregation.

- 5.1 The Governance Board will annually identify the Congregation's key areas of ministry.
- 5.2 The Governance Board will periodically invite representatives of the various ministries to dialogue with the Governance Board about the Congregation's Strategic Focus.

Policy GP #6 Governance Board Calendar, Agenda and Meeting Structure:

- 6.1 The Governance Board shall establish a basic structure for consistency in its meetings.
- 6.2 The Governance Board will set meeting agendas according to the annual calendar and, at a minimum, these items shall be addressed annually:
  - Consultations with selected groups and persons whose insights and opinions will be helpful to the Governance Board
  - Governance Process
  - Education related to Global Ends
  - Executive Limitations Policies

- Staff compensation

Policy GP #7 Job Description for Members of the Governance Board: The overall responsibility of the members of the Governance Board is to administer lawfully, under the guidance of Scripture, to provide a steady, consistent, and ethical pursuit of the Strategic Focus of Bethlehem Lutheran Church.

- 7.1 Members of the Governance Board shall:
  - 7.1.1 Regularly worship and participate in the sacraments.
  - 7.1.2 Regularly participate in private and corporate study of God's Word.
  - 7.1.3 Demonstrate support of God's work through service, financial support, and the use of their spiritual gifts.
  - 7.1.4 Relate to other individuals with integrity, honesty and straightforwardness.
  - 7.1.5 Work to expand their leadership abilities and increase their understanding of the mission and ministry of the congregation.
- 7.2 Members of the Governance Board shall commit themselves to ethical, businesslike and lawful conduct. This includes proper use of authority.
  - 7.2.1 Governance Board members will respect the confidentiality appropriate to issues of a sensitive nature. Should the sensitivity of an issue not be clear to a Governance Board member, he/she shall consult with the Governance Board Chairman before sharing information with another person.
  - 7.2.2 Actively discipline themselves and other members of the Governance Board by identifying Governance Board actions and conditions that run counter to the Governance Board's policies.
  - 7.2.3 A member of the Governance Board who violates any policy shall be counseled by the Governance Board Chairman. If violations continue, the Governance Board member shall be counseled by the entire Governance Board. Decisions concerning a request for resignation of any Governance Board member who continues to violate policy after such counseling shall normally be made by the Governance Board and shall require a 2/3 majority vote of the Governance Board with said member not voting or being counted in determining such majority. If the individual Governance Board member under discipline refuses to resign, the Governance Board may request the congregation to remove the member from the Governance Board. This request requires a 2/3 majority vote of the Governance Board with said member not voting or being counted in determining such majority.
  - 7.2.4 Should the Chairman of the Governance Board violate policy, it shall be the responsibility of the Vice-Chairman to initiate such counsel.
- 7.3 Governance Board members must represent non-conflicted loyalty to the interests of the members. This accountability supersedes any conflicting loyalty such as

that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Governance Board member acting as a client or family member of a client of the congregation's services.

- 7.3.1 Governance Board members must avoid conflict of interest with respect to their fiduciary responsibility.
- 7.3.2 There must be no self-dealing or any conduct of private business or personal services between any Governance Board member and the congregation except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
- 7.3.3 When the Governance Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall excuse her/himself without comment on the deliberation as well as the vote on the matter.
  - 7.3.3.1 When a Governance Board member fails to excuse her/himself in a situation where other Governance Board members perceive a conflict of interest, the member may be excused from the Governance Board's session with a 2/3 vote of the Governance Board (not including the Governance Board member under consideration).
- 7.3.4 Governance Board members must not use their positions to obtain employment in the congregation for themselves, family members or close associates. Should a Governance Board member desire such employment, she/he must first resign from the Governance Board.
- 7.3.5 Governance Board members will disclose their involvement with other organizations, with vendors, or any other associations that might produce a conflict of interest.

Policy GP #8 Election of the Governance Board: Members of the Governance Board shall be selected on a rotation basis with one third of the Governance Board being elected/re-elected each year. The number of Governance Board members shall be nine.

- 8.1 Candidates for Governance Board Membership may not currently be on the payroll of the congregation.
- 8.2 Election of Governance Board members shall take place at the annual Congregational meeting every second Sunday of November.
- 8.3 The Nominating Committee shall present a ballot that includes at least one qualified candidate for each vacancy on the Governance Board.
- 8.4 The Congregation shall elect only individuals who have been deemed qualified by the Nominating Committee.

- 8.5 Untimely vacancies that occur on the Governance Board shall be filled by appointment, however, only individuals deemed qualified by the Nominating Committee may be appointed to fill a vacancy.
- 8.6 Appointment to fill a vacancy on the Governance Board shall always be to complete an unexpired term and in no case shall such an appointment work in contradiction to the election of one third of the Governance Board each year.
- 8.7 If there is less than one year of service left in the term, the position may remain vacant until it is filled through the election process.

Policy GP #9 Meetings of the Governance Board: The Governance Board shall meet at least quarterly. The Chairman of the Board and /or the Executive Officer may call any additional meetings as necessary.

The Governance Board shall keep accurate minutes of each meeting, and such minutes shall be made available to the congregation. Governance Board members shall:

- 9.1 Attend and actively participate in all Governance Board meetings, Governance Board committee meetings, special briefings and policy decision-making.
  - 9.1.1 Should it be necessary to miss a meeting, Governance Board members shall make contact with the Governance Board Chairman for dialogue both before and after said meeting.
- 9.2 Offer feedback

Policy GP #10 Officers of the Governance Board: Officers of the Governance Board shall be a Chairman, Vice-Chairman, Secretary and these shall be the officers of the Congregation. The Governance Board shall elect its own officers at the first meeting of the new Governance Board.

- 10.1 The duties of the Chairman shall be to:
  - Preside at all meetings of the Governance Board and at all Congregational Assemblies.
  - Work with the Executive Officer to establish the agenda for all meetings of the Governance Board and Congregation.
  - Vote at Governance Board meetings only to break a tie vote.
- 10.2 The duties of the Vice-Chairman shall be to:
  - Preside at all meetings of the Governance Board and Congregation when the Chairman of the Governance Board is absent.
  - Serve as Chairman of the Nominating Committee.
- 10.3 The duties of the Secretary shall be to:
  - Maintain the minutes of all meetings of the Governance Board and the Congregation.
  - Conduct all official correspondence of the Governance Board and Congregation.

- Maintain a permanent record book in which the Constitution, By Laws, Special Rules of Order, Standing Rules, Minutes, and Committee Reports are entered, with any amendments to these documents properly recorded, and to have the record book on hand at every meeting.

Policy GP #11 Committees of the Governance Board: The Board may appoint committees using the following guidelines:

- Committee responsibilities shall flow directly from the Board’s description of its job, shall be set forth in a formal written charge with an appropriate period for existence, and shall not impinge upon responsibilities delegated to the Executive Officer.
- A Committee shall not manage any part of the congregation or do staff-work except when working on a topic that is fully within the responsibility of the Governance Board and has not been delegated to the Executive Officer.
- Except when empowered by the Governance Board, committees shall have no executive or decision-making authority. At all other times, the committee will strive to develop and recommend policy only.

11.1 Nominating Committee: A Nominating Committee shall be established for the purpose of filling a vacancy on the Governance Board. This Committee shall consist of the Vice-Chairman and one other member of the Governance Board, and at least three members-at-large appointed by the Vice-Chairman of the Governance Board. They shall be chartered each year at least six months prior to elections.

11.1.1 The Nominating Committee shall be chaired by the Vice-Chairman of the Governance Board.

11.1.2 The Nominating Committee shall solicit and receive the names of prospective candidates from the Governance Board or any member of the Congregation.

11.1.2.1 When calling for nominations, the Nominating Committee shall inform the Congregation of the nominating process and provide to any wishing to nominate someone, the appropriate information.

11.1.3 The Nominating Committee shall recommend a slate of qualified candidates to fill the upcoming vacancies. The Nominating Committee will make the final ballot available to the Congregation at least two weeks prior to elections.

11.1.3.1 Candidates not selected to be on the final ballot will be notified by the Nominating Committee.

11.2 Financial Review Committee: A Financial Review Committee from members of the Congregation shall be appointed by the Governance Board Chairman and

- ratified by the Governance Board to review the financial records of the Congregation. The treasurer, church bookkeeper and Executive Officer shall not be members of this committee. A qualified external financial consultant may be hired in conjunction with the appointed committee. Unless otherwise provided with special instructions from the Governance Board Chairman, the committee shall follow standard financial reviewing procedures to evaluate the Congregation's internal controls and methods in preparing its accounts and financial statements. The committee's report shall be submitted to the Governance Board and a summary of findings shall be made available to the Congregation.
- 11.3 Endowment Fund Committee: The Endowment Fund Committee will consist of at least two members of the Governance Board, the treasurer, and other members of the Congregation. This committee will meet as needed and will provide oversight of the Bethlehem Lutheran Church Endowment Fund.
- 11.4 Personnel Committee: A Personnel Committee of at least three but no more than five voting members of the Congregation shall be appointed by the Executive Officer and ratified by the Governance Board to review and maintain the Congregation's Personnel Handbook. The committee monitors changes in labor law and other federal and state regulations and determines necessary steps for compliance. This committee will meet quarterly and as needed.
- 11.5 Calling Committee: A Calling Committee shall be appointed by the Governance Board to fill vacancies of called workers. The committee will consist of the Vice Chairman, two other non-officer members of the Governance Board, and no less than two members from the Congregation. The committee shall follow parameters of the LCMS for this process.

## **POLICIES ON EXECUTIVE LIMITATIONS:**

Policy EL #1 Executive Limitations Policy: The Executive Officer and staff shall not act in a manner that is inconsistent with God's Word; unlawful; unethical; disrespectful; disreputable; imprudent; immoral; inconsistent with Bethlehem's Constitution, Bylaws, or Policy Manual of the Congregation; or inconsistent with commonly accepted business and professional practices.

Policy EL #2 Treatment of Members: With respect to interactions with members and visitors, the Executive Officer, in consultation with the Governance Board, shall not cause or allow conditions, procedures, or decisions that are unlawful, unethical, unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy. Accordingly, the Executive Officer may not:

- 2.1 Fail to use reasonable methods of collecting, reviewing, transmitting, or storing member and visitor information that fail to protect against improper access to the material elicited.
- 2.2 Operate facilities without appropriate accessibility and/or privacy.

Policy EL #3 Treatment of Staff and Volunteers: With respect to the treatment of paid and volunteer staff, the Executive Officer may not cause or allow conditions that are unlawful, unethical, unsafe, disrespectful, or unclear.

- 3.1 The Executive Officer shall not deviate from established policies and procedures set forth in the current Personnel Handbook.

Policy EL #4 Emergency Executive Officer Succession: In order to protect the Governance Board in the event of sudden loss of Executive Officer services, the Executive Officer will not fail to assure that at least one other executive staff member is familiar with Governance Board and Executive Officer issues and processes and is capable of assuming Executive Officer responsibilities on an emergency basis should the need arise.

Policy EL #5 Financial Planning and Budgeting: Financial planning for any fiscal year or remaining part of any fiscal year shall not deviate materially from the Global Ends Policies or risk financial jeopardy. Accordingly, the Executive Officer shall not establish or recommend a budget for Governance Board action that:

- Is not in a summary format understandable to the Governance Board.
- Fails to adequately describe revenue and expenditures.
- Fails to disclose budget-planning assumptions.

Policy EL #6 Financial Administration: With respect to the actual, ongoing financial condition of Bethlehem Lutheran Church, the Executive Officer shall not cause or allow a material deviation from the annual budget policy adopted by the Governance Board, cause or allow any fiscal condition that is inconsistent with achieving the Global Ends Policies, or that places the long-term financial health of the Congregation in jeopardy. Accordingly, the Executive Officer shall not:

- 6.1 Allow any entity using the Church facilities to expend more than 100% of their funds received during the fiscal year unless authorized by the Governance Board.
- 6.2 Expend funds from reserve funds unless authorized by the Governance Board.
- 6.3 Indebt Bethlehem Lutheran Church in an amount greater than can be repaid by certain, otherwise unencumbered revenues within sixty days.
- 6.4 Fail to settle payroll and debts in a timely manner.
- 6.5 Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
- 6.6 Make any purchase without:
  - 6.6.1. Exercising reasonable precaution against conflict of interest.
  - 6.6.2. Having considered comparative prices based on items of similar quality.
  - 6.6.3. Considering a balance between long-term quality and cost.
  - 6.6.4. Receiving multiple written bids on services over \$1,000.00 and keep records of those bids.
- 6.7 Acquire, encumber, or dispose of real property.
- 6.8 Fail to aggressively pursue receivables after a reasonable grace period.
- 6.9. Fail to work with the Governance Board-appointed Financial Review Committee to arrange for the annual audit of Bethlehem's accounting records following the close of the fiscal year.
- 6.10. Operate without a finance team consisting of a minimum of a bookkeeper and a treasurer.

Policy EL #7 Asset Protection: The Executive Officer shall not allow the assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked. Accordingly, the Executive Officer shall not:

- 7.1 Fail to insure against theft and casualty losses for full replacement value.
- 7.2 Fail to insure against liability losses to Governance Board members, staff, and the organization itself in an amount greater than the average for comparable organizations.
- 7.3 Fail to take reasonable steps to ensure that the facilities and equipment are not subject to improper wear and tear or insufficient maintenance.
- 7.4 Recklessly expose the Congregation, the Governance Board, or the staff to legal liability.

- 7.5 Fail to protect the Congregation's copyrights, intellectual property interests, and files from loss or significant damage.
- 7.6 Receive, process, or disburse funds under controls that are insufficient to meet the Governance Board-appointed Financial Review Committee's standards.
- 7.8 Invest or hold operating capital in insecure instruments or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.
  - 7.8.1 The Executive Officer shall never invest church funds with any institution or fund controlled by a member of Bethlehem Lutheran Church.
- 7.9 Deviate from the Cash Handling Guidelines as set forth in attachments.
- 7.10 Endanger Bethlehem's public image or creditability, particularly in ways that would hinder its accomplishment of Global Ends.

Policy EL #8 Compensation and Benefits: With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Executive Officer shall not cause or allow jeopardy to fiscal integrity or public image. Accordingly, the Executive Officer shall not:

- 8.1 Allow compensation and benefits that do not fall within the ranges identified in the Personnel Handbook.
- 8.2 Establish compensation and benefits that are inconsistent among staff members.
- 8.3 Allow compensation to exceed the geographic or professional market scale for the called or employed workers.
- 8.4 Allow salary increases to be based on anything other than merit, as justified in the performance review and by available resources (the range of percentage increases shall be determined by the Governance Board).
- 8.5 Change his own compensation and benefits.
- 8.6 Promise or imply permanent or guaranteed employment to any individual.

Policy EL #9 Communication and Support to the Governance Board: With respect to the Governance Board, the Executive Officer shall not permit the Governance Board to be uninformed or unsupported in its work. Accordingly, the Executive Officer shall not:

- 9.1 Fail to provide to the Governance Board the written annual Strategic Focus thirty days prior to the Congregational meeting.
- 9.2 Fail to submit monitoring data at least one week prior to the scheduled Governance Board meetings.
- 9.3 Fail to advise the Governance Board of relevant trends that impact the ministry of the Congregation.
- 9.4 Fail to advise the Governance Board concerning issues of non-compliance, by Governance Board or staff, with any governing policy.
- 9.5 Fail to advise the Governance Board of anticipated adverse media coverage.

- 9.6 Fail to advise the Governance Board of any staff-related changes affecting employment.
- 9.7 Fail to advise the Governance Board of potential lawsuits against the Congregation.
- 9.8 Fail to provide the Governance Board with any information the Governance Board desires in order to make informed decisions.

## **GOVERNANCE BOARD/EXECUTIVE OFFICE RELATIONSHIP**

The Governance Board's sole official manner of direction to the operational organization is through the Executive Officer. Only decisions of the Governance Board acting as a body are binding on the Executive Officer.

Policy BEOR #1 Actions Requiring Governance Board Approval: The following areas require the approval of the Governance Board and may not be delegated:

- Election of Officers of the Governance Board.
- Selection of the auditor/reviewer.
- Receipt and review of financial audits.
- Appointment of legal counsel.
- Affirmation of the annual Financial Plan.
- Change in the membership of any committee of the Governance Board at any time and filling of vacancies.
- The discharge of any committee of the Governance Board.

Policy BEOR #2 Manner of Delegating: The function of the Governance Board is to develop, monitor and enforce governing policy, not to implement it.

- 2.1 Except for assignments of its own work to committees, consultants or officers the Governance Board shall delegate authority only to the Executive Officer. Any other subordinate employee or entity operating with the authority of the congregation shall receive that authority from the Executive Officer or a person assigned such authority by the Executive Officer.
- 2.2 The authority of the Executive Officer shall begin where the explicit pronouncements of the Governance Board end. Except as required by governing policies or law, decisions of the Executive Officer do not need approval by the Governance Board.

Policy BEOR #3 Executive Officer Function: The Executive Officer shall:

- 3.1 Be empowered to take all actions and make all administrative decisions that are deemed necessary to attain congregational results in accordance with the congregation's Global Ends.
- 3.2 Ensure the ongoing development of operational guidelines, rules or procedures that the Executive Officer deems appropriate as long as governing policies adopted by the Governance Board are observed.

Policy BEOR #4 Executive Officer Accountability: The Executive Officer will be accountable to the Governance Board for:

- 4.1 Provision of adequate counsel to the Governance Board through personal and staff action, including counsel on social, legal, theological, synodical and other changes relevant to the Governance Board's decision areas.
- 4.2 Receiving approval for changes to his roles and responsibilities that are not in his current job description.

Policy BEOR #5 Executive Officer Performance Review:

- 5.1 The Governance Board shall consistently monitor and measure the Executive Officer's job performance against the Executive Officer's job expectations, which are:
  - 5.1.1 Reasonable progress towards accomplishment of the Governance Board's Global Ends Policies; and,
  - 5.1.2 Operating within the boundaries established by the Governance Board's Executive Limitations policies.

Policy BEOR #6 Means of Monitoring: The Governance Board will utilize reports submitted by the Executive Officer to monitor adherence to and progress toward governing policies. The Governance Board may acquire monitoring data by one or more of three methods:

- Internal Report: a written document provided by the Executive Officer
  - External Report: a written document provided by an external, unbiased third party selected by the Governance Board.
  - Direct Governance Board Inspection: not less than two designated members of the Governance Board assess compliance with the appropriate policy criteria.
- 6.1 The Governance Board shall meet with the Executive Officer prior to the beginning of each year to discuss the Executive Officer's intended plans for achieving the Global Ends.

6.2 The Governance Board shall conduct a formal evaluation of the Executive Officer's performance at least once each year.

Executive Limitations Policies	Method	Frequency
EL-1		
EL-2		
EL-3		
EL-4		
EL-5		
EL-6		
EL-7		
EL-8		
EL-9		



## **Cash Handling Guidelines**

1. Only persons appointed by the Executive Officer or Finance Team are allowed to handle, count or deposit money for any entity of Bethlehem Lutheran Church. The Executive Officer and treasurer are not allowed to handle, count or deposit any money.
2. All income transactions will be properly recorded and verified. It is understood that the recording of income/gifts from individuals of the congregation is a confidential matter and such records are only available to the Senior Pastor and staff designated by the Senior Pastor for maintaining and developing reports against these records.