

SAMPLE

The Church Board - job description

129. Business. The business of the church board shall be:

129.1. To care for the interests of the church and its work, not otherwise provided for, in harmony with the pastor. (156, 415)

129.2. To nominate to the church, after having consulted with the district superintendent, any elder or licensed minister whom it may deem the proper person to become pastor, provided the nomination be approved by the district superintendent. (115, 208.9)

129.3. To cooperate with an incoming pastor in the development of a written statement of goals and expectations. (115.2)

129.4. To conduct at least once a year, along with the pastor, a planning session for the purpose of updating a clear written understanding of expectations, goals, plans and objectives. (121)

129.5. To arrange for pastoral supply, with approval of the district superintendent, until such time as a pastor shall be regularly called by the church. (209, 421)

129.6. To provide for the development and adoption of an annual budget for the church, all auxiliaries, any childcare/ schools (birth through secondary) projecting income and expenditures.

129.7. To assign a committee of the board, whose responsibilities include: (a) monitoring the church budget, (b) reporting to the board on the financial conditions and concerns of the church.

129.8. To determine the amount of compensation the pastor shall receive, and to review it at least once a year. (115.4, 122)

129.9. To provide ways and means for the support of the pastor, the pastoral supply, or any other paid workers of the church; to encourage and support through planning and budgeting the lifelong learning commitment of the pastor and staff. (115.4)

129.10. In order to encourage a healthy pastoral ministry and the lifelong learning of the pastor, the church board, in consultation with the district superintendent, should provide a sabbatical leave for the pastor following each seven consecutive year of service in one congregation. The timing and duration of the sabbatical shall be determined in consultation with the pastor, church board and district superintendent. It is strongly urged that the pastor's salary continue in full and the church board provide for pulpit supply during the sabbatical period. Materials shall be developed and distributed by the appropriate department of the church to guide local congregations in establishing and implementing a sabbatical leave policy and procedure.

129.11. To determine the financial support and housing allowance an evangelist should receive and notify the person of such minimum support at the time of the call by the church board.

129.12. To license, or renew the license of, at its discretion, any person who has been recommended by the pastor for (a) local minister, or (b) lay minister. (402.3, 426.1, 426.3)

129.13. To recommend, at its discretion, to the district assembly, upon nomination by the pastor, any person who desires to receive a certificate for any of the assigned roles of ministry, including all lay and ministerial candidates aspiring to be recognized for ministries beyond the local church, if such recommendation is required by the Manual.

129.14. To recommend, at its discretion, to the district assembly, upon nomination by the pastor, any person who desires the Licensed Minister's Credential or its renewal. (426.5, 427.1)

129.15. To recommend, at its discretion, to the district assembly, upon nomination by the pastor, renewal of deaconess' license in harmony with 406.

129.16. To elect, upon nomination of the Sunday School Ministries Board, with the approval of the pastor, a director of children's ministries and a director of adult ministries. (145.6)

129.17. To approve the NYI president elected by the NYI organization of the local church, as provided in the NYI Charter.

129.18. To approve the selection of the administrators of Nazarene childcare/schools (birth through secondary). (152, 160.1, 208.12, 413.18)

129.19. To elect a secretary, from among the church membership who meets the qualifications for church officers as specified in Manual paragraph 39, at the first meeting of the new board, to serve until the close of the church year and until a successor has been elected and qualified. (39, 113.6, 128, 135.1-35.7)

129.20. To elect a treasurer, from among the church membership who meets the qualifications for church officers as specified in paragraph 39, at the first meeting of the new board, to serve until the close of the church year and until a successor has been elected and qualified. No member of the pastor's immediate family (spouse, children, siblings, parents) can serve as the local church treasurer without the approval of the district superintendent and the District Advisory Board. (128, 136.1-36.6)

129.21. To cause careful accounting to be kept of all money received and disbursed by the church, including any childcare/schools (birth through secondary) and all auxiliaries, and make report of the same at its regular monthly meetings and to the annual meeting of the church. (136.3-36.5)

129.22. To provide a committee, no fewer than two members of which shall count and account for all money received by the church.

129.23. To appoint an auditing committee that shall audit, at least annually, the financial records of the treasurer of the church, the Nazarene Youth International, the Sunday School Ministries Board, Nazarene childcare/schools (birth through secondary), and any other financial records of the church. The pastor shall have access to all records of the local church.

129.24. To provide an Evangelism and Church Membership Committee of no fewer than three persons. (110)

129.25. To function, if advisable, as the Sunday School Ministries Board in churches of no more than 75 members. (145)

129.26. To appoint a trial committee of five in case written charges are pending against a church member. (504)

129.27. To elect, with the written approval of the district superintendent and upon the nomination of the pastor, such paid associates as the local church may designate. (151, 152, 160-60.1, 208.12)

129.28. To elect a local minister or a licensed minister as an unpaid associate pastor only if approval is given annually in writing by the district superintendent.

129.29. To provide for a long-range planning committee for the church with the pastor as ex-officio chairperson.

129.30. To adopt and implement a plan to reduce the risk that individuals placed in positions of authority within the church will use the position of trust or authority to engage in misconduct. The plan for each local church must take into consideration its own unique circumstances.

130. The church board, together with the pastor, shall follow plans adopted by the General Assembly and agreed to by the district assembly for raising World Evangelism Fund and District Ministries Fund apportionments made to the local church, and shall raise and regularly pay these apportionments. (317.12, 334.8)

-Nazarene Manual 2005-2009