

National Avenue Christian Church

Policies and Procedures Handbook

Approved by the Administrative Board – May, 2014

Adapted Bylaws changes – June, 2016

Article I: INTRODUCTION

The Policies and Procedures Handbook will refer solely and exclusively to the original Articles of Association that were approved by the Green County Circuit Court and filed with the Missouri Secretary of State on January 17, 1949, and to the NACC Bylaws that were adopted by the church on June 2, 2013.

The Articles and the Bylaws shall constitute the Principal organizational documents of the Congregation. To the extent that there is any inconsistency between the Policies and Procedure Handbook, the Bylaws and the Articles, the provision in the Articles shall prevail. To the extent there is any inconsistency between this Policies and Procedure Handbook and any other organizational or governing documents of the Congregation, including, without limitation, any Unitrust agreement or policy, any personnel policy, any financial policy, or any employment contract, the provisions of the 2013 Bylaws shall prevail.

Article II: CHURCH MISSION AND PURPOSE

As a church, National Avenue Christian Church (Disciples of Christ) is committed to a respectful dialog among all of our members and to listening together to discern the word of God. Our commitment to God is embodied by our common concerns for creating faithful and genuine self-expression, working toward global justice, and walking in the way of Jesus. We live in the tension of our diverse backgrounds and our shared story, praying that our eyes will be open to see the God of grace within us, in the space between us and ahead of us as we walk together.

National Avenue is an open and inclusive, progressive community of faith with a deep sense for spirituality housed in a traditional Christian, liturgical framework. The life of the church is the local expression of our shared commitment to walk in the way of Jesus and to participate in the ongoing conversation of the Church as a whole.

This document is dedicated to defining the roles and responsibilities of the various members of the church and the leadership team that serves National Avenue, as well as to providing additional guidance about the policies and procedure that the church follows to conduct its business and ministry.

Article III. CHURCH MEMBERSHIP -- PRIVILEGES & RESPONSIBILITIES

Anyone may become a member of National Avenue Christian Church by expressing their commitment to the way of Jesus and the Christian tradition and by actively participating in the life of National Avenue.

Members are expected to be involved in the life of the church in some significant way by attending service, by participating in the programs and projects of the church, and/or by making financial contributions or a pledge of financial support to the church.

Membership Privilege: Members in good standing will have the right to vote whenever a Congregational vote is taken.

Loss of Membership Privilege: With the exception of those Members unable to attend, or Affiliate Members (individuals who belong to another church in addition to NACC), anyone who has not been in attendance in worship or participated in the life of the church in any way for one year will be contacted by the Administrative Board Secretary and may be removed from the Membership list. Special circumstances will be considered.

The Board Secretary, and other appointed members of the Administrative Board as required, will review available church records in the spring to determine if any Members have not participated in the life of the church during the previous calendar year. These Members will be contacted by phone, mail, and/or electronically to see if they wish to remain Members at National Avenue. If they indicate that they do not wish to remain membership, they will be removed from the membership role and will forfeit their right to vote during Congregational Meetings. If they wish to remain Members, a conversation with the pastor(s) and other church leaders will ensue to see how they can remain engaged actively in the life of the church.

● CHURCH MEETINGS & CALENDARS

Semi-Annual Congregational Church Meetings:

National Avenue Christian Church will hold Congregational Meetings semi-annually in June and December. The June meeting will be held no later than June 30th to allow the Congregation to approve a slate of Administrative Board Officers, Unitrust trustees, and Elders and Deacons for the start of the new program year. The December meeting will be held no later than December 31st to allow the Congregation to ratify the church budget for the upcoming calendar year. Any other necessary business of the Congregation will be transacted at these two established meetings.

Regularly scheduled Congregational Meetings will be announced during church service and a summary of the agenda (including the slate of candidates and the proposed budget) will be made available to Church Members at least one week prior to these semi-annual Congregational Meetings.

Quarterly Meetings for Church Conversations:

The Administrative Board will meet quarterly with the Congregation to discuss church news. These informal meetings will be held following Sunday services to provide updates and to listen to any ideas and suggestions members may have about the business and ministry of the church.

In addition to the ongoing conversation which the Administrative Board has with the Collaborative Ministry Teams and the Elders and Deacons, these quarterly meetings will provide additional opportunities for the board to gain the valuable insight of the Congregation.

Special Congregational Church Meetings:

Special Meetings of the Congregation may be called at any time by the Administrative Board Moderator, by a majority of the Administrative Board, or by written request received from a Member.

Written requests for a Special Congregational Meeting must be presented to any current officer of the Administrative Board, describing the purpose for which the special meeting is to be held. The request must be signed and dated by at least forty percent (40%) of the Congregational Members. No official business shall be conducted at any special meeting unless it shall be within the purpose described in the meeting notice.

In the event that a Special Congregational Meeting is requested by members of the Congregation, the Administrative Board Secretary and Moderator will review and confirm the signed list of Members requesting the session. Once approved, an announcement of the Special Congregational Meeting and the established agenda will be made during church service and published in the electronic Church Bulletin for two weeks prior to the Special Congregational Meeting.

Church Calendars:

The year is divided into two calendar periods at National Avenue Christian Church:

- The **Program Year** for NACC, including Administrative Board terms and youth programs, is **based upon a calendar running from July 1st to June 30th** of the following year.

The proposed Annual Slate of Administrative Board Officers, Unitrust Trustees, Deacons and Elders (including nominees for the honorary title of Life Elder/Deacon or Minister Elders) will be disseminated to the Congregation (electronically and/or in print) at least one week prior to the June Congregational Meeting. This meeting will be announced during church service and published in the Church Bulletin (and via other means) at least one week prior to the meeting in June.

- **Budget Year or Fiscal Calendar** for NACC revolves around **the calendar year, January 1 to December 31st**.

The proposed Annual NACC Budget will be disseminated to the Congregation electronically (or in print if Members request a hard copy at the Church Office) at least one week prior to the December Congregational Meeting at which the budget will be voted upon. This Congregational Meeting will be announced during church service and published in the Church Bulletin (and via other means) at least one week prior to the December meeting.

- **ADMINISTRATIVE BOARD**

The Administrative Board shall be responsible for serving the entire Congregation while assisting the Pastoral Staff in conducting the business affairs of the Congregation and providing for the planning, coordination, resourcing, evaluation, and implementation of the work and ministry of National Avenue Christian Church. In this capacity, the Administrative Board will be responsible for supporting and sharing the mission of the Church and for establishing the policies and procedures required for the effective governance of National Avenue.

The full Administrative Board will be comprised of the following members:

Voting Members:

Moderator

Moderator-Elect (also referred to in this document as the Moderator-Elect)

Representative Elder

Representative Deacon

Finance Chair

Property Chair

One Representative from each of the three Collaborative Ministry Teams

Non-voting Members:

Secretary

Treasurer

Personnel Chair

Pastor(s)/Minister(s)

Other Pastoral Staff

Immediate past Moderator

Other church staff as deemed necessary by the Administrative Board

The Administrative Board Officers -- Moderator, Moderator-Elect, Secretary and Treasurer -- will be elected annually by the Congregation during the June Congregational Meeting. Other Administrative Board members will be appointed by the Moderator, the Pastor(s), the Elders, and the Deacons. Pastoral Staff, the Immediate Past Moderator, and the Pastor(s) will be automatic non-voting members of the Board as a result of the positions they hold within the Church. The Finance, Property, and Personnel Chairs as well as the Collaborative Ministry Team representatives will be confirmed by the other elected or directly appointed Administrative Board members at the first meeting of the year in July.

Board officers (Moderator, Moderator-Elect, Secretary, Treasurer) who have served for two consecutive terms are not eligible for re-election for one year.

Duties and Responsibilities of the Board:

In addition to the responsibilities stated in the Bylaws, the Board will:

1. Review all pertinent bylaws, guidelines, and policies at least every 3 years;
2. Train new board members about the responsibilities of governing as an effective team and how to make sense of financial documents and information;
3. Work to manage available resources effectively;
4. Receive, consider, and act on all matters brought before it from the various collaborative ministry teams, standing committees, pastoral staff, or Members of the Congregation;
5. Develop contingency plans to meet emergencies;

6. Participate in an annual board self-evaluation;
7. Evaluate the Pastor(s) annually in conjunction with the personnel committee;
8. Establish policies pertaining to the disposition of funds or other property given directly to the Congregation (apart from the Unitrust), as lifetime gifts, bequests in wills, and as a beneficiary of insurance policies, in accordance with the wishes of the donor, if specified;
9. Work to enhance the church's public presence within the community.

Conditions for Board Member Service:

Board members will be:

1. Members in good standing in the Congregation for at least 2 years who have demonstrated leadership qualities through service to a committee or a collaborative ministry team;
2. Committed to regular attendance and willing to financially support the church;
3. Willing to serve on at least one additional committee or Collaborative Ministry Team;
4. Supportive of the church's mission, values, and vision;
5. Able to focus on both the present and the future of the church;
6. Open to new ideas and willing to learn about issues of importance to the church;
7. Willing to act in a forthright and collaborative manner on behalf of the church, and to work in good faith to resolve any issues or conflicts that comes before the board;
8. Able to keep sensitive issues addressed by the board in strict confidence.

Board Responsibilities for Elected Officers of the Board:

Moderator:

1. Will conduct regular and special meetings of the Congregation and the Administrative Board;
2. Will call special meetings of the Board or Congregation as necessary with approval of the Board;
3. Will consult and work collaboratively with the Pastor(s);
4. Will prepare the Board agenda and see that the agenda and proper notification of all meetings of the Board and Congregation are publicized at least one week prior to the meeting;
5. Will ensure that the Board follows the bylaws, and policies and procedures with the concurrent authority to interpret and recommend amendments these documents as needed;
6. Will hold no supervisory authority over other Board members, the Pastor(s) or pastoral staff;
7. Will recommend, in consultation with the Pastor(s), the Finance, Property and Personnel Committee Chairs who must then be confirmed by the Administrative Board;
8. Will serve as an ex-officio member of the Nominating Committee;
9. Will consult with all established committees and Collaborative Ministry Teams as needed;
10. Will prepare an annual report to the Board that shall be an addendum to the minutes of the last Board meeting of the program year;
11. May serve as an ex-officio non-voting member of any committee or Collaborative Ministry Team;

Moderator-Elect:

1. Will conduct meetings in the absence of the Moderator;
2. Will serve as a member of the Personnel Committee and help oversee Board training;
3. Will assume a leadership role on at least one other Administrative Committee or Collaborative Ministry Team;
4. Will work with the Moderator, Committee chairs and the Pastor(s) to help select members of various committees;
5. Will prepare to assume the position of Moderator at the start of the next Program Year.

Secretary:

1. Will keep a written record of members present at Board meetings;
2. Will record in the minutes of Administrative Board all actions taken by the Board including highlights of the board's deliberations;
3. Will record minutes of the bi-annual Congregational Meetings including all actions taken by the Congregation;
4. Will distribute Administrative Board minutes in a timely manner by sending minutes to board members in advance of the next Administrative Board meeting, and then distribute minutes that have been approved by the board to the church office and the Church Historian within 10 working days of ratification;
5. Will work with the Moderator to oversee an annual review of church membership;
6. Will ensure that the Board maintains current copies of guidelines and/or policies for all decision-making bodies within the church;
7. Will help assemble and distribute orientation materials to new members of the Administrative Board.

Treasurer:

1. Will be responsible for maintaining the financial records of the church;
2. Will update the board (at least quarterly) on the year-to-date status of the budget for the current fiscal year (this shall include an accurate accounting of actual expenditures and income compared with the proposed budget for the year);
3. Will distribute bi-monthly to the chair of the collaborative ministry teams details of the disbursements made to each collaborative;
4. Will serve as an ex-officio member of the Finance Committee;
5. Will be responsible for ensuring the safe deposit of all pledges/gifts;
6. Will sign checks to conduct Church business as needed;
7. Will become familiar with all finance and board policies relating to church finances.

Board Membership and Attendance Policy:

Any member of the Board who misses four consecutive meetings in a single Program Year without prior notification of and negotiation with the Board Moderator will be considered as having resigned from the Board.

Replacement of Board Members:

Members unable to fulfill their duties on the Administrative Board will be replaced by the Board Moderator in consultation with the Administrative Board and Pastoral Leaders of National Avenue Christian Church. The replacement

Board Members will serve out the remaining term of office associated with the board position.

If the Moderator is unable to fulfill his or her duties, the Moderator Elect will assume this position and its responsibilities. The Administrative Board will then appoint an interim Moderator-Elect to complete the remainder of the Program Year.

Notifying Church Members about Administrative Board Meetings:

Administrative Board Meetings (or the cancellation or postponement of these meetings when known in advance) shall be published in church publications at least one week prior to the scheduled meeting, except in the case of an emergency session.

Church Members are welcome to attend Administrative Board Meetings and when recognized by the Moderator, will have the right to speak but not to vote on any issue on the agenda.

Whenever possible, the agenda for the Board Meetings will also be published or made available electronically prior to the meeting.

Dissemination of Administrative Board Information:

Minutes from the monthly Administrative Board meetings will be made available to church members in the church office following the approval of the minutes by the board. A synopsis of the highlights from the monthly board meetings will then be published in the electronic church bulletin.

- **PERMANENT AND AD HOC COMMITTEES**

- **Finance Committee**

The Finance Committee will be composed of three to five members selected by the Administrative Board in consultation with the Moderator, Moderator-Elect and the Pastor(s). The Treasurer will be an ex-officio member of the Finance Committee.

The Finance Committee is responsible for helping to oversee the financial integrity of the church by tracking how money flows through the church and by working to protect the church from irresponsible demands involving church finances. In addition to keeping the Administrative Board informed about the finances of the church, the committee will work to

ensure that all church assets are protected and used appropriately and that reliable and accurate financial records are kept in compliance with church policies and procedures.

Working in conjunction with the Pastor(s), the Personnel Committee, the leaders of the three Collaborative Ministry Teams and the Moderator, the Finance Committee will present to the Administrative Board an annual budget proposal. Starting in August, the committee will collect budget information from all areas involved in the budgeting process. The proposed annual budget for the church will be presented to the Administrative Board in early November each year. The Committee will provide any additional financial information which the Board needs to create the final annual budget proposal that will be presented to the Congregation for approval in December.

During the remainder of the fiscal year, the Finance Committee will provide the Board with fiscal information concerning any changes needed to adjust the annual budget.

The Finance Committee will also work with the Spirituality collaborative for the annual pledge drive and the stewardship efforts throughout the year.

Finally, the Finance Committee will work with the Moderator, Treasurer and Pastor(s) to appoint an Audit Committee to conduct an annual audit or to contract with an external audit agency to conduct an audit of NACC financial records. The Finance Committee will review annual audit findings and implement changes to the audit procedures recommended by the Audit Committee.

Finance Chair:

1. Will be nominated by the Moderator in consultation with the Pastor(s) and confirmed by the Board;
2. Will serve a 1-3 year term as a voting member of the Administrative Board;
3. Will make a monthly financial report to the Board;
4. Will ensure that the Audit Committee conducts an internal audit or that an audit be conducted by an external auditor on an annual basis;
5. Will report to the Board the results of all audits;
6. Will relay to the Finance Committee any duties assigned to the committee by the Board;
7. Will sign checks when the Treasurer is unavailable to fulfill this duty or when two signatures are required on a church check.

The policies of the Finance Committee are attached as Appendix C to the Policies and Procedures Handbook.

● **Personnel Committee**

The Personnel Committee will be composed of three to five members selected by the Administrative Board in consultation with the Moderator and the Pastor(s). Each member will serve a term from one to three years. The Moderator-Elect of the Board will automatically serve as one of the members of the Personnel Committee.

The Personnel Committee will be responsible for providing the Board with all personnel information regarding paid employees of the church.

Personnel Chair:

1. Will be nominated by the Moderator in consultation with the Pastor(s) and confirmed by the Board;
2. Will serve a 1-3 year term as a non-voting member of the Board;
3. Will work with the Personnel Committee to ensure that the Employee Handbook is reviewed at least every other year and that any recommended changes to the Handbook are reported to the Board for their consideration;
4. Will work with the Personnel Committee to conduct and prepare all annual evaluation documents for the Board, Pastor(s), and other pastoral staff;
5. Will present to the Finance Committee an annual budget recommendation early in the fall covering all paid church staff.

The Personnel Committee:

1. Will select and employ all personnel, except the Pastor(s);
2. Will release or dismiss from employment all personnel, except the Pastor(s);
3. Will recommend the starting salary of all new employees, after consulting with the Pastor(s), the Finance Committee, and the Administrative Board;
4. Will submit to the Finance Committee early in the fall during the annual budget formulation process all recommendations for staff salary increases for each line item category;
5. Will conduct regular reviews of all staff, according to guidelines in the Employee Handbook;
6. Will consult with the Pastor(s) on any personnel related issues;
7. Will assist and train the Board in leadership, self-evaluation and personnel policies and procedures;
8. Will review all policies of the Personnel Committee regularly and report any recommended changes to the Board.

The ***Employee Handbook*** is attached as Appendix A to the Policies and Procedures Handbook.

● **Property Committee**

The Property Committee will be composed of three to five members selected by the Administrative

Board in consultation with the Moderator, the Moderator-Elect and the Pastor(s). Each member will serve a term from one to three years.

The Property Committee will be responsible for overseeing the maintenance, repair, use, and modernization of all Church buildings, property, and grounds, and for preparing an annual Property Budget Proposal. The Property Committee will present its budget recommendation to the Finance Committee early in the fall during the annual budget formulation process.

The Property Committee will work with the Church Staff to maintain an inventory of furniture and equipment and to report any pertinent information regarding this inventory.

Property Chair:

1. Will be nominated by the Moderator in consultation with the Pastor(s) and confirmed by the Board;
2. Will serve a 1-3 year term as a voting member of the Administrative Board;
3. Will provide a monthly update to the Board concerning any property concerns in order to keep the Board informed about all major on-going or proposed repairs or improvements to church facilities that could impact the budget;
4. Will work with the Property Committee to present to the Finance Committee an annual property budget proposal for the maintenance and improvement of church facilities and to finance insurance coverage for the church and its contents;
5. Will annually review with the Property Committee all buildings and grounds, energy consumption, recycling policies, and related practices for cost-effectiveness and green potential;
6. Will recommend to the Board any needed capital improvements and suggestions for ways to provide for more efficient and effective stewardship of facilities;
7. Will oversee the use and distribution of funds generated by the Unitrust and designated for property expenditures.

The guidelines outlining the Property Committee's procedures are attached as Appendix B to the Policies and Procedures Handbook.

D. Nominating Committee

The Nominating Committee will be composed of the Elder and Deacon Administrative Board Representatives in addition to 2 Elders and 2 Deacons appointed by the Board. The Moderator and Pastor(s) will serve as ex-officio members of the Nominating Committee. Members of the Nominating Committee may serve for two years on a rotating basis.

The Nominating Committee is charged with bringing to the Board a list of annual nominees for: Board Officers, Elders and Deacons, and Unitrust Trustees. In addition, the committee is responsible for nominating: Life Elders, Life Deacons and Minister Elders. Nominees for all of these positions must meet the guidelines stated in the Bylaws.

The list of nominees will be presented to the Administrative Board by no later than May 1st. Once approved by the Board, the final list of Administrative Board Officers (Moderator, Moderator Elect, Secretary and Treasure), Elders, Deacons, Unitrust Trustees, and any Life Elders, Life Deacons or Minister Elder candidates will be presented to the Congregation at the June meeting for ratification. The list will be distributed to the Congregation at least one week prior to the June Congregational Meeting.

- **Pastoral Search Committee**

When the need to form a Pastoral Search Committee occurs, the Moderator will appoint a minimum of seven Members in good standing to serve on the search committee. Each nominee will be confirmed by the Board.

Once formed, the committee shall utilize the services of the appropriate denominational representatives of either the Christian Church (Disciples of Christ) or those denominations with which the Christian Church (Disciples of Christ) has reciprocal standing, in order to obtain information and counsel concerning prospective candidates.

The committee shall recommend the call of a prospective Minister(s) to the Board. The Board, at a regular or specially called meeting, must approve the recommendation of the Pastoral Search Committee by at least two-thirds majority of voting members. Upon approval, the Board and Search Committee shall recommend the call of the prospective Minister(s) to the Congregation. The Congregation, in an annual or special meeting, must approve the recommendation of the Board by at least two-thirds majority of members present and voting. Upon approval of the Congregation, a call shall be extended to the prospective Minister(s) by the Board on behalf of the Congregation.

*See the **Employee Handbook**, attached as Appendix A, for additional information about how this committee will operate and for information on Terms of Employment, Resignation, Termination and Ethical Misconduct for the senior pastor.*

- **Ad Hoc Committees**

From time-to-time, as the need arises, the Board has authority to form ad hoc committees to assist in its work. One such committee would be the Pastoral Search Committee.

● ELDERS AND DEACONS

Church Elders:

In recognition of their gifts and graces for leadership and service and commitment to our church community, Elders will be spiritually mature individuals elected by the Congregation to serve closely with the pastoral staff in meeting the needs of the Congregation. Elders will act as servant-leaders and work individually and collectively to strengthen loving relationships with the Congregation at NACC.

The Elder Representative to the Administrative Board:

1. Will be elected each year by the Elders at the first meeting following the June Congregational meeting at which the annual slate of Administrative Board officers, Unitrust Officers, and Elders and Deacons is ratified;
2. Will serve as a voting member of the Administrative Board and liaison between the Elders and the Board;
3. Will serve no more than 3 consecutive years on the Administrative Board;
4. Will oversee or delegate the responsibility for creating a serving schedule for the Elders;
5. Will serve on at least one additional administrative committee or Collaborative Ministry Team.

Church Deacons:

In recognition of gifts and graces for leadership and service, and a commitment to our church

community, individuals elected by the Congregation to be Deacons will serve closely with pastoral staff and elders to care for the people of our church community. They will assist in the observance of communion at the Table and beyond, and act as servant-leaders who strive individually and collectively to strengthen the bonds of Congregational life at NACC.

The Deacon Representative to the Administrative Board:

1. Will be elected each year by the Deacons at the first meeting following the June Congregational meeting at which the annual slate of Administrative Board officers, Unitrust Officers, and list of Elders and Deacons is ratified;
2. Will serve as a voting member of the Administrative Board and liaison between the Deacons and the Board;
3. Will serve no more than 2 consecutive years on the Administrative Board;
4. Will oversee or delegate the responsibility for creating a serving schedule for the Deacons;
5. Will serve on at least one additional administrative committee or Collaborative Ministry Team.

● COLLABORATIVE MINISTRY TEAMS

Collaborative Ministry Teams will be composed of self-selecting church members who have a passion for helping to fulfill a portion of the church's mission related to Spirituality, Community or Justice. The three Collaborative Ministry Teams will operate the programs of the church related to each of these areas. Each Collaborative Team will meet at least four times per church year, with sub-groups meeting as often as necessary to formulate and conduct the work of the collaborative.

In collaboration with the Board Moderator, the Pastor(s) will select the three representatives from the Collaborative Ministry Teams who will serve as voting members on the Administrative Board. Each of the three Collaborative Ministry Team Board members may serve a 1-2 year term.

Board Representatives from the three Collaborative Ministry Teams:

1. Will report monthly to the Board about on-going and proposed collaborative team programs;
2. Will explain how these programs reflect the values, mission and vision of the church as well as how the programs may be impacting the church's budget;
3. Will guide their collaborative teams in discussions to determine budget recommendations for the fiscal year and to determine how the Collaborative Ministry Team will use available resources;
4. Will prepare a final report about the team's annual activities which will be included in the June minutes of the last Board meeting of the program year.

● **Spirituality Collaborative Team**

The members of the Spirituality Collaborative will work with the Pastoral Staff and lay leaders to plan worship experiences and to oversee the development and implementation of spiritual formation opportunities with the church and the community.

The members of the spirituality collaborative will create programs to provide opportunities for members to enrich their lives through a variety of spiritual discussions and experiences; to provide forums that enable participants to feel comfortable raising questions and sharing personal thoughts through intellectual discussion about issues of spirituality; and to work with church staff to design meaningful educational experiences for children and youth to help them experience the vision and mission of the church.

With guidance and encouragement from the Elders and the pastoral staff of the church, the Spirituality Collaborative team will also help oversee stewardship activities.

● **Community Collaborative Team**

The members of the Community Collaborative will work with the Pastoral Staff and the Deacons to facilitate a variety of activities that foster a greater sense of community and inclusion for members of the church and the local community. Community Collaborative activities will promote the church, its vision and its programs to members of the Congregation and the local community. The Community Collaborative provides support for a variety of community-oriented groups, such as: the Christian Woman's Fellowship, youth groups, new member support, and (in conjunction with the Deacons) the care of members unable to attend services.

- **Justice Collaborative Team**

The members of the Justice Collaborative will partner with the Pastoral Staff, Deacons and Elders, Congregational members and other external organizations to work for global justice and peace. These outreach programs will include efforts to seek social justice, feed the hungry and alleviate poverty in Springfield, in our nation, and around the world.

Working in consultation with the pastoral staff, the Justice Collaborative will make recommendations to the Board about how to use budgeted funds and the Unitrust Outreach Foundation distributions which involve the support of short-term and long-term projects related to justice issues. The Justice Collaborative will plan and coordinate special events that support outreach causes and provide educational forums about social justice issues. The collaborative will seek ways to involve the Congregation in the mission and outreach projects undertaken by National Ave Christian Church.

- **PASTORAL STAFF**

- **Pastor(s)/Minister(s)**

The Pastor(s)/Minister(s) will work in collaboration with the Administrative Board as the primary spiritual leader of the Congregation. Serving collaboratively with the Congregation, the Pastor(s) will work to develop an inclusive atmosphere that encourages theological reflection and an active commitment to spirituality, community and Justice. The Pastor(s) will have or will obtain standing with the Disciples of Christ or denominations with reciprocal standing.

As the Spiritual Leader, Chief Administrator of the Congregation, and Head of Staff, the Pastor(s) will perform all duties that usually pertain to that office. A number of pastoral duties and responsibilities are outlined in the Bylaws. Additional duties are described below and in the NACC *Employee Handbook*.

Pastor(s)'s Responsibilities include:

1. Serving as the spiritual leader, chief spokesperson, and champion for the church and its ministry, mission and vision;

2. Assisting in the development and implementation of the church's vision for ministry;
3. Providing the Administrative Board with all information necessary for it to make fully informed decisions on matters that come before it;
4. Working with the personnel committee to conduct annual reviews for all pastoral staff;
5. Overseeing the staff to ensure that conditions for both paid and volunteer staff are fair and supportive of their ministries;
6. Working closely with the collaborative ministry teams;
7. Following the policies and procedures outlined in the Bylaws, the Policies and Procedures Manual, and the Personnel Handbook.

Pastor(s)'s Financial Responsibilities include:

1. Oversight of the church's finances;
2. Ensuring that only approved personnel (whether paid or volunteer) handle church funds;
3. Leading the development of a budget plan that reflects expected income and expenditures and is in keeping with the church's mission and strategic plans;
4. Inviting people publically and privately to invest in the church's present and future;
5. Reporting the church's financial condition to the Congregation regularly in coordination with the Treasurer and Finance Chair;
6. Working with the Treasurer and Financial Chair to inform the board about the financial condition of the church at monthly board meetings;
7. Ensuring that staff compensation and benefit packages are reasonable, affordable, and reflect training and experience and meet compensation standards within the Christian Church and Disciples of Christ;
8. Working with the Property Chair to ensure that the church's property and contents are fully insured and that the church maintains adequate liability insurance;
9. Working closely with the Property and Finance Committees to maintain the church's facilities and equipment.

Emergency Succession for the Pastor(s):

In the case of an emergency situation, the Board will recommend another Pastoral Staff member who will temporarily fulfill the duties of the Pastor(s) until such time as the Pastor(s) is capable of resuming his/her duties. If the Board determines that the Pastor(s) will not be able to resume his/her duties, or in the case that there is no other pastoral staff at NACC, the Board will immediately contact the area and/or regional office of the Disciples of Christ Churches for assistance in finding an interim Minister to discharge the essential duties of National Avenue Christian Church.

Tenure:

The Pastor(s) will serve until either the Church or the Pastor(s) dissolves the official relationship by giving 60 days written notice.

See the **Employee Handbook**, attached as Appendix A, for additional information concerning the personnel matters relating to the position of Pastor(s).

- **Other Pastoral Staff**

The Pastoral Staff shares with the Pastor(s) the responsibility for the pastoral care, spiritual formation, and community engagement of the Congregation.

The responsibilities and duties of the Pastoral Staff will be determined collaboratively by the Pastor(s), the Administrative Board, and the Personnel Committee according to the individual gifts of the staff member and the needs of the Congregation.

All Pastoral Staff members report to the Pastor(s).

*Call, Tenure, and Search Procedures for the Pastor(s) and the Pastoral Staff are detailed in the NACC **Employee Handbook**.*

- **Staff and Volunteers Who Work with Children or Minors:**

All staff and volunteers who work with children or have responsibility or authority over them shall be carefully selected and must complete criminal background checks yearly.

*A copy of NACC's **Safe Church Policies** can be found in Appendix D attached to this Policies and Procedures Handbook.*

- **PROCEDURE TO AMEND THE POLICIES AND PROCEDURES HANDBOOK**

The Policies and Procedures Handbook of National Avenue Christian Church may be amended by a simple majority vote (at least five voting members) of the Administrative Board.

Any proposed amendments to the Policies and Procedures Handbook must be submitted for consideration by a current Administrative Board Member. Amendments will be presented to and discussed by the Administrative Board at one

meeting and voted upon at the next regularly scheduled Administrative Board meeting when a quorum of voting members is present.

This procedure will ensure adequate time for Administrative Board Members to solicit input and to carefully consider all proposed amendments to the Policy and Procedures Handbook prior to voting on these same amendments.