

<i>Southeast Christian Church Elder Policy Manual</i>	Category: <b>2</b>
Subject: <b>Process</b>	Document: <b>4</b>
Date: <b>October 22, 2018</b>	

Policy Type: **Process**

Title: **Elder Membership**

**1. Intent:** to maintain an Elder team of the highest quality to lead Southeast Christian Church

**2. Composition**

- a. Membership: Duly selected Elders and the Lead Pastor. No other staff member will be considered as an Elder candidate
- b. Size: Minimum of five (5). Optimal 7-10 at the discretion of the Elders
- c. Term: Two three-year terms with a one year mandatory hiatus after the second term
- d. Elder year: September - August
- e. Quorum: Simple majority (51%)
- f. Decision-making: Unless required by law, all decisions will be made by consensus (Philippians 2:3-7)
- g. Absentees: Do not replace until the annual selection cycle
- h. Officers: Chair, Vice Chair and secretary. The Lead Pastor may not serve as an officer

**3. Qualifications and Eligibility Requirements**

- a. 1 Timothy 3:1-7
- b. Titus 1:6-9
- c. 1 Peter 5:2-3
- d. Serving/leading in a SECC ministry for at least one year and membership qualified
- e. Committed to the mission, vision of SECC and Statement of Faith
- f. Both he and spouse baptized by immersion

**4. Competencies Desired**

- a. Demonstrated ability to collaborate with teams
- b. Ability to apply the Bible to leading the church
- c. Organizational and financial acumen

**5. Selection Process**

- a. December meeting (the first working Tuesday): The Chair initiates the Elder Selection process. At this meeting the pre-interview questionnaire is reviewed/updated. Elders identify the number of positions to be filled.
- b. January: Congregation, staff and Elders submit nominees using the Elder Nomination form. Staff receives/submits the nomination form via email. The Congregation receives/submits nomination forms at the Welcome Center. Nominations end January 31.
- c. The Elder Administrative Assistant collects all the submitted nomination forms, runs the names through an initial screening that involves membership and ministry involvement, then delivers them to the Elder Chair
- d. February meeting: Elders review candidates based on the membership and ministry involvement criteria.

- Candidates are contacted in person (preferably) to discuss and establish their interest
  - Selected candidates are given (electronically) the pre-interview questionnaire
  - Questionnaires are to be returned electronically within seven (7) days
  - Those not returning the questionnaire in the stated time frame are eliminated from consideration
- e. March meeting:
- Elders review pre-interview questionnaires and schedule interviews (including spouse) with those moving forward in the process.
  - Contact those not moving forward
  - Chair selects an interview team of at least two (2) Elders
  - Direct staff to conduct background checks
- f. April meeting: Elders select final nominees, notify them and communicate them to the congregation
- Congregation is given time until April 30 to submit Biblical reasons why a candidate should not be considered
  - Biblical reasons or objections cannot be anonymous
  - Objections are submitted electronically to [elders@sechristian.org](mailto:elders@sechristian.org)
- g. May meeting: Registered objections are reviewed and appropriate action is taken. Possible options include – separate and/or combined interviews of complainant and nominee
- h. June: Communicate newly selected Elders to the church
- i. June: Conduct an orientation session (including spouses) to include the following
- Governance model
  - Manual of policies
  - Annual Agenda
  - Board agendas/minutes
  - Staff organizational chart
  - Introduction of the Executive Staff
  - Acquaint them with high priority topics
  - Newly selected Elders beginning serving their three-year term in September
- 6. Disqualification, termination and removal of a Board member:** In the event an Elder violates the qualifications of an Elder, consistently operates outside the context of Elder policy, suffers a moral failure or demonstrates a significant lack of judgment, he will be removed from the Elder Board by consensus of the remaining Elder Board members. The principles of 1 Timothy 5:19-21 will apply

<i>Southeast Christian Church Elder Policy Manual</i>	Category: <b>4</b>
Subject: <b>Limitations</b>	Document: <b>1</b>
Date: <b>October 22, 2018</b>	

Policy Type: **Limitations**

Title: **General Constraints (Boundaries)**

The Lead Pastor is empowered with the responsibility and authority to conduct the day-to-day affairs of Southeast Christian Church, including the establishment of a strategic plan to achieve the Vision cast by the Elders. To this end, the following general constraints define the functional and operational boundaries within which the Lead Pastor (and staff) is expected to operate.

1. **Biblical Constraints:** With respect to maintaining the church's submission to the Bible, the Lead Pastor will not cause or allow any setting where the Bible isn't followed. Accordingly, the Lead Pastor will not:
  - a. Allow any course of study or program that is contrary to, or undermines our Statement of Faith
  - b. Appoint, or permit to continue in a position of leadership anyone whose behavior is contrary to a Biblically stated Code of Conduct
  - c. Allow association with any outside organization or individuals without appropriate scrutiny
  
2. **Business Constraints:** With respect to the church's business relationships, the Lead Pastor will not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, or in violation of generally accepted business and professional ethics. Accordingly, the Lead Pastor will not:
  - a. Fail to address decisions, procedures, behaviors or conditions with employees, donors, vendors, business partners or the local community that can be construed as a conflict of interest
  - b. Allow unnecessary exposure to claims of liability
  - c. Fail to protect information, files, and intellectual property from loss or damage
  - d. Transfer ownership of any real property
  - e. Fail to have a "surplus property" disposal policy
  - f. Fail to be in corporate compliance (e.g. non-profit status, state & federal guidelines, etc.)
  - g. Endorse any contract signings that exceed \$10K and does not contain two signatures: an Elder officer and the executive pastor or designee
  
3. **Financial Constraints:** With respect to the actual, ongoing condition of the organization's financial health, the Lead Pastor will not cause or allow the development of fiscal jeopardy or compromised fiduciary responsibility. Accordingly, the Lead Pastor will not:
  - a. Close a fiscal year without an external, independent audit
  - b. Use accounting procedures contrary to generally accepted accounting principles (GAAP)
  - c. Leave corporate assets left unprotected, inadequately maintained, or unnecessarily risked
  - d. Allow expenditures to exceed accumulated income on hand in any fiscal year
  - e. Use restricted assets other than for established purposes
  - f. Handle corporate funds with inadequate control procedures
  - g. Invest church funds without an internal investment policy

- h. Incur debt beyond normal accounts payable
- i. Allow any fiscal year to end without a minimum of twelve (12) weeks offerings in contingency
- j. Function without a multiple “checks and balances” system for purchase orders or major expenditure authorizations
- k. Allow any fiscal year in which salaries and benefits exceed 50% of the annual budget
- l. Allow tax payments or any other government-oriented payments/filings to be overdue or inaccurately filed
- m. Shift designated budget allocations in amounts that cannot be restored within ninety- (90) days

**4. Employment Constraints:** With respect to treatment of paid staff, the Lead Pastor will not cause or allow conditions that are inhumane, unfair, or undignified. Accordingly, the Lead Pastor will not:

- a. Hire or retain anyone unwilling to commit to the Mission, Vision, and Statement of Faith
- b. Discriminate among employees except what is allowed by law
- c. Retain any employee whose behavior is contrary to a Biblically stated Code of Conduct
- d. Fail to address the harassment of any employee (e.g. sexual, emotional, etc.)
- e. Fail to have and employ a Whistleblower Policy
- f. Hire anyone without providing them with a position description, employee handbook, Mission, Vision and Statement of Faith
- g. Hire anyone who is not qualified for the position or has not undergone a background check
- h. Withhold from any employee a due-process grievance procedure, able to be used without retaliation
- i. Fail to have and enact a compensation plan and policy for all employees (e.g. performance system)
- j. Hire any of his family members or relatives without Elder approval
- k. Fail to address improper employment documentation and disciplinary procedures
- l. Fail to provide resources for staff to achieve their assigned job responsibilities
- m. Fail to have and enact a nepotism policy

**5. Communication Constraints:** With respect to providing information and counsel to the board, the Lead Pastor will not permit the Elders to be uninformed about matters essential to carrying out its policy duties. Accordingly, the Lead Pastor will not:

- a. Fail to report in a timely manner an actual or anticipated noncompliance with any Elder policy
- b. Fail to advise the Elders if, in the opinion of the Lead Pastor, the Elders are not in compliance with their own policies
- c. Fail to submit monitoring data (metrics) required by the Elders in a timely, accurate, and understandable manner
- d. Fail to notify the Elders of anticipated adverse media coverage, threatened or pending lawsuits, extraordinary changes (internal or external)
- e. Fail to provide the Elders with any job products described in the Lead Pastor’s Job Products policy
- f. Fail to notify the Elders about major initiatives not incorporated in the Strategic Plan
- g. Fail to notify the Elders of any hires or terminations
- h. Fail to notify the Elders of any hires or terminations of the executive team (other than for moral failure) in advance