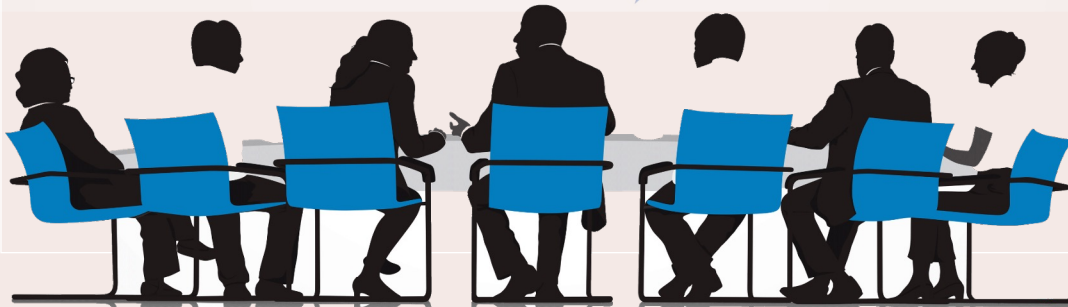


EFFECTIVE CHURCH BOARD MANAGEMENT



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What is the primary work of the local church board?



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CHURCH

“Every church must have a functioning board whose members have been elected during a church business meeting. Its chief concern is having an active discipleship plan in place, which includes

CHURCH MANUAL, 134, 135

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CHURCH

both the spiritual nurture of the church and the work of planning and fostering evangelism. Included in church board responsibilities are:”

CHURCH MANUAL, 134, 135

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Responsibilities of the Church Board

1. An active discipleship plan.
2. Evangelism in all of its phases.
3. Spiritual nurturing and mentoring of members.
4. Maintenance of doctrinal purity.
5. Upholding of Christian standards.
6. Recommending changes in church membership.
7. Oversight of church finances.
8. Protection and care of church properties.
9. Coordination of church departments.

CHURCH MANUAL, 135



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“For God is not the author
of confusion but of peace,
as in all the churches of
the saints.”

1 CORINTHIANS 14:33 NKJV

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Preparing for the Meeting

1. The Agenda:

- a) Call for items at least 1 week ahead of the meeting.
- b) Not every item merits or requires the board's approval. Some items are authorized by virtue of other voted items (i.e., common dept. budgets)
- c) Be careful adding last-minute items to the agenda. Make sure there is sufficient time to prepare for discussion on all items.
- d) Ask for a motion to approve the agenda. Once the board has voted to approve an agenda, no one can hijack the meeting later by trying to add items not ready for discussion.



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Preparing for the Meeting

2. Reports:

- a) There should be a monthly treasurer's report. Have sufficient copies or agreement to simply project it.
- b) Previous Board Minutes must be voted monthly too. It's a good practice to email them after the meeting ASAP while memories are fresh.
- c) Departments should give regular reports about their respective ministries.
- d) Think about creating a rotating schedule for departmental sharing each quarter.



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Preparing for the Meeting

3. Scheduling:

- a) In most cases, the board should meet monthly.
- b) Meetings should be on a regularly recurring day of the week & month and at the same time monthly.
- c) Verify everyone's availability for the next regularly scheduled meeting at the end of the meeting.
- d) Always try to avoid cancellations.
- e) Remind board members about upcoming meetings via email, bulletin announcements, and/or text messages.
- f) Meetings should be NO MORE than 2 hours.



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Mindset for Chairing the Board

1. Think professionally regardless of the size of the church:

- a) Size of the church does not dictate the level of professionalism.
- b) The Lord's work deserves our best efforts (1 Cor. 10:31), not our leftovers.
- c) I suggest dressing in business casual for board meetings. A bit of professionalism goes a long way.

2. You have been asked to lead:

- a) Step up and lead. Do not dominate or control people, but if you are chairing the meeting, control the meeting.
- b) Some people like to hijack meetings and control everything. Do not allow that to happen.
- c) Be respectful to everyone but be in charge.



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Chairing the Board

1. Know your quorum:

- a) Quorum is “the number of board members required to be present to conduct business.”
- b) The quorum is decided by the church in business session.

2. Expect order and common courtesy:

- a) Ask board members to raise their hands if they have input.
- b) If someone begins speaking abusively, kindly, but firmly interrupt them.
- c) Don't allow one person to dominate the discussion.
- d) Be intentional about hearing from everyone on sensitive or controversial topics.



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Chairing the Board

3. Prayer & Devotional:

- a) Although the board is gathered to conduct the business of the church, this is a spiritual work.
- b) We should never attempt to make plans for the Lord's work without asking for His wisdom and guidance.
- c) Devotional should be 10-15 minutes and consider asking others to take turns sharing each month.
- d) Spend sufficient time in prayer and mix things up a bit.

4. Approve the Agenda:

- a) As stated earlier, ask for a motion to accept the agenda.
- b) With an approved agenda, there is no need to vote to adjourn.



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Chairing the Board

5. Motions & Voting:

- a) The chair cannot make motions, but can say, "I would entertain a motion that we do..."
- b) Another board member can say, "I move that."
- c) Wait for a "second" to the motion before opening discussion.
- d) Take appropriate time to discuss without going in circles.
- e) After sufficient discussion, call for the vote.
- f) If a motion fails to get a "second," that motion dies for lack of a "second." Try to construct or call for a new motion.
- g) While the chair is a voting member of the board, it is best to reserve your vote in case of a tie vote only.
- h) Don't break ties on controversial motions.



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Chairing the Board

5. Motions & Voting-Continued:

- i) It is good practice to have the clerk read back the motion on some issues to make sure everyone understands.
- j) Ask the board, "Does everyone understand the motion?"
- k) Once someone makes a motion and it receives a "second," the motion no longer belongs to the person who made it. It belongs to the board.
- l) They cannot simply withdraw their motion if things begin going contrary to what they want. It must be voted up or down.
- m) Amendments can be made, and they too require a "second."
- n) The amendment can be voted up or down.
- o) If it fails, the original motion is still on the floor.



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Chairing the Board

5. Motions & Voting-Continued:

- p) Most votes can be a simple hand or voice response. Hands are obviously less ambiguous.
- q) If a motion is particularly sensitive, a secret ballot may be called for.
- r) Have small voting ballots on hand each meeting in case the need arises.
- s) If a motion is about someone on the board, it is a good practice to have them step out for part of the discussion and bring them back after the vote unless it's a secret ballot.



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Chairing the Board

6. Time & Length:

- a) As mentioned earlier, meetings should be no longer than 2 hours.
- b) If there is a heavy agenda that would exceed that, the entire board should agree to go a bit longer. Otherwise, the items should be tabled for the next meeting.
- c) Start on time. If you have a quorum, get started and keep moving.
- d) End on time. Board members are much more likely to attend regularly if the meetings are well run and predictable.
- e) Don't allow discussion to ramble on and on. Consider asking, "Do we have any new points to discuss?"



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Chairing the Board

7. Old Business Items:

- a) If an item is tabled from a previous meeting, it should appear next month under "Old Business."
- b) On-going projects should also be kept under old business and put the project leader's name by the item on the agenda and ask for regular reports.
- c) Items or projects the church voted to do in the recent past but did not get done should also be added to the old business.
- d) Having items under old business through completion creates natural accountability and sets expectations for follow through.



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Chairing the Board

8. Complex Agenda Items:

- a) Complex agenda items that require lots of research or planning may be better served with a sub-committee.
- b) The church board can appoint temporary sub-committees to do research or get quotes they use to bring recommendations to the board.
- c) The board should select the sub-committee members and non-board members can serve on these committees too.
- d) The board should select the chairman of the sub-committee.
- e) Sub-committees answer to the board and report directly to them through the chairman.



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Chairing the Board

9. Confidentiality & Executive Session:

- a) Breaking confidentiality kills relationships. If sensitive items are shared at the church board, confidentiality must be stressed.
- b) When the board addresses NomCom items, it is recommended to enter "Executive Session."
- c) ES is where all items discussed are held in the strictest of confidences.
- d) The chair should ask for a motion to enter and leave ES and separate minutes with minimal details should be kept.
- e) While any church member can attend a regular board meeting without voting rights, only members can be in ES. All non-members should be excused.



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What the Board Cannot Do

1. Membership Removal:

- a) Cannot add or remove anyone from membership. The board can accept people's requests to remove their membership, but that is all.
- b) If someone asks that their membership be removed, the request should be approved without discussion.

2. Elect or Remove Officers:

- a) Cannot elect people or remove them from office. If the board fills an office when the NomCom is out of session, you are simply voting to recommend to the church in business session.
- b) Removal works the same way. If someone needs to be removed



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What the Board Cannot Do

3. Add or Remove Board Members:

- a) The *Church Manual* gives a list of possible officer positions a given church may need.
- b) Not all offices are board positions.
- c) If a church needs more board representatives, they must be approved by the church in business session.
- d) Sometimes it may be necessary to remove a board member. The board can only vote to recommend removal to the church. Best case scenario is for the member to resign.

4. Approve Church Budget:

- a) Should review and ensure the budget is balanced & well ordered.
- b) An annual business mtg. approves the church's budget.