

Guiding Principles of Trinitarian Congregational Church (TCC) Wayland, MA

May 2015

MISSION PRINCIPLES MP1.0 Comprehensive Mission Statement

To be and make disciples of Jesus Christ.

MP1.1 Component: Worship

The main emphasis is to proclaim the gospel of grace in such a way that those who do not yet believe in Jesus Christ become saved and are joined together with those who already believe in the joyful worship of Jesus Christ.

MP1.2 Component: Discipleship

The emphasis here is to assure that every person understands and is growing in the Christian faith, resulting in an expression of spiritual maturity and evidenced by engagement in God's service according to spiritual gifts, talents and interests.

MP1.3 Component: Bearing Witness

This emphasis is that TCC and the people of TCC demonstrate the presence of the Kingdom of God in our world by:

- Serving our local communities.
- Being transformed people in our workplaces.
- Serving the poor and needy among us and around the world.
- Sending and supporting career missionaries.

BOUNDARY PRINCIPLES

BP1.0 Comprehensive Boundary Statement

The Senior Pastor shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, unethical, unbiblical or divisive.

BP 1.1 Component: Biblical and Moral Integrity

With regard to the teaching, leadership, and membership of the church, the Senior Pastor shall not fail to uphold high standards of biblical teaching and morality and shall not violate the TCC beliefs contained in Article IV of TCC bylaws under Section 1 - Covenant, Section 2 - Statement of Faith and Section 3 - Authority of the Bible.

BP 1.2 Component: Financial Planning and Budgeting

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Mission Principles, risk financial jeopardy, or vary significantly from that year's fiscal year budget.

BP 1.3 Component: Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the Senior Pastor shall not allow the development of fiscal peril or a material deviation of actual expenditures from Board priorities established in Mission Principles and that year's fiscal budget.

BP 1.4 Component: Asset Protection

The Senior Pastor shall not disregard or ignore the maintenance of the assets of the church.

BP 1.5 Component: Treatment of Constituents

With respect to interactions with TCC members, potential members, or constituents, the Senior Pastor shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.

BP 1.6 Component: Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Senior Pastor shall not cause or allow jeopardy to fiscal integrity or public reputation.

BP 1.7 Component: Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Senior Pastor shall not cause or allow conditions that are unfair or undignified or fail to adhere to the guidelines provided in the TCC personnel handbook.

BP 1.8 Component: Communication and Support to the Board

The Senior Pastor shall not permit the Board to be uninformed or unsupported in its work and shall not violate any Board policy.

BP 1.9 Component: Emergency Senior Pastor Succession

In order to protect the Board from the sudden loss of Senior Pastor services, the Senior Pastor shall not have fewer than two other ministry staff members familiar with Board and Senior Pastor issues and processes.

ACCOUNTABILITY PRINCIPLES AP1.0 Comprehensive Accountability Statement

The responsibility of the Board before God and TCC's Congregation, on behalf of the residents of Wayland, Massachusetts and the surrounding area who need to be led to Christ and nurtured in Him, is to see that Trinitarian Congregational Church, through the leadership of its Senior Pastor, (1) achieves the fulfillment of its Mission Principles, and (2) avoids violation of its Boundary Principles.

API .1 Component: Stewardship to Christ for Those He Calls Us to Serve

API.1.1 Detail: Devotion to Prayer and the Word of God

Under the teaching and guidance of the Senior Pastor, the Board will continually seek the wisdom and leading of Christ as the Lord of the church. To this end, regular attention will be given to prayer and study of Scripture as a group.

API. 1.2 Detail: Church Feedback and Assessment

The Board will ensure a process is in place to collect input and feedback from members, church leadership, ministry staff, non-member participants, and non-returning visitors, and regularly review and evaluate to better understand their needs. The Board will create, administer and complete a full church assessment at least once every five to seven years. Independent consulting assistance may be used in this process.

API .1.3 Detail: Community Research and Public Outreach

The Board will review the presence of the church in the community on a quarterly basis.

API .2 Component: Process of the Board

The Board shall conduct itself with discipline and integrity.

API.2.1 Detail: Board Style

The Board and any Board subcommittees will govern with an emphasis on (1) outward vision rather than internal preoccupation, (2) encouragement of diversity in viewpoints, (3) clear distinction of Board and staff roles, (5) collective rather than individual decisions, (6) the future and present rather than past, and (7) pro-activity rather than reactivity.

API.2.2 Detail: Board Job Description

The key responsibility of the Board is linkage to the people served, definition of guiding principles, and monitoring of Senior Pastor performance. In addition to these three

essentials, the Board shall exercise authority granted to it in the bylaws and not delegated to the Senior Pastor.

API.2.3 Detail: Board Member Code of Conduct

The Board commits itself and its members to the following code of conduct:

- Members of the Board must represent loyalty to the interests of Christ regarding those whom He has called His church to serve (Matt. 28:18- 20). This loyalty supersedes any personal or group interest among or outside consumers of the church's services. A member must disclose any fiduciary or personal conflict of interest and withdraw from any decision-making whenever a conflict of interest occurs.
- Members of the Board must honor the principles and decisions of the Board acting as a whole. They may not foster dissent or attempt to exercise individual authority over the staff or the organization in any of its forms (e.g. life or ministry groups) except as explicitly stated in the guiding principles.
- Members of the Board must respect the confidentiality of sensitive Board issues and must avoid facilitating gossip or otherwise work counter to the practice of direct, biblical resolution.

AP 1.2.4 Detail: Responsibility of the Senior Pastor for Leadership

The Senior Pastor is the spiritual and administrative leader of the church reporting to the Board and is the primary leader of the congregation and staff. While the Board will strive to achieve decisions by unanimous consent (or super majority) through prayer and discerning God's will, if a question of process arises with regard to the bylaws or Guiding Principles of the church, the Senior Pastor will defer to the judgment of the Board and its chairperson.

AP 1.2.5 Detail: Chairperson as Officer for Integrity of Process

The chairperson enforces the integrity and fulfillment of the Board's process including the monitoring of Senior Pastor performance. The chairperson is authorized to use any reasonable interpretation of the Accountability Principles to ensure the integrity of the Board's process.

AP 1.2.6 Detail: Secretary as Officer for Documentation

The secretary of the Board, as directed by the chairperson, maintains accurate documentation of the Guiding Principles, meeting agendas, meeting minutes, and supporting materials. The secretary provides all relevant documents and materials to every Board member in advance of each Board meeting and otherwise upon request.

API.2.7 Detail: Finance Committee Oversight

The Board will receive regular reports from the Finance Committee, closely monitor and approve all key projects and capital expenditures, and approve any other recommendations which require a vote by the congregation. In addition to the proposed annual budget, all church expenditures above \$10,000 must be approved by both the Board and Finance Committee, with the Board having final approval. The Board will also review and approve the Finance Committee's annual audit report.

AP 1.2.8 Detail: Investing in Governance

The Board will invest in its own governance capacity through training, outside expertise, research mechanisms, and other development methods.

API .3 Component: Monitoring the Performance of the Senior Pastor

The Board's official connection to the operating organization of the church, its achievement, and conduct shall be through the Senior Pastor as provided by the church bylaws.

AP 1.3.1 Detail: Unity of Control

All decisions of the Board are binding on the Senior Pastor.

API.3.2 Detail: Accountability of the Senior Pastor

The Senior Minister is the Board's link to operational achievement and conduct, so that all authority and accountability of staff, is considered the authority and accountability of the Senior Pastor. Board approval, however, is required of all hiring/removal of staff, as well as the creation or elimination of any Ministry Teams or their respective members.

API.3.3 Detail: Instruction to the Senior Pastor

The Board will instruct the Senior Minister through written Mission Principles that prescribe the mission to be achieved and establish the boundaries to be avoided, allowing the Senior Minister to use any reasonable interpretation of these principles

API .3.4 Detail: Performance of the Senior Pastor

The Board will conduct a systematic and rigorous monitoring of the Senior Pastor's job performance based on the accomplishment of the Mission Principles, compliance with the Board's Boundary Principles, and achievement of Board-approved staff goals and objectives.

- The Senior Pastor will be required to write goals each year that correspond to each of the Board's mission principles, draft a policy for use of Church facilities, and any other bylaw requirements..
 - Each year, the Board shall review the results achieved by the Senior Pastor and staff on each of the Mission Principles, Boundary Principles and annual goals and objectives as the basis of compensation changes or corrective action. These results include both those achieved with reference to annual goals, as well as those achieved in addition to annual goals. (See by-laws)
 - The Senior Pastor will be required to report to the Board on annual results and each key staff member's performance in comparison to the Mission Principles, as well as their compliance with the Boundary Principles at each annual performance review. The Senior Pastor will also affirm or give evidence of compliance upon request by the Board at any other time.

Approved:

Jack Ohman, Moderator on behalf of the board after formal board approval

Date: _____

Christopher Ziegler, Senior Pastor

Date: _____