

BOARD POSITION DESCRIPTION

Role of a Church Board Member

QUALITIES OF THE PERSON

A nominee for a General Board Member position will have the attributes of:

- Good reputation
- Honesty
- Dependability
- Leadership experience
- Spiritual maturity
- Understanding and passion for New Peninsula Church
- Operations and organizational and managerial wisdom
- Possess a sincere and respectful attitude toward colleagues and their views.
- Maintain confidentiality of board discussions

SCOPE OF THE ROLE

Whilst the role of General Board member comes under the generic term “general”, the fulfillment of the role will include a willingness to be assigned to specific responsibilities within the life of the Church. They will also play their part in providing input into the leadership and governance of the Church.

The Church Board functions as a team and is responsible for:

- **Finance:** Ensure New Peninsula meets our legal duties to safeguard the organisation’s assets. Identifies and manages financial risks. Approves finance items beyond 15% of their budget
- **Compliance:** Approve changes & ensures compliance is adhered to
- **Property:** Approves changes that require planning permit changes or change in use of existing property. Approves unbudgeted items greater than \$10,000
- **Purpose and strategy:** New Peninsula has a clear purpose and a strategy. It is the role of the Church Board to endorse the parts of that strategy that relate to finance, property, compliance, risk, and governance.
- **Risk management:** Board decision making is informed by an understanding of risk and how it is managed
- **Staffing:** The Church Rules empower the daily management and operations to the Senior Pastor and the staff team as they relate to finance, property, compliance, risk, and governance. The Board approves additional or subtraction of staff, PRDs and adjustments to a PRD of the Senior Pastor when and where documentation relates to finance, property, compliance, risk, and governance. In addition, the Church Board approves adjustments to the Business Manager Role. The Chair of the Board coordinates with the Chair of Elders to ensure the implementation of the Senior Pastor’s review.
- **Policy:** Approves adjustment of policy, annual goals and addition of changes as they relate to finance, property, compliance, risk, and governance.

- **Culture:** The board models and works to instil a culture that supports New Peninsula's purpose and strategy.

OTHER DUTIES/MEETING REQUIREMENTS

- Attend meetings of the Church Board, unless giving an apology
- Attend other leadership activities (e.g. Leadership Conferences) as appropriate
- Undertake the relevant duties in the context of appointment to a specific responsibility within the life of the Church. This may involve acting as the liaison point between the Church Board and the organization/ministry where the Church Board member is representing the Church Board
- Present reports to the Church Board, as required or appropriate
- Attend Church Meetings unless an apology is tendered.

THE CHARACTER OF THE BOARD

Diversity of giftings

- We are someone that recognises the differing strengths and opinions we all bring to the table and we actively work to listen and encourage alternate points of view to our own. We understand that at times we may need to agree to compromises and when we do, we understand that we need to carry that decision as one united voice.

1 Corinthians 12.4 There are different kinds of gifts, but the same Spirit distributes them.

Trustworthy

- We are recognised for our responsibility and commitment to getting things done with integrity, for being confidential where needed to be and for being wise stewards of the gifts given to us and any risks made known to us.

Proverbs 10.9 Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out.

Compassionate

- We are supportive of all our stakeholders and strive to maintain good working relationships to all those we interact with, and we demonstrate appropriate levels of compassion, forgiveness and fairness in all our decision making.

Colossians 3.12 Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience.

Knowledgeable

- We are confident in our roles and know what is expected of us to carry out our duties. We are thorough in our preparation for any meetings and display a sense of energy and engagement during those meetings.

Philippians 4.9 Whatever you have learned or received from me or seen in me – put it into practice. And the God of peace will be with you.

WHAT'S IMPORTANT TO THE BOARD

Good governance

- We acknowledge that our role is to be accountable for the bigger picture whilst ensuring that the operations are hitting their agreed objectives. We do this by having in place robust processes that provide the Board with adequate and timely information to manage risk and measure progress against these agreed objectives.

Reputation

- It is important for us to be seen by all our stakeholders as being effective, trustworthy, having integrity and with God at the centre of all that we do. We want to have a reputation for being on top of our roles and communicating well with our stakeholders, so they know what we are doing.

Stability

- We see our roles as one of providing stability to the organisation even when times are troubled. Part of this means ensuring there is a good momentum kept with certain projects as continual stopping / starting saps energy and time. We also believe it is important to keep having fun even through challenging times as this will not only benefit us as a team but the wider organisation as well.

NEW PENINSULA COMMUNITY CARING

Members of the Church Board automatically become Members and Board Members of New Peninsula Community Caring.