

# [Church Name]

## Board Members Job Description (Sample)

**Job Title:** Board Members

**Reports To:** Senior Pastor

**Purpose:**

Guidelines for Board participation are useful in identifying and recruiting potential Board members as well as serving as an evaluation tool, on a regular (e.g., annual) basis, for the Governance and Nominating Committee and the Board as a whole to assess proposed or current Board members' various contributions to the organization.

**Responsibilities:** Board members are expected to contribute to the organization in the following ways:

- Regularly attend Board meetings.
- Demonstrate support for [Church Name] cause of by promoting its good work, generating goodwill for the organization, encouraging support for its efforts, and keeping informed about its programs and activities.
- Contribute knowledge and skills in at least one area essential to Board governance (see below).
- Help promote [Church Name] visibility and advocate for its programs.
- Help develop [Church Name] financial or other resources.
- Participate in hiring the Pastor and reviewing the Pastor's performance annually.
- Participate in reviewing strategic plans and setting long term goals and priorities.
- Participate in reviewing and approving an annual church budget and reviewing revenues and expenses on a quarterly basis to ensure that [Church Name] mission is being upheld and its finances managed in a sound and ethical manner.
- Participate in [Church Name] events, award ceremonies and fundraising meetings.
- Help [Church Name] understand and reach diverse communities and grow its members.
- Set procedures and policies to ensure that [Church Name] is organized and managed in an accountable, fair and systematic manner and in compliance with applicable law.

[Church Name] Board performance is regularly evaluate using the following criteria:

1. Attend at least 50% of Board meetings each year in person
2. Act on behalf of [Church Name] and its interests, putting aside personal concerns or affiliations.
3. Serve on at least one Board committee
4. Make an annual personal financial contribution to [Church Name]

5. Help staff to promote [Church Name] good work and visibility, introducing the organization to new communities, corporate sponsors, foundations and helpful individuals.
6. Contribute expertise in particular areas of the church governance, finance, membership or any other areas that advance [Church Name] mission and vision.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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**Signature** [Church Board Member]

**Date**

Revised: \_\_\_\_\_