

**[Church Name]**  
**Church Board Member Job Description (Sample)**

**Job Title:** Church Board Member

**Reports To:** Senior Pastor

**Purpose:**

The purpose of the Church Board Member is to establish policies, financial reporting, managing performance, strategic planning, compensation review, budget approval and ensuring legal compliance.

**Responsibilities:**

- Participate in the planning process and approving of [Church Name]'s mission and vision.
- Ensuring that [Church Name]'s core mission is fulfilled.
- Annually review and approve [Church Name]'s financial goals and budget.
- Monitor conflict-of-interest by putting policies and systems into place to ensure full disclosure of any potential conflicts within the organization or the board.
- Approve major church policies.
- Attending regular meetings while actively overseeing the key operational functions such as managing performance, strategic planning, financial oversight, managing compensation, and ensuring legal compliance.
- Maintaining and supporting documents and board records such as board minutes, mission, vision, values statement, church bylaws, articles of incorporation and any policies that govern the board function.
- If a new board member, attend the appropriate orientation and training such as reviewing all corporate documents and legal requirements for the board members.

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: \_\_\_\_\_