

SURFACE TO SOUL

Live Well | Lead Well | Coach Well

Growing in Good Governance

Governance is about taking ownership of being stewards of the congregation's mission. Governance includes the tasks of articulating the mission, selecting strategies for getting there, making sure the strategy is followed, and ensuring that people and property are protected against harm. Governance **produces** mission statements, minutes, policies, strategic goals, and lists of core values and often uses **committees** to fulfill their work.

Governance is accountable for setting the organization's mission and ensuring that it's fulfilled. It ensures that the congregation has a clear and compelling mission along with a basic plan to fulfill it. Governance includes fiduciary responsibilities that help the organization maintain required ethical, legal, and financial standards. Members making up the governance are typically called the Board.

The Board may delegate its authority to staff and to standing committees to ensure that the mission is fulfilled. Committees gather information and prepare reports to be presented to the Board for discussion and approval. Some committees meet on a regular basis while others meet "as needed."

Tangible items produced by Committees/Task Forces

- Mission Statement
- Vision Statement
- Core Values
- Budget/Spending Plans
- Constitution/Bylaws
- Financial Reports & Audits
- Letter of Call
- Employee Handbook
- Operations Manual
- Reports related to the evaluation of outcomes

Typical Committees organized by the Board

- Nominating
- Personnel
- Capital Campaign
- Governance
- Finance/Stewardship
- Annual Audit

Tools frequently used by Boards & Committees

- Monthly Report templates
- Leadership Planning Calendar
- Leadership Toolkit
- Continuing education resources

Ministry covers the rest of what a congregation does—the daily work of building a community, managing resources, and transforming lives. It includes making decisions about what to do and how - including choices related to money, time, space, staffing, and supervision. Ministry initiatives should remain focused on saying and doing things that allow the organization to achieve its mission, live into its vision, and honor its core values.

Ministry is performed by **staff** - ordained and lay, paid and unpaid. It may include Board members who choose to put on their "volunteer" hat. Staff often organize individuals, project teams, and ministry teams to share the work of ministry.

Tangible items produced by Staff & Ministry Teams

- Educational opportunities
- Website & social media platforms
- Newsletter, worship bulletins, and publications
- Worship experiences, weddings, and funerals
- Education programs and ministries
- Pastoral care and discipleship activities.
- Ministry descriptions (beyond what's in the by-laws)
- Purchasing equipment that's been budgeted for
- Coordinating outreach to the community
- Maintaining property and church facilities

Typical Ministry Teams organized by Staff

- Music, Arts, & Worship Team
- Children, Youth, & Family Team
- Inviting Ministries Team
- Hospitality Team
- Congregational Care Team
- Communications Team

Tools frequently used by Staff & Ministry Teams

- Event Planning form
- Worship Experience Planning Team
- Staff "check-in" forms
- Program planning and evaluation forms



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