



A CONGREGATION OF THE **UNITED CHURCH** OF CHRIST

BOARD OF STEWARDS - ROLE DESCRIPTION

Role of the Board of Stewards

The primary role of the Board of Stewards is to oversee the management of the church ensuring that the policies are implemented and to serve as fiduciary managers of the church's assets, including approval and oversight of the annual budget. The Board of Stewards made up of ten members [nine elected members and the Senior Pastor] of Cathedral of Hope, is the primary policy-making body of the church. It has various legal and operational responsibilities, as defined in the Bylaws.

Official Duties of the Board of Stewards

As provided in Article VI. of the By-Laws entitled "Governing Body," the specific responsibilities of the Board of Stewards are as follows:

Responsibilities - The Board of Stewards govern the Church in accordance with the Bylaws, which are subject to approval by the congregation. The Board of Stewards shall have charge over matters pertaining to the Bylaws and legal organization documents, property, risk management, strategic planning and financial activities. The Board of Stewards shall be responsible for collecting and disbursing funds, maintaining adequate records and making timely reports to the congregation.

Qualifications for Board Membership

Qualifications - Any member age 18 years or older who has been a member for at least one year prior to the Congregational Annual Meeting and who applies for election or appointment to the Board of Stewards, shall be considered during the nomination process as further defined by the Board of Stewards, unless conflicted as described in the paragraph of this Section Entitled "Conflict of Interest."

Conflict of Interest - The following individuals shall not be eligible to serve on the Board of Stewards:

1. Anyone who is a current Church employee or under contract to the Church
2. Anyone who is ordained clergy or currently is officially in the process of seeking ordination within their denomination; or anyone who has or is officially seeking ecclesiastical authorization (ordination, licensure for ministry or commissioning) within the United Church of Christ
3. Anyone who is a spouse or family member of, or in a committed relationship with a current member of the Board of Stewards or current Church employee

The applicant must be able and willing to serve on the Board of Stewards for a term of three years.



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Responsibilities and Requirements for Stewards

1. Attend regularly scheduled meetings, currently scheduled monthly for the forth Monday of each month. If a Board Member misses two consecutive monthly meetings, each without justifiable cause, or demonstrates habitual neglect by failure to attend or participate in the Board meetings, the Board of Stewards may request the member's resignation at its next meeting. The Board may from time to time call special meetings for various purposes, so the applicant must be flexible enough to attend these meetings as well.
2. Participate actively in decision making, assuming leadership positions as elected or appointed.
4. Share in the responsibility for raising the necessary funds for the church's operations.
5. Attend and support worship and other church events.
6. Agree to and execute a copy of the Board of Stewards Code of Conduct and Leadership Covenant.