

# Mile Hi Church



## Board of Trustees Requirements, Responsibilities and Application

Dear Mile Hi'er:

Thank you for your interest in serving on the Board of Trustees of Mile Hi Church. Your willingness to serve and your devotion to our spiritual community are beautiful blessings!

Our Board of Trustees is comprised of nine congregational members and three of our Mile Hi ministers. The Board is one of our most important teams, providing essential skills and spiritual awareness for the ongoing growth and development of Mile Hi Church. For the Board to function well and fulfill its role, careful selection of members is critical. The skill needs of the Board change as its members cycle through their terms. Please know that many individuals offer great gifts, yet the timing of their Board involvement would be determined by the current and changing needs of the Board. We have found that the best approach is to hold this opportunity lightly and let higher guidance reveal if Board service is best for you and for the church. Thank you again for your interest. You are a great blessing to Mile Hi Church, and we're so grateful for your loving commitment to serve in the arena that creates your greatest fulfillment, joy and effectiveness.

Lovingly,

*Dr. Michelle Medrano*

*Rev. Jack Rouse*

# Mile Hi Church of Religious Science

## Board of Trustees Requirements and Responsibilities

### Requirements:

The Bylaws of Mile Hi Church provide for the following requirements for lay trustees:

1. You must have been a member of this church for at least two years.
2. You must have completed at least the Science of Mind 101 (Beyond Limits) accredited class or its accredited equivalent.
3. You must have been informed of and be willing to accept the responsibilities of membership on the Board of Trustees. (See responsibilities and expectations attached.)
4. You must have no close relatives on the Board of Trustees. Close relatives are defined as spouse, sibling, parent, grandparents, aunt, uncle, first cousin, member of the same household or an in-law of these relatives.
5. You must have been a regular financial contributor to this church, by identifiable means, for at least one year.
6. You must not be a paid employee of this church, nor the spouse or partner of a paid employee, nor a member of the same household as a paid employee.
7. You must not seek to profit in your personal business through service on the Board and you must avoid any other conflicts of interest.

### Responsibilities:

In addition to the specific requirements set out in the bylaws, there are certain expectations regarding the responsibilities of the Board of Trustees:

- A. The Board of Trustees are governed by the Articles of Incorporation, the bylaws of the Church and by certain policies that have been established by the Board of Trustees over time.

There is an expectation that members of the Board of Trustees will abide by the existing Articles of Incorporation, the bylaws, and our own policies until such time as the Articles of Incorporation or bylaws are modified by the membership, or the policies are modified by action of the Board.

- B. The Board of Trustees usually meets on a monthly basis to conduct the ongoing business of the Church. Special meetings are necessary from time to time and there is generally an annual on-site retreat comprising one to three days, depending on the need.

There is a requirement that Trustees will attend scheduled and special board meetings and the annual retreat. Occasional family and business conflicts can occur, and it is expected that a Trustee will notify the Board President in advance of any meeting that he or she will miss.

- C. The lay members of the Board of Trustees are representatives of the membership at large and congregation in general and not any specific constituency. While Trustees are encouraged to join any groups and participate in any activities of the Church that may be of interest, members of the Board are not representatives of any group or organization but serve the larger membership and congregation.

There is an expectation that each of the board members will serve the interests of the membership and congregation as a whole.

- D. The Board has certain committees including Executive, Finance, Master Site Planning, Visioning, Nominating, and Bylaws. Additional committees are formed from time-to-time to carry out the specific objectives of the Board and the business of the Church.

There is an expectation that members of the Board will serve on one or more of the committees that may be of interest to them.

- E. The Church sponsors various social events and meetings with groups from time-to-time. Such events would include meetings and receptions to welcome new members, Ministry of Service recognitions, and other activities. These events are not mandatory for all Board members but they are announced and it is important to have representation from the Board. In addition, Board members are asked to make themselves available after the services whenever possible to meet visitors and listen to the ideas and suggestions of the membership and congregation. It is only by listening to the congregation that the Board members can represent their interests in the business affairs of the Church.

There is an expectation that the members of the Board will periodically attend various social and business functions of the Church and its groups in order to maintain their connection to the congregation and the members.

- F. The members of the Board are responsible for bringing financial information and leadership to the congregation. The Church conducts an annual stewardship campaign to continually develop the financial base of the Church. From time-to-time, the Church also conducts capital or special needs campaigns.

There is an expectation that the members of the Board will be strong financial supporters of these programs, attend campaign or fundraising events, and provide positive leadership in these activities.

- G. The general purposes of the Board of Trustees of Mile Hi Church are as follows:

- ☒ Oversee and fulfill all governance functions and responsibilities;
- ☒ Express as a nucleus of high spiritual consciousness at the core of Mile Hi Church;
- ☒ Provide leadership and communication within the Church;
- ☒ Provide strategic and long-range planning for the development of the Church;
- ☒ Assist with enhancing the resources of the church in a manner that expands awareness and programs;
- ☒ And provide fiduciary and budgetary input and oversight, so the resources of the Church receive proper stewardship.

The lead Ministers are our CEO and are in charge of the day-to-day administration of the ministers and of the church staff. Furthermore, all ecclesiastical functions and decisions are the exclusive purview of the ministerial staff.

There is an expectation that the Board of Trustees will honor and maximize its essential role while also respecting the purposes and functions of other aspects of the Church.

# Mile Hi Church

## Application for Board of Trustees

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

Date of Membership in the Church \_\_\_\_\_

Date of Completion of *Beyond Limits* or Its Equivalent (month/year) \_\_\_\_\_

The following information may be summarized on this form or in attachments to this form, and you may include resumes or any other material that you feel would help us understand your skills and abilities to serve on this board.

1. Briefly summarize your business and educational background. Include special accomplishments, training courses, degrees earned, major and minor studies.

2. Summarize your involvement in church-related activities. Include committees, events, projects, and note your specific responsibilities.

3. List your memberships in other organizations, hobbies, recognitions, awards, etc.

4. (a) Indicate if you would bring any of the following skills to the Board:

- |   |  |
|---|--|
| <input type="checkbox"/> Accounting and Budgeting       | <input type="checkbox"/> Community Outreach                    |
| <input type="checkbox"/> Investing & Finance            | <input type="checkbox"/> Organizational Development            |
| <input type="checkbox"/> Legal, By Laws, etc.           | <input type="checkbox"/> Real Estate Planning & Development    |
| <input type="checkbox"/> Computer/Internet<br>Expertise | <input type="checkbox"/> Group Facilitation                    |
| <input type="checkbox"/> Broadcast Technology           | <input type="checkbox"/> Religious Science Practitioner        |
| <input type="checkbox"/> Marketing                      | <input type="checkbox"/> Fund Raising and Resource Development |

(b) What other skills and abilities do you feel you would bring to the Board of Trustees?

5. Include a written paper stating your perspectives on the vision for Mile Hi Church over the next five years.

I have read and reviewed the Requirements and Responsibilities for serving on the Board of Trustees of Mile Hi Church and, if elected, I agree to abide by the letter and spirit of them. I am committing to serve Mile Hi Church with a strong and supportive consciousness, realizing the highest and greatest Good for all concerned.

Signature\_\_\_\_\_

Date\_\_\_\_\_