

Metropolitan Community Church of San Francisco

Dear Member,

We appreciate your interest in serving on the Board of Directors at MCC-SF. As you prayerfully consider this position, remember that the rewards are many for those who serve.

The instructions for submitting the attached application are as follows:

- Read and understand the requirements of the position by reading the Board of Directors – Code of Conduct and the MCCSF Bylaws.
- Complete the application by typing your answers into the document.
- Submit a recent photograph to be included in the packet.
- **Submit your application and photograph to the clerk electronically at mccsfboard@gmail.com no later than October 18, 2015.**

The Board will review your application and contact you to clarify any questions and notify you if you are approved as a candidate to be presented to the congregation.

If you have questions or comments, please email mccsfboard@gmail.com or speak with Board Clerk, Dennis Creagh, or any Board member.

Yours in service,

The Board of Directors

1. CONFIDENTIAL

Request for Consideration of Candidacy for Board of Directors of MCC San Francisco

This section of the application will be removed from the packet distributed to the congregation and will be kept in a confidential file to be reviewed by the Board.

All other pages of the application will be copied and distributed to the congregation to help them in their decision-making process.

Name:

Address:

Primary Phone:

Alternate Phone:

Email Address:

Current Employer:

Length of Employment:

Please provide the names and phone numbers of two references from the MCC-SF congregation that know you well and also know of your service to the church. Make sure they approve of your using them as references.

Reference 1 Name:

Phone #:

Reference 2 Name:

Phone #:

Date of MCCSF

Membership:

Date of Application:

Occupation:

Job duties and responsibilities:

(You may include a copy of your resume.)

Have you ever been convicted of a felony, or been fined and/or sentenced (including probation) for any felony, or pleaded guilty or 'no contest' (nolo contendere) to any felony?

(A "yes" answer is not an automatic disqualification but refusal to answer the question or failure to answer it truthfully will lead to automatic disqualification.)

Yes _____

No _____

If you answered "Yes" above, please answer the following questions:

When?

Where?

What kind of crime and
what were the circumstances
surrounding the incident?

What was the outcome?

I understand that this application is required of all applicants for the MCC-SF Board of Directors, and that an interview may be required before a decision is made to approve your candidacy for this position.

The information contained in this application is true and correct to the best of my knowledge. I authorize any of the above-mentioned persons or entities to give MCC-SF any information, including opinions, which they may have regarding my character and suitability for the position to which I am applying.

I authorize MCC-SF to request any criminal and civil record information available about me on a yearly basis. I waive my right to inspect any information provided about me by any individual or organization.

I promise if selected for this position to fulfill my commitment by being punctual, prepared, and as enthusiastic as I am able. If for any reason I am unable to be present when scheduled, I will notify the proper person. Should I need to resign, I promise to return keys and other MCCSF property, documents, and access issued to Board members promptly to current leadership.

(signed)

Please list any and all other names that you have used other than those you have presented elsewhere on this application.

Name(s):

Driver's License # and State:

Date of Birth (mm/dd/yy):

2. Information for Applicants to the MCCSF Board of Directors

Duties of the Board of Directors include:

- Supports the Senior Pastor as the Operating Officer of the church
- Sets church policy as appropriate, including all financial policies
- Drives Strategic Planning initiatives
- Establishes an annual budget and implements that budget with the Senior Pastor
- Establishes and implements the annual stewardship drive
- Oversees church finances, both expenditures and revenues
- Drives all yearly fund-raising programs
- Manages long-term investments and physical assets of the church

By-laws Regarding the Board of Directors

Article V - Board of Directors

A. Name – The local church administrative body shall be the Board of Directors, which is authorized to provide administrative leadership subject to the approval of Voting Members in the Congregational Meeting.

B. Responsibilities – The Board of Directors shall have charge of all matters pertaining to the documents of legal organization and incorporation, strategic planning, church policy, church property, risk management, and physical and financial affairs of the church including the investment of church funds and purchase, sale or distribution of up to \$100,000 of church assets. The Board of Directors shall be responsible for collecting and disbursing funds, keeping adequate church records, making timely reports to the Congregation and UFMCC, and fulfilling all responsibilities of a local church administrative body as stated in the UFMCC Bylaws.

1. The Board of Directors as a group may delegate authority; however an individual member may not appoint a substitute or alternate to act in his or her place.

C. Composition – The Board of Directors shall consist of seven (7) members: the Senior Pastor and six (6) members elected from the voting membership of the congregation.

D. Qualifications – To be eligible to serve on the Board of Directors, a congregant must have been a Voting Member for a period of at least one year at the time of elections and must be at least eighteen (18) years of age.

1. **Conflict of Interest** – More than one person from a household, family, or committed relationship; someone who is a church employee (except the Senior Pastor); or someone who is a Clergy Candidate or Intern shall not be eligible to serve on the Board of Directors.
2. **Required Experience** – Candidates for the Board of Directors must have experience in one of more of the following areas: financial planning, administration, policy development, fundraising, or other training or experience demonstrating ability for leadership.
3. **Background Check** - Anyone applying for a position on the Board of Directors is subject to and must agree to a background check as part of the application process.

E. Term of Office – The term of office for members of the Board of Directors, except the Senior Pastor, shall be two-year staggered terms, normally with half being elected at each Annual Congregational Meeting. To maintain continuity, newly elected members to the Board of Directors shall make every effort to attend any meetings of the Board of Directors before beginning their terms in January.

F. **Meetings** – The Board of Directors shall meet at least ten (10) times per year, normally monthly. Except for executive sessions, meetings shall be open to the congregation and to the public to attend without vote. Meeting dates and times shall be posted in a prominent location and shared electronically or in writing at least ten (10) days prior to a regular meeting and at least twenty-four (24) hours prior to a special meeting.

1. **Quorum** – No less than a majority of the members of the Board of Directors, including the Moderator, must be present in order to transact business. If the Moderator is unable to attend, a meeting of the Board of Directors may be conducted with the approval the Moderator or when seventy-two hour notice is given to the Moderator; in such instance, no less than a majority of the members of the Board of Directors, including the Vice-Moderator, must be present.
2. **No Proxy or Absentee Voting** – Members of the Board of Directors may not vote by proxy or any other form of absentee voting in any meeting of the Board of Directors.
3. **Minutes** – A draft of minutes and financial reports shall be available to Members of the church within two (2) weeks after each meeting. Minutes shall include a record of those present and decisions made. A copy of the approved minutes shall become part of the permanent church records.

G. **Authorized Officers** – The official officers of the church are Moderator, Vice-Moderator, Clerk, Treasurer, and Financial Secretary.

H. **Election of Officers** – During the first January meeting following elections to the Board, the Board of Directors shall elect from among its members, to reflect to the extent possible the diversity of the congregation, a Vice-Moderator, Clerk, Treasurer, and Financial Secretary. The term of office for officers, except for Moderator, shall be one (1) year, from January through December.

1. **Moderator** – The Senior Pastor shall serve as Moderator of the Board of Directors and Congregational Meetings. The Moderator, with input from the Board, shall prepare the agenda for Board meetings.
2. **Vice-Moderator** – The Vice-Moderator shall serve as Moderator of the Board and Congregational Meetings in the absence or upon the request of the Moderator. The Vice-Moderator prepares the Annual Report to the congregation in conjunction with the Moderator.
3. **Clerk** – The Clerk shall be responsible for ensuring the maintenance of official correspondence and church records, including the list of Voting Members, and for ensuring that accurate records are kept of all meetings of the Board of Directors and of the Congregation. The Clerk is the officer authorized to receive petitions submitted to the Board of Directors.
4. **Treasurer** – The Treasurer shall be responsible for ensuring the preparation and maintenance of all financial records. This shall include a monthly financial report to the Board and an annual financial report to the Congregation. The monthly and annual financial reports shall reflect receipts, disbursements, and outstanding financial obligations. The Treasurer shall prepare a proposed budget for the upcoming year consulting with, and soliciting feedback from, all appropriate stakeholders, including the Senior Pastor, staff, and Finance Team.
5. **Financial Secretary** – The Financial Secretary shall supervise the receipt of all offerings and other monies; shall transmit all monies received to the Treasurer, taking his/her receipt therefore; shall supervise and keep an account of all contributions and other monies received by the congregation; and may issue quarterly individual giving statements.

I. Officer Transition – Officers whose terms of office have expired shall assure the orderly transition of authority to their successors before being relieved of their responsibilities. Similarly, officers whose terms of office have expired shall take all appropriate steps to substitute their successors on all the church's financial accounts and signature cards.

J. Vacancies – In the event of a vacancy on the Board of Directors, the Board may appoint a qualified Voting Member to fill the vacancy until the next Annual Congregational Meeting, when an election shall be held to fill the unexpired term. If more than two vacancies exist and the Annual Congregational Meeting is more than 3 months away, the Board shall call a Special Congregational Meeting to fill the vacancies.

K. Discipline – The Board of Directors may remove a board member, excluding the Senior Pastor (who must be disciplined in accordance with the UFMCC Bylaws), for dereliction of responsibility or unethical or illegal conduct (e.g. theft, fraud, bribery, harassment, conspiracy, lying, breaking confidentiality, destruction of property), upon a majority vote of the full Board of Directors. A petition submitted to the Clerk and signed by thirty (30%) of the Voting Members of the congregation may also initiate such a procedure.

L. Appeal – A disciplined member of the Board of Directors may appeal the action to the congregation at its next regular Congregational Meeting or at a Special Congregational Meeting which may be called for this purpose. The decision of the Congregational Meeting is final. Until the Congregational Meeting to consider the appeal, the position held by the disciplined member of the Board of Directors shall be considered vacant.

M. Limitation of Liability – No director or officer of the church shall be liable for any act or failure to act by any other director or officer of the Church or by any employee of the Church. No director or officer of the Church shall be liable for any loss arising from any fault in the title to any property acquired by the Church. No director or officer of the Church shall be liable for any loss arising from any fault in any security in which the Church might invest, or from bankruptcy, insolvency, or wrongful act by any person to whom the Church might entrust any of its property. No director or officer of the church shall be liable for any loss due to error of judgment or oversight on his/her part, or for any other loss whatsoever occurring in the carrying out of the duties of his/her office, unless this loss arises from the director's or officer's own willful neglect or fraudulent or criminal actions.

N. Indemnity – The church shall protect every director and officer of the church against all costs arising in relation to his/her relations with the Church, unless they are occasioned by his/her own willful neglect or fraudulent or criminal actions.

O. Code of Ethics – The Board of Directors shall develop a Board Code of Ethics which shall apply to the Board of Directors. The Board Code of Ethics shall address legal and ethical obligations, including:

1. Duty of care;
2. Duty of loyalty;
3. Duty of obedience;
4. Conflict of interest;
5. Gifts;
6. Duty to disclose breaches of the code of ethics; and
7. Whistleblower protection

P. Conflict of Interest – “Conflict of interest” includes but shall not be limited to, any transaction by or with the church in which a member, employee, or director has a direct or indirect personal interest, or any transaction in which a member, employee or director is unable to exercise impartial judgment or otherwise act in the best interests of the church.

1. In the event any director has a conflict of interest that might properly limit such director’s fair and impartial participation in Board deliberations or decisions, such director shall inform the Board as to the circumstances of such conflict. If those circumstances require the nonparticipation of the affected director, the Board may nonetheless request from the director any appropriate nonconfidential information which might inform its decisions.
2. No director shall cast a vote, nor take part in the final deliberation in any matter in which he or she, members of his or her immediate family, or any organization to which such director has allegiance, has a personal interest that may be seen as competing with the interest of the church.
3. Any director who believes he or she may have such a conflict of interest shall so notify the Board prior to deliberation on the matter in question, and the Board shall make the final determination as to whether any director has a conflict of interest in any matter. The minutes of the Board meeting shall reflect disclosure of any conflict of interest and the recusal of the interested director.

Complete bylaws and other Board-related documents are available on the MCCSF website.

3. Application for Candidacy to the Board of Directors of MCC San Francisco

The information you provide here will be reproduced exactly as it appears for distribution in the congregational meeting packet.

Name:	
Date of MCCSF membership:	
Date of application:	
Occupation:	
Where are you currently employed?	
What is your position and how long have you been employed there? Briefly describe your job responsibilities.	
Briefly describe how you will balance your time and dedication to this ministry with your spiritual, personal and professional responsibilities. Will you be able to commit the time necessary to attend Board meetings and Congregational meetings? On average, Board members spend about five (5) hours each week meeting their Board responsibilities.	
Why do you want to serve on the MCCSF Board of Directors?	

<p>What skills and strengths would you bring to the Board?</p> <p>(You may include a statement of your work and volunteer experience.)</p>	
<p>What committee work are you interested in?</p> <p>(E.g. stewardship, finance, communications, etc.)</p>	
<p>How have you served our community in the past?</p>	
<p>Please describe your experience, skills, and expertise in any or all of the following areas applicable to Board work: nonprofit fiscal management, stewardship and fundraising, human resources, risk management, program direction and management, property and building management, community leadership.</p>	
<p>Have you ever been a Board member of this or another nonprofit organization? If yes, what were your duties and responsibilities?</p>	
<p>Is there anything else you would like the congregation to know about you before electing Board members?</p>	