

Resurrection Metropolitan Community Church  
**Board of Directors – Assistant Treasurer**  
Position Description and Purpose

Revised: November 11, 2012

**Position Definition & Purpose:** Meet all of the requirements outlined on the Board of Directors Positions Description and Purpose. Provide specific oversight of all endowments by the church as well as legacy giving programs, facilities projects, capital campaigns, and capital improvement projects, and support the treasurer and Board of Directors to provide specific oversight of all the physical and financial affairs of Resurrection MCC, thus creating a “healthy: entity which enables the ministers of Resurrection MCC t realize the mission of “demonstrating God’s unconditional love to all people through Christian action.”

**Mission-critical Responsibilities:**

- Proactively communicate, support, and fulfill the mission, vision, core values, purpose and goals of the church.
- Maintain open and frequent communication with Senior Pastor, Executive Team, and members of the congregation.
- Conduct oneself as a spiritual leader and model integrity and sincerity in all relationships.
- Recognize the value of leveraging the diversity in Resurrection and the broader Houston community and consistently practice inclusion of ALL individuals.

**Financial Management:**

- Assist Treasurer to ensure the financial stability of Resurrection, working in conjunction with the Board of Directors, staff, and with input for the Executive Team and Ministries of Resurrection.
- Assist Treasurer to ensure the receipt and safekeeping of all funds of Resurrection MCC, including all subsidiary and deposited accounts.
- Assist Treasurer to ensure that all monies are disbursed only in accordance with the Operating Budget approved by the congregation at the Annual Congregational Meeting or as revised by the Board of Directors.
- Assist Treasurer in overseeing Resurrection MCC property acquisitions and dispersals.
- Participate in the identification and prioritization of Resurrection MCC’s capital and financial needs and, with the Treasurer, present these to the Board of Directors.
- Understand status of current church endowments and any requirements or stipulations for each.

**Personnel and Compensation:**

- Assist the Executive Pastor in reviewing job descriptions and personnel policies and submit revised personnel policies as needed for Board approval.

- Prepare compensation comparison of staff salary ranges and the benefit packages to other churches of similar size and demographics as part of annual budgetary process.

**Board Meetings:**

- Prepare and present monthly report to Board of Directors of activities designed to increase legacy contributions as well as compliance with any current endowments requirements.
- Prepare and present monthly report to the Board covering any facilities maintenance plan, capital improvement plan, and capital campaign.
- Assist treasurer as needed to prepare a financial report covering all fund balances and monthly revenue and expense activity including a comparison to the budget and budget metrics for the monthly Board meetings.
- In partnership with the Executive Pastor and Treasurer be prepared to discuss and recommend any financial actions needed to keep Resurrection MCC a “healthy” entity.

**Committee Responsibilities:**

- Budget Committee – participate as a member of the Budget Committee prepared to support compensation recommendations, capital funding needs and legacy/endowment programs.
- Act as a Board liaison with the Facilities Committee; Capital Campaign Committee and Fundraising Committee to understand their programs aimed at legacy giving, timing, and expected results.

**Position Expectations:**

- Shall assist Treasurer in preparing or ensure others are preparing all financial reports for the monthly Board meeting and have them made available in timely fashion.
- Shall prepare for and actively participate in Budget Committee meetings.
- Shall attend Executive Team meetings, as needed, during preparation of budget proposal.
- Shall assume the responsibilities of the Treasurer, per the Treasurer Position Description and Purpose, if the Treasurer is unable to fulfill stated responsibilities.
- Be willing to meet regularly with staff or ministry teams to understand requirements outlined in current endowments and monitor the proper discharge of the endowment.
- Be willing to gain education of the trends in endowments and work with ministry teams to assess their viability for Resurrection.

**Position Expectations:**

- Shall be a member of the Board of Directors.
- Shall be elected Assistant Treasurer by the Board of Directors.
- Possess a general knowledge of accounting and financial statements.

- Possess the ability to handle and maintain confidential information and material.
- Possess the ability to communicate financial matters to people with a wide range of financial background and understanding.
- Possess ability to build consensus.
- Possess ability to deal with stress and conflict SITUATIONS WITH PATIENCE.
- Develop working knowledge and understanding of current endowments and potential to increase this contribution sources.

**Relevant Dates:**

- July – Partner with Executive Pastor to prepare compensation analysis and participate in the Budget Committee

**Term:** Three (3) Years

Resurrection Metropolitan Community Church

**Board of Directors – Clerk**

Position Description and Purpose

Revised: November 11, 2012

**Position Definition & Purpose:** Meet all of the requirements outlined on the Board of Directors Positions Description and Purpose. The Clerk performs the duties as Secretary of the Corporation as defined by the current not-for-profit standards and shall be responsible for ensuring maintenance of official correspondence and church records, proper notice of all authorized meetings of the church, recording minutes of all business transacted at such meetings, and a complete record of all Members and Friends is maintained. The Clerk ensures the documentary stability of Resurrection, working in conjunction with the Board of Directors and church staff.

**Mission-critical Responsibilities:**

- Proactively communicate, support, and fulfill the mission, vision, core values, purpose and goals of the church.
- Maintain open and frequent communication with Senior Pastor, Executive Team, and members of the congregation.
- Conduct oneself as a spiritual leader and model integrity and sincerity in all relationships.
- Recognize the value of leveraging the diversity in Resurrection and the broader Houston community and consistently practice inclusion of ALL individuals.

**Board Meetings:**

- Ensure proper notice (14 days prior to meeting) of all recurring Board meetings of Resurrection MCC.
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- Ensure proper notice (3 days prior to meeting) of all specially called Board Meetings.
- Ensure all Board members submit reports to the Board's monthly meeting.
- Ensure meeting agenda and reports are distributed to the Board one week prior to their meeting.
- Ensure the recording of minutes of all business transacted at the Board meetings.
- Forward meeting minutes to Vice-Moderator and Moderator within three days to ensure accuracy and, upon their approval, to all Board members.
- Ensure that an official, signed copy of the minutes is on file with official church documents within 7 days of the recorded meeting.
- Provide minutes of all Board of Director Meetings to the congregation as requested within 7 days of the requests official submission.
- Maintain Evergreen document of Board Goals.

- Circulate all business and motions of the Board between meetings via email and tally votes and report results of the vote with the motion in the minutes of the next scheduled Board meeting.

**Congregational Meetings:**

- Ensure proper notice (14 days prior to meeting) of all Congregational meetings of Resurrection MCC.
- Ensure meeting agenda and reports are available to the congregation by the date of the Congregational Forum.
- Endure recording of minutes of all business transacted at the Congregational meeting.
- Forward meeting minutes to the Vice-Moderator and the Moderator within three days to ensure accuracy and, upon their approval, to all Board members.
- Ensure that an official, signed copy of the minutes is on file with official church documents within 14 days of the recorded meeting.
- Provide minutes of all Congregational Meetings to the congregation as requested within 7 days of the requests official submission.

**Membership Roles:**

- Ensure that an accurate record of all Members and Friends is maintained, showing time and mode of admission and other personal data.
- Ensure that a record of Baptism, Holy Unions, deaths, etc. is maintained.
- Ensure Board of Directors review membership roles semi-annually or as required by the Bylaws.

**Committee Responsibilities:**

- Policy and Procedures Committee = participate in meetings and assist Administrator in accomplishing objectives.

**Position Expectations:**

- Shall prepare or cause to be prepared all minutes for the monthly Board meetings.
- Shall prepare or cause to be prepared all minutes for all Congregational meetings.

**Position Requirements:**

- Shall be a member of the Board of Directors.
- Shall be elected Clerk by the Board of Directors.
- Possess a general knowledge of corporate business meeting records and record filing requirements.

**Relevant Dates:**

- 2 weeks prior to each Board Meeting: request reports and then submit packet.

- Semi-Annually: ensure the Bard reviews the membership roles.

**Term:** Three (3) Years

Resurrection Metropolitan Community Church  
**Board of Directors – Resource Development**  
Position Description and Purpose

Revised: November 11, 2012

**Position Definition & Purpose:** The Resource Development Director shall meet all of the requirements outlined on the Board of Directors Positions Description and Purpose. The Resource Development Director provides specific oversight of all fundraising activities of the church providing resources to the Ministries of Resurrection MCC to realize the mission of “demonstrating God’s unconditional love to all people through Christian action.”

**Mission-critical Responsibilities:**

- Proactively communicate, support, and fulfill the mission, vision, core values, purpose and goals of the church.
- Maintain open and frequent communication with Senior Pastor, Executive Team, and members of the congregation.
- Conduct oneself as a spiritual leader and model integrity and sincerity in all relationships.
- Recognize the value of leveraging the diversity in Resurrection and the broader Houston community and consistently practice inclusion of ALL individuals.

**Fundraising Responsibilities:**

- Partners with the Senior Pastor and Executive Pastor to ensure the structures and procedures are in place for securing the resources required by Resurrection MCC operation.
  - Lead the Board in the recruiting and development of fundraising team(s).
  - Provide leadership role in fundraising campaigns.
  - Actively participate in donor development activities.
- Work with staff and fundraising team to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.
- Meet with members of specific fundraising committees or stewardship groups to understand and articulate back to the Board the planned programs, timing, and expected results.
- Be responsible for involvement of all board members in fundraising, such as having board members make telephone calls or make visits to ask for support, sell tickets to fundraising events, staff information tables, prepare and/or deliver advertisements to congregation and community, etc.
- Take the lead in certain types of outreach efforts, such as chairing a dinner/dance or hosting a fundraising party, etc.
- Monitor fundraising efforts to be sure that ethical practices are in place, the donors are acknowledged appropriately, and that the fundraising efforts are cost-effective.

- Work with staff and lay ministry and/or affiliated nonprofit organizations to pursue new avenues of contributions such as foundations or grants.
- Ensure adherence to regulations or requirements which might impact planned programs.
- Work with Treasurer and Budget Committee to understand fundraising income requirements needed for proposed operating budget.
- Monitor the planning of, results, and trends of all fundraising activities and contributions to Resurrection MCC.
- Prepare and present monthly status report to Board of Directors of all fundraising activities, both recent and proposed.

**Committee Responsibilities:**

- Fundraising Committee –
  - Activate and recruit members for a Fundraising Committee when needed and serve as the Board liaison to the committee.
  - Establish and update roles and responsibilities for the Fundraising Committee.
- Budget Committee – participate as a member.
- Capital Campaign Committee - participate as a member.

**Position Expectations:**

- Be willing to meet regularly with staff or ministry teams to gain working knowledge of projects and expectations.
- Be willing to gather legal regulations or contract requirements for programs under consideration in order to monitor compliance.
- Be willing to research new avenues for church contributions and work with ministry teams to assess their viability for Resurrection.

**Position Requirements:**

- Shall be a member of the Board of Directors.
- Shall be assigned Resource Development role.
- Develop working knowledge and understanding of contribution sources and trends in church giving across UFMCC and other religious entities.

**Term:** Three (3) Years