Church Board Member Annual Affirmation Statement

(Approved by the Board on ____________, 20XX)

"ANY ENTERPRISE IS BUILT BY WISE PLANNING, BECOMES STRONG THROUGH COMMON SENSE, AND PROFITS WONDERFULLY BY KEEPING ABREAST OF THE FACTS."

--Proverbs 24:3-4, The Living Bible

OUR GOVERNANCE VISION. It is our expectation and hope that in future years, the members of the Board of Directors of XYZ Church would sense such a high calling to their roles and responsibilities—and have such a vision for the potential of serving others—that they would give the highest priority (as defined by our Board Policies Manual) in the use of their charitable time and resources to XYZ Church during their three-year term of service on the board.

THE ROLES & RESPONSIBILITIES OF BOARD MEMBERS

The full description of board member roles is listed in our Board Policies Manual. In summary, we desire to make spiritually discerning governance and policy decisions in these key areas:

1) People. We are accountable for the hiring, inspiring, guiding, evaluating, and the supporting of our Senior Pastor.

2) Policies. We focus on governance (as defined in the Board Policies Manual) and our stewarding and accountability process for the church (and our board) in the key areas of mission, vision, values, B.H.A.G. (Big HOLY Audacious Goal), strategy, strategic plan, and the annual organizational goals; plus the Senior Pastor’s three to five “Annual S.M.A.R.T. Goals” (which are Specific, Measurable, Achievable, Realistic and Time-related).

3) Strategy. We agree with Ram Charan’s statement in Owning Up: The 14 Questions Every Board Member Needs to Ask, that we want our board to own the strategy, but not necessarily create it. He writes, “There is nothing more important for a Senior Pastor than having the right strategy and right choice of goals, and for the board, the right strategy is second only to having the right Senior Pastor.”

4) Legal and Financial Due Diligence. We take very seriously our fiduciary, legal and spiritual responsibilities as trustees of the church and we ensure that we are in compliance with all legal, financial, and governmental requirements, as described in our Board Policies Manual. These include, but are not
limited to, policy oversight of the annual budget, cash flow, cash reserves, risk management, audits, ECFA certification standards, Senior Pastor compensation, and other areas.

5) Generous Giving. We invite spiritual discerning and qualified men and women to serve on our board who are already generous givers.

This document will be used two ways:

1) We will ask current board members to review and sign this—and affirm their commitment to XYZ Church annually.

2) We will ask prospective board members to review this in advance of their commitment to serve—and then upon their election, to sign the affirmation annually.

The 3 Hats of a Board Member

☐ GOVERNANCE HAT
All board members wear their “Governance” hats at board meetings. Here we seek to spiritually discern God’s voice together as we steward the direction of the ministry in God-honoring ways.

☐ VOLUNTEER HAT
Contrary to what your experience may have been on other boards, here we affirm that “volunteering is optional—and is gifts-based and passion-driven.” If your primary reason for serving on our board is to expand your current volunteer role or a future volunteer role, you might be more fulfilled giving more time and energy to that volunteer role—and not serve on the board. We see these two hats as distinct and separate.

When a board member does wear a volunteer hat (remember—it's optional), we remind that person to leave his or her “Governance” hat back in the boardroom! We know you won’t “power up” as a board member when you’re volunteering—and that you will respect the volunteer lines of authority by working with the appropriate staff or volunteer supervisor. And, of course, we know you will also refrain from bringing volunteer issues into the board meeting so other board members won’t be tempted to micro-manage staff functions and neglect board functions.

☐ PARTICIPANT HAT
The “Participant” hat (as you'll note in this document) includes those events in our calendar year that we expect board members to attend. While you may be introduced as a board member here, these events are not board meetings and so, once again, it would be inappropriate for you to wear your “Governance” hat at these events. In advance, we may ask for your help in some way at an event and so you might be called upon to also wear your “Volunteer” hat. Thanks!

Your Name: ______________________________________
XYZ CHURCH
Church Board Member Annual Affirmation Statement

MY COMMITMENT.
☐ Yes! I affirm my high commitment and generous use of my time, talent and treasures for the purposes of kingdom advancement through the work of XYZ Church. I believe God has called me to serve and I accept these roles, responsibilities and privileges with joy and enthusiasm.

Term of office: January 1, 20XX to December 31, 20XX (3 years)

Board Members Wear 3 Hats:
☐ Governance Hat
☐ Volunteer Hat (based on your strengths, social style and spiritual gifts)
☐ Participant Hat (participation at ministry events and fundraising dinners, etc.)

◆ GOVERNANCE HAT:

Circle: Yes or No

Yes No 1. I affirm the XYZ Church Statement of Faith.

Yes No 2. I affirm I will serve faithfully on the XYZ Church Board, confident that I have the enthusiastic affirmation of my family along with their understanding of the commitments I am making in the use of my time, talent and treasure.

Yes No 3. I affirm I will pray regularly for XYZ Church, the Senior Pastor, the staff, and the Board.

Yes No 4. I affirm I am highly committed to attending the scheduled meetings of the board and committees. (See the attached list for future board meetings.)

Yes No 5. I affirm that during my three-year term on the board I will arrange my giving priorities so that I am able to be a generous giver to XYZ Church.
   Note: “Generous giving” does not mean that our board members must be wealthy.

Yes No 6. I affirm that I am committed to a spiritual journey of becoming a fully devoted follower of Christ.

Yes No 7. I affirm that I will carefully consider opportunities for service on various board committees and will accept such assignments, as I am able. Note: current standing committees of the board are:
   a) Executive Committee
   b) Finance & Audit Review Committee
   c) Governance Committee
8. I affirm that if I am unable or unwilling to continue to serve, prepare for and attend meetings, and execute my responsibilities as a member of the Board of XYZ Church, I will resign my position so that the board may have the benefit of the full support and committed time, talent and treasure of an active board member.

9. Other: ____________________________________________

◆ VOLUNTEER HAT:

Circle: Yes or No

1. I understand that while I am encouraged to serve as a volunteer of XYZ Church, such service is separate from my roles and responsibilities as a board member. I understand that volunteer service is optional, but should I volunteer, the church will seek to place me in a volunteer role that leverages my spiritual gifts, strengths and social styles.

2. I affirm that should I serve as a volunteer, I will respect the lines of authority and accountability and not inappropriately bring my “Volunteer” hat ideas, suggestions, issues or recommendations to the board—but I will work directly with the staff person or volunteer that supervises or coordinates my volunteer work.

3. As a XYZ Church volunteer, I affirm I will prayerfully consider other opportunities for volunteer service, including:
   - Representing the church at meetings and events
   - Serving at an event
   - Serving on an ad hoc task force or committee
   - Other: ____________________________________________

4. Other: ____________________________________________

◆ PARTICIPANT HAT:

Circle: Yes or No

1. I understand that as board member, I am expected to attend selected events each year as a participant—and that, as much as possible, those calendar dates will be announced a year in advance. I also understand that married board members will be highly encouraged to involve their spouses in many of these events.

2. I affirm I will aggressively encourage others to become involved with XYZ Church.

3. Other: ____________________________________________
1 Corinthians 4:2 reminds us that to be a steward it is required that one be found trustworthy. Before God, it is my desire to be faithful in stewarding the important work of XYZ Church!

Signed: ________________________________ Date________

Print Name: ________________________________
## BOARD MEETING SCHEDULE (example only)

### 20XX Board Meeting Schedule (Updated: November 15, 20XX)

<table>
<thead>
<tr>
<th>Year 20XX</th>
<th>Day/Time</th>
<th>Location</th>
<th>Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting #1</strong>&lt;br&gt;Date: _______</td>
<td>Tuesday 2:00 – 4:00 p.m.</td>
<td>Telephone Conference Call</td>
<td>• Prev. Yr. Fin. Reports/Budget Review&lt;br&gt;• Current Yr. Fin. Reports (2 months)&lt;br&gt;• 20XX Budget (final review)&lt;br&gt;• Committee Reports&lt;br&gt;• Senior Pastor’s “State of the Report” report for 20XX and 20XX&lt;br&gt;• Strategic Plan update</td>
</tr>
<tr>
<td><strong>Meeting #2</strong>&lt;br&gt;Date: _______</td>
<td>Thursday 12:00 noon – Lunch 1:00 – 5:00 p.m.&lt;br&gt;5:30 p.m. Optional Dinner (spouses invited)</td>
<td>TBD</td>
<td>• Financial Reports (4 months)&lt;br&gt;• Committee Reports&lt;br&gt;• Senior Pastor’s S.M.A.R.T. Goals update&lt;br&gt;• Leading Indicators update&lt;br&gt;• Nominating Committee Report</td>
</tr>
<tr>
<td><strong>Meeting #3</strong>&lt;br&gt;Board Retreat&lt;br&gt;Date: _______</td>
<td>BOARD RETREAT Thursday 4 p.m. to Friday 2 p.m.</td>
<td>TBD</td>
<td>• Financial Report (7 months)&lt;br&gt;• 3-Yr. Rolling Strategic Plan (20XX – 20XX) – Draft 1 (Big HOLY Audacious Goal, Mission, Strategy, Our Ministry Model, Development Plan, etc.)&lt;br&gt;• Nominating Committee recommendations on board prospect</td>
</tr>
<tr>
<td><strong>Meeting #4</strong>&lt;br&gt;Date: _______</td>
<td>Thursday 12:00 noon – Lunch 1:00 – 5:00 p.m.&lt;br&gt;5:30 p.m. Dinner (spouses invited)</td>
<td>TBD</td>
<td>• Welcome to New Board Members&lt;br&gt;• Financial Reports (10 months)&lt;br&gt;• 20XX Annual Plan, Calendar, Leading Indicators and Senior Pastor’s 20XX S.M.A.R.T. Goals&lt;br&gt;• 20XX Preliminary Budget (next yr.)&lt;br&gt;• Senior Pastor’s Performance Review (based on 20XX S.M.A.R.T. Goals)&lt;br&gt;• Board Governance Committee Report&lt;br&gt;• Appointment of Auditor</td>
</tr>
</tbody>
</table>

### 20XX “Participant Hat” Expectations for Board Members (Updated: ________, 20XX)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day/Time</th>
<th>Location</th>
<th>Event (*Required Attendance)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*(Optional):</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*(Optional):</td>
</tr>
</tbody>
</table>

### Next Year’s Board Meeting Schedule (Updated: ________, 20XX) - Proposed

<table>
<thead>
<tr>
<th>Year 20XX</th>
<th>Day/Time</th>
<th>Location</th>
<th>Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ECFA Governance Toolbox Series No. 1: Recruiting Board Members
Leveraging the 4 Phases of Board Recruitment
Cultivation ► Recruitment ► Orientation ► Engagement

www.ecfa.org/toolbox

A resource to supplement the materials in the
ECFA Governance Toolbox Series No. 2: Balancing Board Roles
Understanding the 3 Board Hats:
Governance ► Volunteer ► Participant ►

www.ecfa.org/Content/Governance-Toolbox-Series-2

An earlier version of this template was originally presented by John Pearson for a CLA Tele-Seminar “6 Best Practices for More Effective Boards” on March 27, 2009, hosted by Christian Leadership Alliance.

© Copyright, 2009. John Pearson Associates, Inc. – All rights reserved.

Permission granted to download this template for internal use only.

This text is provided with the understanding that ECFA is not rendering legal, accounting, or other professional advice or service. Professional advice on specific issues should be sought from an accountant, lawyer, or other professional.