[](http://www.ecfa.org/ToolsAndTemplates/Tool_16_Prime_Responsibility_Chart.pdf)*Important! This template is an example only.   
The details are not prescriptive for every board.*

**PRIME RESPONSIBILITY CHART**

# Version 1.0 (Drafted by Carlos, Jennifer and Cameron on Jan. 15, 2019)

**P = Prime Responsibility A= Assistant Responsibility AP= Approval Required**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOARD AND STAFF ROLES AND RESPONSIBILITIES** | **Board** | **CEO/**  **Sr. Pastor** | **Exec.VP/ CFO/Exec. Pastor** | **Dept. Heads** |
| **PERSONNEL** | | | | |
| 1) Hire and fire the top leader |  |  |  |  |
| 2) Hire and fire other senior leaders |  |  |  |  |
| 3) Hire and fire middle management |  |  |  |  |
| 4) Hire and fire all other staff |  |  |  |  |
| 5) Annual update: employee handbook |  |  |  |  |
| **PLANNING** | | | | |
| 1) Mission, vision, values |  |  |  |  |
| 2) Rolling 3-Year Plan Annual Update |  |  |  |  |
| 3) CEO/senior pastor annual goals |  |  |  |  |
| 4) Dept. heads annual goals |  |  |  |  |
| **FINANCE** | | | | |
| 1) Annual budget |  |  |  |  |
| 2) Quarterly financial reports |  |  |  |  |
| 3) Annual audit |  |  |  |  |
| 4) Non-budgeted expenditures over $ |  |  |  |  |
| *Add additional categories, roles, and responsibilities below (as needed)* | | | | |
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