

MONITORING REPORT: EMERGENCY EXECUTIVE SUCCESSION Executive Limitations Policy #5 November 2011

POLICY EL #5: EMERGENCY EXECUTIVE SUCCESSION

In order to protect the church and Board from sudden loss of Executive Team services, the Executive Team must not fail to designate and keep informed at least one other Executive Team familiar with Board and Executive Team issues and processes.

EXECUTIVE TEAM INTERPRETATION:

- “Loss of Executive Team services” means that one or more members of the Executive Team, including the Senior Minister as CEO and Chief of Staff, would be unavailable to perform the tasks and roles of their job for an extended period of time.
- “Designate and keep informed at least one other Executive Team” means that the Executive Team will regularly cross-train and provide back up plans for situations in which a member of the Executive Team would be unavailable.
- “Board and Executive Team issues and processes” means that in addition to performing Executive functions for the congregation, the Executive Team would also ensure that the Board received its regular monitoring information on schedule.

HOW COMPLIANCE WILL BE DEMONSTRATED:

- 1) A plan for providing the Board monitoring information.
- 2) A succession plan for the Senior Minister
- 3) A succession plan for the Assistant Minister
- 4) A succession plan for the Business Manager

RATIONALE:

The letters of agreement for both ministers describe the general areas of responsibility for each of the ministers’ portfolios. The Business Manager has her portfolio defined by the Business Manager’s job description and memorandum of understanding.

EVIDENCE OF COMPLIANCE:

- 1) Currently the Business Manager prepares the information for Limitations monitoring and the Minister of Pastoral Care and Programs prepares the information for Ends monitoring. The Senior Minister as CEO takes this information and develops monitoring reports for the Board. The Executive Team meets frequently and this communication allows for the other two members of the Executive Team to combine their specialties. Thus both the operations of the church, and the Board’s monitoring of those operations, would continue without the CEO directly present.

- 2) In the event that Rev. Josh is unavailable, Rev. Alison would take over as the leader of the Executive Team and the Program Staff. She would also meet with the Board President, fill in on worship, and acquire the social action portfolio. Marina would take the building and grounds portfolio and attend Board meetings. Depending on the length of Rev. Josh's absence, Marina may have to go to full-time on a temporary basis.
- 3) In the event that Rev. Alison is unavailable, Rev. Josh would be the primary holder of the pastoral care, adult RE, and rites of passage portfolios. Rev. Josh would also supervise the DRE. Scott Ward would assist with pastoral care, and Susan Madison would assist with Adult RE. The chairs of the ARE Team, Caring Friends, and the leaders of Open Circles would also play a more independent role in her absence. Rev. Josh would either cover Rev. Alison's Sundays in the pulpit or arrange for guest speakers with the help of Scott Ward.
- 4) In the event that Marina was unavailable, the administrative staff members are regularly cross-trained in other jobs. This includes cross-training Marina in some of the other administrative staff jobs so that she can fill in for them. The following staff, and one lay person, is cross trained in various tasks: Congregational Administrator—payroll, IT and accounts payable; Kanchalee—LED sign, coffee hour tables, and database; Marina—accounts receivable & publicity; Dale Stratton—accounts payable; Paul Pinson, Suzanne Proud, and Elyse Reznick— various administrative tasks and projects as needed. Rev. Josh would become the direct head of human resources

The following table shows how portfolios for each of the Executive Team members would change, which paid staff and lay people would help them, and possible changes in their roles with Board if applicable.

Staff Member	Portfolio They Would Acquire	Help from Other Paid Staff	Help from Lay People	New Role with Board	Rationale
Josh	Pastoral Care, ARE, Rites of Passage, HR	Susan—ARE; Scott—Pastoral Care; Catherine—CYRE and Youth:	Dale McGill—Pastoral Care; Janet Tillman—ARE; Lori Cowan—HR	NA	Ministerial Letter of Agreement
Alison	Worship, Social Action, ET and Program Staff Leadership	Scott—Worship; Susan—Membership	Lynn Ingersoll—Social Action; Senior Minister Advisory Team	Ends Specialist	Ministerial Letter of Agreement
Marina	Building	Cong. Admin.—Accounts Payable, Payroll, IT Treasurer reports; Pub. Assistant—LED sign, coffee hour tables Terry—Building	Dale Stratton—Accounts Payable Paul Pinson—Accounts Receivable Elyse Reznick—Giving statements and Booster Cards Suzanne Proud—Membership Data	Limitations Specialist; meets with Board	Job Description & Memorandum of Understanding

ASSESSMENT:

The Executive Team reports compliance.

Respectfully Submitted by the Executive Team,

Rev. Dr. Joshua Snyder,
Rev. Alison Hyder,
Marina VanRenssen