

**Internal Monitoring Report – Executive Limitations  
Emergency Executive Succession  
September 2017**

**POLICY EL #5:           EMERGENCY EXECUTIVE SUCCESSION**

*There have been no changes in the ET’s interpretation of this policy  
and we report compliance.*

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*In order to protect the church and Board from sudden loss of Executive Team services, each Executive Team member must have another member as a backup who is kept informed about his/her portfolio of responsibilities.*

The letter of agreement for the minister describes the general areas of responsibility for her portfolios. The Business Manager has her portfolio defined by the Business Manager’s job description. Other portfolios are determined by the ET at the initial meeting of each church year.

- The Executive team members are kept updated regularly on each portfolio. For example, each member does a portfolio update at our regular Executive Team Meetings.
- In the event that an ET member is unavailable, we have established portfolio coverage as follows:

**Rev. Roberta Finkelstein:**

- CYRE: Scott with Catherine Williamson, DRE
- Pastoral Care: Scott with Pastoral Team Chair, Deb Griffin
- Worship: Scott and Worship Associates
- Small Group Ministry: Scott

**Marina VanRenssen:**

- Rentals and Finance: Rev. Roberta with support from Chrissy McCullin, Congregational Administrator.
- Personnel by Rev. Roberta
- Internal Communications by Rev. Roberta and volunteers
- Building and Grounds: Rev. Roberta with support from Building Coordinator, Ernie Congo

**Scott Ward:**

- Adult RE: Rev. Roberta
- Outreach Team: Lois
- Denominational Connections: Marina
- Library and Archives: Marina and Judy Windle, volunteer
- Art Gallery: Rev. Roberta

**Lois Morris:**

- Membership and Engagement: Rev. Roberta
- Social Justice: Scott

Respectfully Submitted by the Executive Team,

Rev. Roberta Finkelstein  
Marina VanRenssen  
Scott Ward  
Lois Morris