

**Internal Monitoring Report – Executive Limitations
Emergency Executive Succession
September 2019**

POLICY EL #5: EMERGENCY EXECUTIVE SUCCESSION

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

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. Pam Wat:

- Worship: Marina VanRenssen, Scott Ward and Worship Associates
- CYRE: Marina VanRenssen with Catherine Williamson, DRE
- Pastoral Care: Marina VanRenssen, Scott Ward with Pastoral Team Chair, Lydia Robb
- Small Group Ministry: Marina VanRenssen
- Music: Scott Ward

Marina VanRenssen:

- Rentals and Finance: Rev. Pam Wat with support from Chrissy McCullin, Congregational Administrator.
- Building and Grounds: Rev. Pam Wat with support from Building Coordinator, Ernie Congo
- Personnel by Rev. Pam Wat
- Communications by Rev. Pam Wat and volunteers including Dale Stratton, Nancy Pinson, Linda Aldrich, Chrissy McCullin and Cindy Cohen

Randy Windle:

- Denominational Connections: Doyle Dobbins
- Art Gallery: Doyle Dobbins
- Safer Congregations: Catherine Williamson, Rev. Pam Wat

Doyle Dobbins:

- Social Justice: Randy Windle and Rev. Pam Wat
- Membership and Engagement: Rev. Pam Wat
- Library and Archives: Marina VanRenssen

Respectfully Submitted by the Executive Team,
Rev. Pam Wat
Marina VanRenssen
Doyle Dobbins
Randy Windle