

# HOLY COVENANT METROPOLITAN COMMUNITY CHURCH 2023 APPLICATION PACKET

For Election of: Board of Directors

Instructions: (1) Complete application for desired position(s)  
(2) Submit application by using the Submit button at the bottom or you can mail it into the church office.

Mailing Address:

Holy Covenant Metropolitan Community Church  
Attn: Nominating Committee  
9145 Grant Ave.  
Brookfield, IL 60513

**Deadline: Noon, Sunday, October 22, 2023**

**\*\*\*Late applications will not be accepted\*\*\***

**Holy Covenant Metropolitan Community Church**  
**Board of Directors**  
**Job Description**

Thank you for your interest in serving on the Board of Directors of Holy Covenant Metropolitan Community Church (HCMCC). The following is a summary of the qualifications, responsibilities, and terms of service of the members of the Board of Directors. If you have additional questions regarding this information, please refer to Article VI of our church's bylaws. Copies of these bylaws are available, by request, to all members of HCMCC.

The Board of Directors consists of up to six (6) elected church members and the Pastor.

**Qualifications:** According to HCMCC bylaws, the Board of Directors must be members in good standing of HCMCC who are at least eighteen (18) years of age at the time of their election.

A member in good standing is defined as follows:

- (1) A person who registers his/her attendance at church services;
- (2) A person who provides identifiable financial support;
- (3) A person who makes a definite service contribution; and
- (4) A person who demonstrates interest and loyalty in the ministries and operations of HCMCC.

**Responsibilities:** According to HCMCC bylaws, members of the Board of Directors of HCMCC shall be responsible for:

- (1) Providing the church with a set of bylaws which are subject to the Annual Congregational Meeting of church members;
- (2) Oversight of all matters pertaining to the documents of legal organization and incorporation, risk management, and physical and financial affairs of the church;
- (3) Collecting and disbursing funds, keeping adequate church records, and making timely reports to the congregation and the United Fellowship of Metropolitan Community Churches (UFMCC); and making timely reports to the Congregation and UFMCC.

**Terms of Service:** According to HCMCC bylaws, the term of service for members of the Board of Directors is two (2) years. Terms begin immediately following the Congregational Meeting at which the Board member is elected.

Again, thank you for your interest in serving on the Board of Directors of HCMCC. If you have questions that are not answered by this information or the bylaws of our church, please feel free to speak with the Pastor or with any of our current Board members.

May God be with you in your discernment process.

**HCMCC APPLICATION for: BOARD OF DIRECTORS**

**(Type or Print Clearly)**

Name: \_\_\_\_\_ Member of HCMCC \_\_\_\_\_ Years

List your **current** positions/committees/ministries (church, civic, educational, business, etc.): \_\_\_\_\_

\_\_\_\_\_

List your **past** positions/committees/ministries (church, civic, educational, business, etc.): \_\_\_\_\_

\_\_\_\_\_

How will your current positions/commitments affect your level of commitment to the position you are seeking?

\_\_\_\_\_

What skills, experience, and gifts (talents) do you bring to the position you seek? \_\_\_\_\_

\_\_\_\_\_

The requirements for this position include contributing your time, talent, and treasure to HCMCC, as well as a demonstrated interest and loyalty in the ministries and operations of HCMCC. How do you register your attendance at church services? \_\_\_\_\_

How do you provide identifiable financial support? \_\_\_\_\_

\_\_\_\_\_

How do you make a definite service contribution? \_\_\_\_\_

\_\_\_\_\_

How do you demonstrate interest and loyalty in the ministries and operations of HCMCC? \_\_\_\_\_

\_\_\_\_\_

Are you familiar with HCMCC bylaws? \_\_\_\_\_

Describe in your own words "*The Purpose of the Board of Directors.*" \_\_\_\_\_

\_\_\_\_\_

Would you be willing to attend training sessions/retreats for the Board of Directors as necessary and scheduled? \_\_\_\_\_ If not, why not? \_\_\_\_\_

\_\_\_\_\_

Would you be willing to submit to a background check at the church's expense if required by future HCMCC policy \_\_\_\_\_? If not, why? \_\_\_\_\_

\_\_\_\_\_

If you are currently a Board member, and are not re-elected to your position, will you, to the best of your abilities, assist in the transition of your duties to the new Board members? \_\_\_\_\_. If not, why not?

\_\_\_\_\_

\_\_\_\_\_

The following are additional considerations for you when deciding to serve on the Board, and also serve as guidelines for reflection once you are selected for Board service. These guidelines are from MCC's Board of Directors Training Manual.

- 1. Are you a person of faith?** Serving as a spiritual leader requires a proven track record within your local church. Having an active spiritual life and attending worship regularly are very important for all people of faith. These characteristics are especially important for Board members who are called upon to make important strategic decisions about the administrative/financial aspects of congregational life. Do you have a strong relationship with this local MCC so that you have a well-established relationship and credibility with church members and leaders? Are you a regular financial giver in a way that is identifiable and demonstrates your commitment? Are you known for reflecting your faith in how you live out your day to day life? Serving on the Board is not the place to begin serving in the church; it is a place for those with a solid and proven track record of spiritual maturity.
- 2. Are you being raised up to serve because the gifts you have are needed by the Body of Christ at this time?** By whatever path you arrived at your decision to serve on the Board of your church, the key issue is for you to try to identify what your gifts are. Prayer helps, but the discernment of the other members of the Board and other church leadership is also of great value. You might consider this discernment as one way your prayers for guidance get answered. You may think you were called to serve on the Board because of your skills as an accountant, when what the Board really needs from you is your ability to see the "big picture." Where do you see the biggest need where no one else is providing leadership? Possibly that is the direction towards which you are being called to take leadership. Taking the lead in that area may well be a gift you bring to the Board. Remember also that certain gifts you bring to the Board may be needed this year, while others may be needed next year.
- 3. What skills do you bring to the table that you have developed during your professional, academic and personal pursuits?** Many of them may be helpful and sometimes not. You may often think you know what to do because of your previous experience. That may be true, but you just as easily could have missed the point. The responsibilities of an MCC Board member are not directly analogous to those of even another church's Board. Yes, MCC Board members have much the same responsibilities of any corporate Board member, but the framing of these responsibilities has unique aspects. Our relationship to the Pastor is defined by the UFMCC By-Laws, for instance, and is not the same as the relationship between even another non-profit corporation's Board and its chief executive. Often what seems a given from the viewpoint of corporate management just doesn't quite fit our situation. Of course, sometimes our uniqueness is just ignorance and bad habits, but that is what you have to discern as a member of the Board. The gist of this particular consideration is not that your skills elsewhere are valueless on an MCC Board, but that they often have to be re-focused for the different "terrain" on which you will be employing them.
- 4. Who are you elected to represent?** You are not chosen to serve on the Board to represent one specific constituency within the church. Even though you may bring a perspective to the Board's deliberations that is essential for it to have an understanding of the full needs of the Body, this does not mean you are called to be the spokesperson of any particular faction or portion of the Congregation. Board members are not on the Board to represent the music ministry of the church, or the men or women, or any particular group. They must represent the entire Congregation, and act towards fulfilling what is the best interests of the entire body, not just one segment of it.
- 5. Are you a Team-Oriented Person?** You are one of a number of views/opinions that are needed during discussions so that the Board will arrive at decisions that are in the best interests of the church. Often, your initial view will lose out to a more corporately developed view. Trust in the Holy Spirit's leadership. Insisting on your view will distort the process, and lead to dysfunctional results. State your case clearly. But when the vote is counted, stand united.
- 6. Are you willing to devote the necessary time needed to be an excellent Board member?** You must be willing to do the hard work necessary for you to be effective on the Board. That means being prepared for the meetings and it also means being willing to do the work of the Board between meetings. Probably the biggest problem will be determining what the work of the Board is but being willing to do what the Board collectively defines as its work is essential.