



Spiritual Life Center

Board of Trustees Job Description per 2022 Bylaws

Duties and Responsibilities of the Board of Trustees. As representatives of the membership, the Board of Trustees shall:

- Uphold the spiritual purpose of this ministry as stated in Article II, Section 1 of these bylaws;
- Uphold the best interests of the membership in conducting the business of this ministry;
- Be conversant with these bylaws and establish policy for the operation of this ministry;
- Be faithful in attendance at weekly service as well as board, membership and special team meetings of this ministry;
- Determine the business needs of this ministry and authorize payment of funds for those purposes;
- Provide for the administration of the real and personal property of this ministry;
- Make decisions regarding the sale, pledge, or proposed financing of real property belonging to this ministry provided that all decisions concerning the sale, pledge, or whichever is greater, shall be presented to the membership at a properly constituted membership meeting for final approval;
- Employ an ordained or licensed Unity minister(s) through cooperation with the employment management procedures of the Unity Worldwide Ministries (UWM);
- When conflict arises between the board and the board and/or the senior minister, such ministry shall seek to reconcile differences and immediately notify UWM for help with procedures and to provide guidance and consultation. After a ministry, and its senior minister have sought to reconcile differences and cooperated with the procedures and guidance of UWM, the Board of Trustees may terminate the employment of a senior minister by a two-thirds (2/3rds) vote (excluding the minister.);
- As recommended by, and in collaboration with the senior minister, determine staff positions and organizational structure, including associate and assistant ministers, and authorize funds for their financial support through the annual budget process;

- Establish the fiscal year as the calendar year, unless the board finds a compelling reason to adopt a non-fiscal calendar year;
- Cause to be prepared monthly a statement of income & expense and a balance sheet setting forth the financial conditions and operations of the ministry;
- Secure theft and dishonesty insurance for persons handling church funds;
- Approve applicants for membership and remove former members from the membership rolls;
- Provide for the sending of yearly membership renewal cards or such other documents as approved by the Board of Trustees to all members and former members. Keep or cause to be kept an accurate record of members and former members;
- Fill the unexpired term of any trustee;
- Elect officers of the board and their successors to fill any unexpired term when necessary;
- Create such ministry teams as needed to support the functions and responsibilities of the board;
- Advise the President of the Board on appointments to ministry teams;
- Seek UWM assistance in the event of a dispute affecting the ministry;
- Attend and actively participate with ongoing board education programs;
- Consider issues brought to their attention by the minister or members of the board;
- Keep or cause to be kept a background check on all staff and volunteers directly involved with the children's programs;
- Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations; acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue Service regulations;
- Secure liability insurance for all Board of Trustee members and minister(s); and
- Take such other actions as may be deemed necessary for the best interests of this ministry;
- Send or cause to be sent the Annual Ministry Report to UWM.

Compensation. Trustees shall serve without compensation except that they shall be allowed and paid their actual and necessary expenses incurred in attending Board meetings. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties.

Election, Term of Office. Trustees shall be elected at the Annual Membership Meeting by a majority vote of the Governing Members present. Candidates for Board membership shall be nominated for office by the New Trustee Nominating Committee. The members of the New Trustee Nominating Committee from the

Board shall consist of one (1) Trustee, the Senior Minister, and two (2) Governing Members (See Article V, Section 10.01(a) for New Trustee Nominating Committee membership). The nominee(s) shall be placed on the formal ballot. In the selection of these names, the first and most important consideration shall be to select those who are sincere members of Spiritual Life Center, regular in attendance and contributing their fair share, and who have attended classes offered by the Senior Ministers(s) or other teachers and speakers.

Trustees shall be elected to office for a term of three (3) years, or until their successors are duly elected and qualified, except in the case of their earlier death, resignation, or removal from office. A Trustee may be nominated for a second consecutive three (3) year term by the New Trustee Nominating Committee and Board of Trustees, but may not be elected to a third consecutive three-year term. A Trustee may be re-elected to the Board after a lapse of one year following completion of two (2) consecutive full three (3) year terms in office. No salaried employee shall serve as a Trustee. Trustees will serve three (3) year staggered terms of office.

No person may be nominated or elected to serve as a Trustee if they are, at the same time, relatives, significant others, or household members of any Trustee of the ministry.

At its discretion, the Board may choose to add one (1) or more non-voting Alternate Trustees. The primary purpose is to prepare an individual for Board action should a vacancy occur prior to any non-officer Board Trustee's term ending and to create a quorum when warranted. The Board seat vacated at the end of any term would not automatically be filled by an Alternate.

The selection of an Alternate follows the same process as the selection of all Trustees. The Alternate attends all Board meetings and special meetings as requested. The Alternate will serve a one-year term which can be extended one year. This will be determined by the New Trustee Nominating Committee annually in its Board selection process to ensure that approximately no more than one-third of the Board retires in any given year.

In the event of resignation, removal or inability of an officer to complete his/her term of office, a 2/3 vote would be required by existing Trustees to fill the Trustee's incomplete term.

A Trustee with three (3) unexcused, consecutive, absences from regularly scheduled Board Meetings shall be deemed to have resigned and will be replaced per these Bylaws.