

**Application for Board of Directors
Joy Metropolitan Community Church
Spring 2010**

DATE: _____

NAME: _____

ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

MEMBERSHIP DATE: _____

EMAIL: _____

Position Applying For: **Treasurer** **At-Large Seat 1** **At-Large Seat 2**

*Indicate which position you seek by circling one of these choices.
You must circle one and only one of the open positions*

- | | | | | |
|--------------------------|-----|--------------------------|----|--|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Have you ever been charged with or convicted of a felony or misdemeanor other than minor traffic violations? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Do you have personal problems that involve the overuse of alcohol, stimulants, or habit-forming drugs? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Have your personal debts ever been or are they now unmanageable? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Have you previously been a board member for a non-profit organization? If yes, when and where? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Have you ever been the subject of disciplinary action by an employer or licensing organization alleging sexual, ethical or any other misconduct? |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Have you ever been the subject of ecclesiastical investigation and/or discipline by a church or denomination? |

If you answered "Yes" to any of the above questions, please provide details on a separate attached sheet. **WARNING:** By your signature on this application, you understand and agree that an investigation of any or all of these matters may be conducted by Joy Metropolitan Community Church to determine your continuing eligibility for Board membership. You also understand and agree that you will be subject to an immediate removal from your position if it is later determined that your answer to any of the above questions was false. All employees and leaders of Joy Metropolitan Community Church are subject to a background investigation as required by our insurance carrier and our by-laws.

1. Please give a brief statement of your Christian faith.

2. In your own words, what is the purpose of Joy MCC?
3. Briefly describe your understanding of a culture of love, appreciation, trust and shared responsibility as it applies to Joy MCC.
4. What do you see as the function of the Board of Directors of Joy MCC?
5. Why do you wish to serve on the Board of Directors?
6. Describe your identifiable contributions to Joy MCC?
7. Please list your experience in managing any or all of the following areas and describe what skills and expertise you will bring to the Board: Non-profit fiscal management, risk management, property and building management, holistic stewardship and fund-raising efforts
8. Have you ever been a Board member of this or another church or non-profit organization? If yes, what were your duties and responsibilities?
9. Briefly describe how you will balance your time and dedication to this ministry with your Spiritual, personal and professional responsibilities. Will you be able to commit the time necessary to attend Board meetings and congregational meetings?
10. Where are you currently employed?

What is your position?

How long have you been employed there?

Briefly describe your job responsibilities.

Signature: _____

Date: _____

Authority to Conduct Background Check

NAME:	LAST	FIRST	MIDDLE
CURRENT ADDRESS			
CITY	STATE	ZIP CODE	COUNTY
SOCIAL SECURITY NUMBER	SEX	DATE OF BIRTH	
DRIVER'S LICENSE NUMBER		STATE OF ISSUE	
PREVIOUS ADDRESS (3 year history)			
CITY	STATE	ZIP CODE	COUNTY
CITY	STATE	ZIP CODE	COUNTY

Read Carefully and Sign

Authorization to release criminal history information reports, private companies' dishonesty, drug offense, or violence reports, or credit bureau reports. For and in consideration of my being considered for service, I hereby authorize Joy Metropolitan Community Church Inc, (Joy MCC) to make inquiries concerning my suitability for service and qualification, including: (i) any public record of any convictions for crimes of violence, abuse, or dishonesty; (ii) any incidents of employment dishonesty, retail theft, or other related acts of dishonesty, violence, abuse, or drug related offenses reported by any merchant or employer where such acts occurred; or (iii) any credit bureau reports. I further authorize any government agency where such conviction information is on file, or any company (prior company) where such incident or credit transaction occurred, to disseminate such report(s) to JOY MCC. During any period(s) while I may be in service to Joy MCC I hereby authorize Joy MCC to make further like inquiries as Joy MCC may from time to time deem necessary for volunteer or employment service purposes. I also hereby authorize such government agency, any such credit bureau and any such prior company to issue such reports in response to Joy MCC's inquiry(ies). I waive any further notice with respect to Joy MCC's inquiries or with respect to such governmental agencies, such prior companies, and such credit bureau's report(s). I hereby generally release and fully discharge every such government's agency, every such credit bureau and every such prior company from and against any and all liability with respect to, or arising from the release or dissemination of any such information for such purposes. I understand and agree that my service may be determined in whole or in part, based on the report(s) so issued to Joy MCC. I have been informed and I understand that I may obtain a copy of such report and that I may dispute the accuracy or completeness of the information reported to Joy MCC by writing the address listed.

(X)

SIGNATURE OF APPLICANT FOR VOLUNTEER SERVICE

DATE SIGNED

Joy Metropolitan Community Church
2351 S. Ferncreek Avenue, Orlando, FL 32806
407-894-1081 Fax: 407-896-6951

Authorized Representatives: Rev. John Middleton, Senior Pastor; George Lytle, Clerk

Joy MCC hereby certifies that it is requesting a criminal background report(s) and abuse registry report(s), on the applicant named above and that Joy MCC will use that report for Employment or Volunteer Services screening.

Joy MCC Bylaws – Board of Directors

Article VI – Local Church Administrative Body

- A. Name** – The local church administrative body shall be the Board of Directors, which is authorized to provide administrative leadership for Joy MCC, subject to approval of the Congregational Meeting.
- B. Responsibilities** – The Board of Directors shall be responsible for providing the church with a set of Bylaws, which are subject to approval by Congregational Meeting and the Elder serving the Region and for submitting the approved Bylaws to the Elder serving the Region. The Board of Directors shall also have charge of all matters pertaining to the documents of legal organization and incorporation, church property, risk management, and physical and financial affairs of the church. The Board of Directors shall also be responsible for collecting and disbursing funds, keeping adequate church records, and making timely reports to the Congregation and UFMCC. The Board of Directors will offer assistance to the Pastor(s) including guidance and direction.
- C. Qualifications** – Members of the Board of Directors must be Members in good standing of Joy MCC for at least one (1) year and have experience in the areas of financial planning, administration, and policy development.
1. **Team Participation** – Members of the Board of Directors must participate in at least one additional team or ministry supporting Joy MCC.
 2. **Background Check** -- Anyone applying for a position on the Board of Directors must agree to a background check as part of the application process and receive a satisfactory report. Background checks will consist of both criminal and credit reports.
- D. Composition** – There shall be seven (7) members, not including the Pastor(s). If the church employs Co-Pastors they shall have one (1) vote on the Board of Directors.
- E. Term of Office** – The term of office for members of the Board of Directors, except the Pastor(s), shall be two-year staggered terms, with half being elected at each April Congregational Meeting. Members of the Board of Directors may be elected to three (3) consecutive terms but must be out of office for one (1) year between terms three (3) and four (4) prior to being elected or appointed to a fourth term.
- F. Meetings** – The Board of Directors shall meet at least once a month no fewer than ten (10) times a year. Except for executive sessions, meetings shall be open to the congregation and to the public to attend as Observers without voice or vote.
1. **Minutes** – Minutes and financial reports shall be available to Members of the church within two (2) weeks after each meeting. These minutes will not have been approved by the Board of Directors and adopted as correct but they will be available to members. Minutes shall include a record of those present and decisions made. A copy of the minutes shall become part of the permanent church records. Minutes from meetings of the Board of Directors will be kept for a period of 15 years.
- G. Quorum** – No less than a majority of the members of the Board of Directors must be present in order to transact business.
- H. Official Officers** – The official officers of the church are Moderator, Vice-Moderator, Clerk, and Treasurer.
1. **Election of Officers** – During the first meeting following elections to the Board, the Board of Directors shall elect from among its members a person to fill the position of Moderator or may delegate, by vote, that responsibility to the Vice Moderator, Pastor or one of the Pastors if Co-Pastors are leading the church. The Vice Moderator, Clerk and Treasurer will stand for election to the specific positions on the Board of Directors during the April Congregational Meeting. The Vice Moderator and Clerk will be elected during one year and the Treasurer will be elected during the next year. With the exception of the Vice Moderator, Clerk and Treasurer all Board Members will be elected to at-large positions.
 - a. **Moderator** – The Moderator shall be responsible for running all Congregational meetings. The Pastor(s) may serve as (co-) Moderator(s) if elected by the Board of Directors.
 - b. **Vice-Moderator** – The Vice-Moderator shall serve as Moderator of the Board.
 - c. **Clerk** – The Clerk shall be responsible for ensuring the maintenance of official correspondence and church records, and for ensuring that accurate records are

kept of all meetings of the Board of Directors and of the Congregation. The Clerk is the officer authorized to receive petitions submitted to the Board of Directors.

d. **Treasurer** – The Treasurer shall be responsible for ensuring the preparation and maintenance of all financial records. This shall include a monthly financial report to the Board and an annual financial report to the Congregation. The monthly and annual financial reports shall reflect receipts, disbursements, and outstanding financial obligations.

2. **At Large Members** – At large members of the Board of Directors are those who are not elected to hold specific offices. Two at large members will be elected during the congregational meeting when the Vice Moderator and Clerk are elected. Two at large members will be elected at the congregational meeting when the Treasurer is elected.

I. Attendance – Board members are required to attend all Board of Director’s meetings. If attendance is not possible, the Board member should give proper notification to the Vice Moderator and delegate any function for which the member is responsible. Any member of the Board of Directors who misses three (3) consecutive board meetings or four (4) meetings within a twelve (12) month period will be subject to removal by the remaining members of the Board of Directors.

J. Vacancies – In the event of a vacancy on the Board of Directors, the Board may appoint a qualified Member to fill the vacancy until the next Congregational Meeting, when an election shall be held to fill the unexpired term. The Board of Directors will notify the congregation of a vacancy and ask for applications from interested members in good standing. The vacancy shall be filled from those who apply for the position.

K. Discipline – The church cannot condone disloyalty, unbecoming conduct, or dereliction of duty on the part of any member of the Board of Directors.

1. The Board of Directors may remove by a majority vote of the full Board of Directors any of its members guilty of the above, with the exception of the Pastor(s) who must be disciplined in accordance with the UFMCC Bylaws.

2. Any Board member who is absent three (3) consecutive, regularly scheduled Board meetings will be subject to removal by the Board.

3. A petition submitted to the Clerk and signed by fifteen percent (15%) of the members in good standing of the congregation may also initiate such a procedure.

a. **Right to appeal** – A disciplined member of the Board of Directors may appeal the action to the congregation at its next regular Congregational Meeting or at a Special Congregational Meeting which may be called for this purpose. The decision of the Congregational Meeting is final. Until the Congregational Meeting to consider the appeal, the position held by the disciplined member of the Board of Directors shall be considered vacant.

L. Limitation of Liability – No director or officer of the church shall be liable for any act or failure to act by any other director or officer of the Church or by any employee of the Church. No director or officer of the Church shall be liable for any loss arising from any fault in the title to any property acquired by the Church. No director or officer of the Church shall be liable for any loss arising from any fault in any security in which the Church might invest, or from bankruptcy, insolvency, or wrongful act by any person to whom the Church might entrust any of its property. No director or officer of the church shall be liable for any loss due to error of judgment or oversight on his/her part, or for any other loss whatsoever occurring in the carrying out of the duties of his/her office, unless this loss arises from the director’s or officer’s own willful neglect or fraudulent or criminal actions.

M. Indemnity – The church shall protect every director and officer of the church against all costs arising in relation to his/her relations with the Church, unless they are occasioned by his/her own willful neglect or fraudulent or criminal actions.

The Board of Directors and Joy MCC Culture

The congregation of Joy MCC is involved in the long-term work of “living into” the relationship agreement adopted by the congregation. The Board of Directors is elected by the congregation to direct the focus of its ministry on fiscal, legal, property and building management, management of the community. Each member of the Board of Directors will be expected to demonstrate and/or develop focused areas of leadership that will create a church that is emotionally, fiscally and spiritually strong.

The position will require you to have a ...

Spiritual Focus

- A personal and dedicated spiritual life that includes prayer and/or meditation with a commitment to pray for the church on a daily basis.

Relationship-Shift Focus

- Be willing to put relationships before tasks and agendas.
- Attend church development seminars, professional development classes, and guiding document seminars.
- Be willing to learn and grow into a church culture of love, appreciation, trust and shared responsibility.

Service Focus

- Attend at least one church sponsored educational program a year.
- Be a member of Joy MCC for at least one (1) year and be in good standing [i.e., support the church with time, talent and tithe.]
- Be a member of one team at Joy MCC in addition to the Board of Directors.

Skill, Education and Knowledge Focus

- Be knowledgeable or willing to learn about areas such as real estate, debt reduction and management, risk management, fund-raising, and other related aspects of running a church/non-profit organization.
- Be willing to attend all follow up assessment, training, and education events.
- Commit an average of 6-10 hours per week.