

Nominations for New WestRock Council

Lynn Walsh, Kester Wilkening and Justin Okamoto
April 5, 2016

Dear WestRock -- Belvedere Family Church,

The nomination process for new Council members has begun as of yesterday. Please find the nomination form attached. As the instructions indicate, the deadline to make your nominations is April 17.

You can email the form or hand a hard copy to the individuals you want to nominate, and you must email the council who you have nominated to make the nomination official- wrcouncil@googlegroups.com. Hard copies are available at church, and you can nominate up to four people. The brief description of Council tasks on the form may help you to decide whom to nominate, please think carefully about which community members demonstrate the qualities of leadership you would like to see on the Council.

If you accept a nomination- please fill out the form and email it to the council at wrcouncil@googlegroups.com. The deadline for submitting your nomination acceptance to the council is April 24.

The members that will remain on the Council for one more year, and therefore cannot be nominated are: Kester Wilkening, Peter Reiner, Lynn Walsh and Jessica Sattinger.

The Council members that are leaving are: Justin Okamoto, Steve Honey, Elisa Hack, Akiko Morris. These members may be interested in running again and could be nominated.

We need and appreciate your nominations,

Lynn Walsh, Committee Coordinator

Kester Wilkening and Justin Okamoto
BFC Council Election Committee

Belvedere Family Church
2016 Council Election
Nomination and Confirmation

I, _____ (First and last name), nominate _____ (First and last name) to run for the Belvedere Family Church Council.

Nomination Instructions

1. Hand this form (or email it) to the person you have nominated. You can nominate up to 4 people.
2. Email someone on the Council (or CC them in the email) who you have nominated so the nomination is official. You can also email wrcouncil@googlegroups.com
3. **The deadline to nominate someone is Sunday, April 17.**

-----**Nomination Confirmation Below**-----

Congratulations, you have been nominated to serve on the BFC Council! This is a special opportunity to serve your community.

(To qualify you must be at least 18 years old and have been a member of the Belvedere Family Church for at least one year)

If elected as a Council member the following will be expected of you.

- a. Serve for two years
- b. Attend council meetings at least once a month
- c. Attend the Council retreat to be scheduled in late August or September (usually 2 days)
- d. Serve as Council representative on one of the 7 major Circles: Sunday Service, Outreach, Youth Ministry, Blessing and Family Ministry, Ministries (Small Groups, etc.), Finance, Admin
- e. Be prepared to serve as an officer on the Council. Officers are Chair, Vice-Chair(s), Treasurer, Scribe, and Administrator (Role descriptions are available upon request)
- f. On average this is about a 6 hours/ month time commitment

Do you accept this nomination? **Deadline to confirm acceptance of nomination is April 24.**

YES _____ NO _____ UNSURE, will decide by _____

If YES continue:

Name: First _____ Last _____

Best phone number to reach you at: _____ (Cell/ Home)

Email Address: _____

1. To confirm acceptance of the nomination by April 24 please send an email to wrcouncil@googlegroups.com with this form filled out and:
 - a. A brief introduction of yourself for those members of the community who may not know you.
 - b. A head and shoulders photo of yourself.
2. Optional – you may offer your thoughts on the future of our Belvedere FC Community

Belvedere Family Church Council
Role and Responsibilities

Last Updated: Dec. 16th, 2015

Council Vision Statement

Our vision is for the WestRock Council to be an effective and authentic team that represents the WestRock community, and for the Council members to feel energized, joyful, and honored to be on the Council.

Council Mission Statement (2015-2017)

Our mission is to be a driving force for the community, and to support the Head Pastor, by establishing a clear organizational structure and thriving financial base, resulting in a vibrant, God-centered culture within our families and community.

Vision and Mission Statements approved by the Council on Oct. 13, 2015.

What the Council is not responsible for:

The Council is not responsible for running or discussing the daily details of the community. The Council is primarily focused on the vision of the community, discussing governing policies, and ensuring financial health. The day to day operation is the responsibility of the Head Pastor, the paid staff, and the many volunteer groups and individuals. The Council is also not responsible for setting the week to week direction and expectations of the paid staff, or managing the paid staff, this is the job of the Head Pastor and anyone he or she designates.

Role and Responsibilities of the BFC Council (Approved by the Council in December 2015)

The role of the Council is twofold: to represent the WestRock community as the governing body and to support the Head Pastor. It is the Council's responsibility to create and support an organizational structure that empowers the creativity of each community member, such that many of the operational details can be taken care of by volunteers and paid staff in a way that is a life-giving opportunity (volunteer term limits, specific expectations, etc.).

Specifically, the Council responsibilities breaks down into the following items:

1. Represent the community:
 - a. Discuss major decisions that need to be made.
 - i. If within the Council's scope of responsibility, make a decision.
 - ii. If the issue is beyond the Council's scope of responsibility, provide avenues for community feedback and decision making.
 1. Example: Potential name change of our community in Dec. 2015, Council worked to organize a community vote.
 - b. Provide easy avenues for community members to provide feedback
 - i. Prepare and initiate an annual WestRock Community Check-In Survey
 1. Receive survey responses
 2. Pass on responses to the respective staff and volunteer groups
 3. Keep groups accountable to any action steps set

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2. Support the Head Pastor
 - a. Support the Head Pastor's vision for the community and any initiatives the Head Pastor sets forth. Provide feedback where necessary, but more with an attitude of "how can this be done?" as opposed to "no that won't work."
 - b. Provide annual review, purpose:
 - i. See if there are key areas where Pastor needs more support
 - ii. See if there are any key feedback points from the community for the Pastor
 - iii. Evaluate if the previous year's financial situation and Pastor's increased experience warrant a raise.
3. Oversee the Belvedere Family Church Finances
 - a. With the Finance Committee, prepare and then approve a proposed Annual Budget
 - b. With the Finance Committee, ensure overall financial health for the community:
 - i. Provide financial transparency to the community, while also respecting the confidentiality of individuals
 - ii. Establish and maintain a financial reserve
 - iii. Ensure that proposed annual budgets do not have unsustainable deficits, and in general that annual budgets do not have a deficit
 - iv. Approve the financial resources required for any additional staff hired beyond the proposed annual budget
 - c. Support the Head Pastor in adhering to the proposed annual budget
 - i. Once the annual budget is approved, the Head Pastor and Finance Team are primarily responsible for ensuring the budget is adhered to. The Council provides support and oversight.
 - d. Ensure that public money is used well
 - i. Make sure there are job descriptions for each paid staff.
 1. Have clear, specific responsibilities for each paid staff member.
 2. Have clear expectations of weekly time commitment and compensation.
 - ii. It is up to the Head Pastor to develop these descriptions (with Council support as needed) and make sure they are followed through on.
4. Through the main Committees, support the volunteer network of our community:
 - a. Help organize the annual Volunteer Open House to highlight the efforts of the existing volunteers and provide a way for volunteer groups to recruit more members or get more exposure and advertising.
 - b. If not already in place, create a clear organizational structure so there is easy communication between all volunteer groups, the Council, Staff, and Pastor Team.
 - c. It is the Council's role to help each of the main Committees establish a clear mission statement (if they don't already have one), and help them be accountable to that mission (by receiving monthly reports from each Committee).
 - i. If the Committee includes a paid staff (Finance, Outreach, Family Care), these reports often include highlights of the activities of the paid staff.
 - d. To facilitate communication, each Council member is also a member of one of the main Committees. The Council Chairperson is not on an additional Committee, since they spend extra time managing the Council. Currently, these main Committees are:

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Education	Facilities
Family Care	Finance
Outreach	Small Groups
Sunday Service	