

Council Policies Adopted 11.27.06

Mission Policies

Mission Statement (The End for which egm exists)

EverGreen Ministries is a community of faith that exists to be and create passionate followers of Jesus. Matthew 28, Deuteronomy 6

Focus:

Service

We are a people who are devoted to showing love by doing good. Galatians 6.9-10; Psalm 146; Matthew 6.2-4, Micah 6.6-8

Text

We are a people who are devoted to the study and living out of Scripture. Deuteronomy 6; Psalm 119; Matthew 7; Acts 2

Authenticity

We are a people who are devoted to living genuine lives before God, one another, and the world. Psalm 13; 1 John 1.8-10; 2 Cor. 5.17; 1 Peter 2.8-10

Recovery

We are a people who are devoted to healing and being healed of addictions, hurts, and destructive habits. Isaiah 53; Matthew 8

Community and Prayer

EverGreen's Mission and Focus is carried out in the context of a caring community supported by prayer.

Senior Pastor Calling

When EverGreen is vacant the Council will call a senior pastor in accordance with the stipulations of the CRC church order and in keeping with the Mission and Focus of egm.

Senior Pastor Limitations

Global Executive Constraint

The Senior Pastor shall not cause or allow any decision, action, condition or organizational circumstance that is illegal, imprudent, in violation of commonly accepted business, professional ethics, and the church order articles that pertain to his/her work, life, and faith.

Treatment of Members, Friends, and Visitors

With respect to interactions with members, friends and visitors of the church (hereinafter referred to as "parishioners") the Senior Pastor shall not allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, uncaring or that fail to provide appropriate confidentiality and privacy.

Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Senior Pastor may not cause or allow conditions that are unfair, unsafe, unprofessional, *uncaring*, or undignified. Accordingly, he or she shall not:

- 1) Operate without written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful

conditions such as nepotism and grossly preferential treatment for personal reasons.

- 2) Discriminate against any staff member.
- 3) Fail to apply the standards of the Church's mission, values, and ends to interactions with staff.

Vision Casting

The Senior Pastor shall be the chief vision caster for EverGreen Ministries.

Accordingly he or she shall

1. spend time reflecting on the direction and vision of the ministry.
2. be integral in establishing the ends/mission of EverGreen
3. seek input from other leaders concerning the direction and vision of the ministry

Financial Planning and Budgeting

1. Financial planning by the Senior Pastor for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the EverGreen's Mission priorities or risk fiscal jeopardy (financial jeopardy is ordinarily defined as having EverGreen's reserves go below the equivalent of 1/12 of the yearly budget).
2. The yearly ministry budget shall run from July – June.
3. Yearly financial planning shall be done by the Senior Pastor and staff as it relates to all regular accounts and new ministry.. This planning shall be completed by the end of January for submittal to the first council meeting of February.
4. The elders and deacons shall submit budgets for matters not contained in regular accounts and new ministry. They shall also submit budgets for areas that relate specifically to their area of ministry (e.g. Benevolence). These budgets shall be submitted by the first council meeting in February.
5. The entire budget is to be reviewed by both deacons and elders. After an opportunity for review the council will vote on the budget. If the budget does not pass the council vote the council in consultation with the staff via the senior pastor will rework the budget. The reworking of the budget shall not cause EverGreen to deviate materially from EverGreen's mission priorities.

Financial Conditions and Activities

With respect to the actual, ongoing financial condition and activities, the Senior Pastor shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from EverGreen's priorities established in EverGreen's Mission statement..

Accordingly, the Senior Pastor shall not:

- 1) Indebt the church nor enter into a contract that could indebt the church in an amount greater than 3% of the then current year's budget in any single transaction, nor greater than 10% of the then current year's budget in the aggregate.
- 2) Use any long-term reserve without approval of the Council.

3) Shift funds within the budget in excess of 2% of the total budget without council approval. *The Senior Pastor however may not shift funds for the purpose of changing staff salaries or benefits without consent of the administrative elders/*

Communications and Support to the Council

The Senior Pastor shall not permit the council to be uninformed or unsupported in its work.

Accordingly, she or he shall not:

1. Neglect to submit monitoring information required by the council in a timely, accurate, and understandable fashion.
2. Let the council be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any council policy has previously been established.
3. Fail to advise the council if, in the Senior Pastor's opinion, the council is not in compliance with its own policies on Governance Process and Council-Senior Pastor Linkage, particularly in the case of council behavior that is detrimental to the working relationship between the council and the Senior Pastor.
4. Fail to marshal for the council as many staff and external points of view, issues, and options as needed for fully informed council choices.
5. Fail to provide a mechanism for official council, officer or committee communications.
6. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the council.

Accordingly she or he shall:

1. *Provide monthly ministry reports.*
2. *Provide monthly staff updates.*

Mission Focus of Grants or Contract

The Senior Pastor may not enter into any grant or contract arrangements on behalf of the church that fail to emphasize the Mission of egm and, secondarily, the avoidance of unacceptable means.

Accordingly, the Senior Pastor shall not:

1. Allow grant funds to be used in imprudent, unlawful, or unethical ways.
2. Fail to assess and consider a grant applicant's or contractor's capability to produce targeted and efficient results.

Governance Process

Global Governance Commitment

The Council of the EverGreen Ministries (the "Church") in response and obedience to God's call will work to promote the accomplishment of the church's mission and prevent unacceptable activities and conditions with the Church.

Governing Style

The council will govern with an emphasis on (1) outward vision rather than internal

preoccupation, (2) encouragement of diversity in viewpoints, (3) strategic leadership more than administrative detail, (4) clear distinction of council and Senior Pastor's roles, (5) collective rather than individual decisions, (6) future rather than past or present, and (7) proactively rather than reactivity.

Accordingly,

1. The council will cultivate a sense of group responsibility. The council will be responsible for excellence in governing. The council will be the initiator of policy. The council will use the expertise of individual members to enhance the ability of the council as a body rather than to substitute individual judgments for the council's values. The council will allow no officer, individual, or committee of the council to hinder or be an excuse for not fulfilling council commitments.
2. The council will direct, control, and inspire the organization through the careful establishment of broad written policies reflecting God's values and his call on EverGreen and perspectives about the mission to be achieved and means to be avoided. The council's major policy focus will be on the intended long-term effects on our church and community, not on the administrative or programmatic means of attaining those effects.
3. The council will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation, policymaking principles, respect of roles, and ensuring continuance of governance capability. Continual council development will include orientation of new council members in the council's governance process and periodic council discussion of process improvement.
4. The council will monitor and discuss the council's process and performance three times a year. Self-monitoring will include comparison of council activity and discipline to policies in the Governance Process and Council-Senior Pastor Linkage categories.
5. *The council will prepare a ministry plan for the coming ministry year for council activities at its January meetings. This shall include any budget needed by the council to meet its ministry plan objectives.*

Council Job Description

The job of the council is to assure that God's call is being faithfully followed and carried out at EverGreen Ministries.

Accordingly,

1. The council is the link between the church administration (Senior Pastor and staff) and the membership.
2. The council will produce written governing policies that, at the broadest levels, address each category of organizational decision.
 - a. Mission: the carrying out of egm's Mission including distribution of resources and where staff time and energy are focused.
 - b. Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.

- c. Governance Process: Specification of how the council conceives, carries out, and monitors its own task.
 - d. Council-Senior Pastor Linkage: How power is delegated and its proper use monitored; the Senior Pastor's role, authority, and accountability.
 - e. Council-Administrative Elders, Deacons, and Pastoral Care Elders Linkage: How power is delegated and its proper use monitored; the Elders, Deacons, and Pastoral Care roles, authority, and accountability.
3. The council will assess the Senior Pastor's performance against policies in 2(a) and 2(b).
 4. The council will assess the Elders, Deacons, and Pastoral Care performance in light of duties and responsibilities spelled out in this document.

Chairperson's Role

The chairperson assures the integrity of the council's process and, secondarily, occasionally represents the council to outside parties.

Accordingly,

1. The job result of the chairperson is that the council behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
 - a. Meeting discussion content will be only those issues which, according to council policy, clearly belong to the council to decide or which the Senior Pastor seeks council input on.
 - b. Deliberation will be fair, open, and thorough but also timely, orderly, and kept to the point.
2. The authority of the chairperson consists in making decisions that fall within topics covered by council policies on Governance Process and Council-Senior Pastor Linkage, except where the council specifically delegates portions of this authority to others. The chairperson is authorized to use any reasonable interpretation of the provisions in these policies.
3. The chairperson is empowered to chair council meetings, with all the commonly accepted power of that position (for example, ruling, recognizing).
4. The chairperson has no authority to make decisions about policies created by the council within Mission and Executive Limitations policy areas. Therefore, the chairperson has no authority to supervise or direct the Senior Pastor.
5. The chairperson may represent the council to outside parties in announcing council-stated positions and in stating chair decisions and interpretations within the area delegated to her or him.
6. The chairperson may delegate this authority but remains accountable for its use.

Council Members' Code of Conduct

The council commits itself and its members to Christ-like, and lawful conduct, including proper use of authority and appropriate decorum at all times.

Accordingly,

1. Members must represent unconflicted loyalty to the interests of the membership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other councils or staffs. It also supersedes the

- personal interest of any council member acting as a consumer of the church's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any council member and the church administration (Senior Pastor and staff) except procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.
 - b. When the council is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote but also from the deliberation by leaving the meeting.
 - c. Council members must not use their positions to obtain church employment for themselves, family members, or close associates. Should a member be employed for a church position, he or she must resign from the council.
 - d. Members will annually disclose their involvements with other organizations, with vendors, or any other associations that might produce a conflict.
 3. Council members may not attempt to exercise individual authority over the organization except as explicitly set forth in council policies.
 - a. Members' interaction with the senior pastor or with staff must recognize the lack of authority vested in individuals except when explicitly council-authorized.
 - b. Members' interactions with public, press, or other entities must recognize the same limitation and the inability of any council member to speak for the council except to repeat explicitly stated council decisions.
 4. Members will give no support to individual judgments of the Senior Pastor or staff performance.
 5. Members will respect the confidentiality appropriate to issues of a sensitive nature.

Council Committee Principles

Council committees, when used, will be assigned so as to reinforce the wholeness of the council's job and so as never to interfere with delegation from council to Senior Pastor. Accordingly,

1. Council committees are to help the council do its job, never to help or advise the staff. Committees ordinarily will assist the council by preparing policy alternatives and implications for council deliberation. In keeping with the council's broader focus, council committees will not have dealings with current staff operations.
2. Council committees may not speak or act for the council except when formally given such authority by council action or controlling documents of the church for specific and time-limited purposes. Expectations and authority

will be carefully stated in order not to conflict with authority delegated to the Senior Pastor.

3. Council committees may not exercise authority over staff. Because the Senior Pastor works for the full council, he or she will not be required to obtain approval of a council committee before an executive action.
4. Council committees are to avoid over-identification with organizational parts rather than the whole. Therefore a council committee that has helped the council create policy on some topic will not be used to monitor organizational performance on that same topic.
5. Committees will be used sparingly and ordinarily in an ad hoc capacity.
6. This policy applies to any group that is formed by council action, whether or not it is called a committee and regardless whether the group includes council members.

Council Communications

Communications from council leadership to council members and among council members will be clear and expedient. Care will be taken to ensure that council members are not excluded or disadvantaged by internal communications policies.

Council-Senior Pastor Linkage

Global Council-SENIOR PASTOR Linkage

The Council will link governance and management functions through the Senior Pastor.

Unity of Control

Only decisions of the Council acting as a body are binding on the Senior Pastor, except in those areas delegated to Administrative Elders.

Accordingly,

1. Decisions or instructions of individual Council members, officers, or committees are not binding on the Senior Pastor except in rare instances when the Council has specifically authorized such exercise of authority.
2. In the case of Council members or committees requesting information or assistance without Council authorization, the Senior Pastor can refuse such requests that require, in the Senior Pastor's opinion, a material amount of staff time or funds, or are disruptive.

Accountability of the Senior Pastor

The Senior Pastor is the Council's primary link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Council is concerned, is considered the authority and accountability of the Senior Pastor.

Accordingly:

1. The Council will never directly give instructions to persons who report directly or indirectly to the Senior Pastor. In the rare case of the council desiring to give instructions to a staff member, those instructions will be relayed through the Senior Pastor.
2. The Council will refrain from evaluating, either formally or informally, any staff other than the Senior Pastor.

3. The Council will view Senior Pastor's performance as first of all connected to organizational performance, so that organizational accomplishment of Council-stated Mission and avoidance of Council-prohibited means will be viewed as central to successful Senior Pastor performance. The council will also view the Senior Pastor's performance in light of church order guidelines and the form of ordination.

Delegation to the Senior Pastor

The Council will delegate authority to the Senior Pastor through written policies that prescribe the organizational Mission to be achieved and describe organizational situations and actions to be avoided, allowing the Senior Pastor to use any reasonable interpretation of these policies.

Accordingly,

1. The Council will develop policies instructing the Senior Pastor to achieve certain results, for certain recipients, at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Mission policies.
2. The Council will develop policies that limit the latitude the Senior Pastor may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Senior Pastor Limitations policies.
3. As long as the Senior Pastor uses any reasonable interpretation of the Council's Missions and Senior Pastor Limitations policies, the Senior Pastor is authorized to establish any further policies, make any decisions, take any actions, establish any practices, and develop any activities.
4. The Council may not change EverGreen's Mission or Mission's policies without consultation and concurrence of the Senior Pastor. The council may change Senior Pastor Limitations policies, thereby shifting the boundary between Council and Senior Pastor domains. By doing so, the Council changes the latitude of choice given to the Senior Pastor. But as long as any particular delegation to the Senior Pastor is in place, the Council will respect and support the Senior Pastor's choices.

Monitoring Senior Pastor Performance

Every year there will be a review of the Senior Pastor. For the review, the Senior Pastor will provide to the Council a written report on the Church's accomplishment of the Council-stated Mission and any exceptions that have occurred regarding the Council-stated limitations. If no exceptions to limitations have occurred, the Senior Pastor will indicate in writing that the limitations have been reviewed and no exceptions have occurred during the past planning year. Systematic and rigorous review of Senior Pastor's job performance will be solely against the expected Senior Pastor job outputs: organizational accomplishment of Council policies on Mission, organizational operation within the boundaries established on Senior Pastor Limitations, and the call and boundaries set by the church order, the form for ordination, and staff core values.

Accordingly,

1. Monitoring is to determine the degree to which Council policies are being met.

2. Monitoring is to determine the degree to which the Senior Pastor is being faithful to his/her ordination charge and the church order articles that pertain to him/her.
3. Monitoring is to determine the degree to which the senior pastor is living in observance of the staff core values.
4. No other data will be considered monitoring data.

Deacons:

Financial Conditions and Activities

With respect to the actual, ongoing financial condition and activities, the Deacons shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from council priorities established in Mission.

Accordingly the Deacons shall not:

1. Fail to settle payroll and debts in a timely manner.
2. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
3. Acquire, encumber, or dispose of real property outside the stipulations of EverGreen's bylaws.
4. Fail to appropriately pursue unpaid non-general fund pledges after a reasonable amount of time.
5. Fail to aggressively pursue unpaid non-pledge receivables after a reasonable amount of time.
6. Authorize a line of credit without the approval of the Council.
7. Fail to inform the Council before any decision is made to use unexpected and undesignated income over the amount of \$7500.
8. Receive, process, or disperse funds under controls that are insufficient to meet the council-appointed auditor's standards.
9. Invest or hold operating capital in insecure instruments, including uninsured checking account and bonds of less the AA rating, or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.
10. Fail to inform council of gifts exceeding \$7500.

Endowment and Memorial Gift Fund Limitations

1) **Authority to Spend EMGF Funds.** The Deacons in consultation with the Senior Pastor shall not fail to plan, budget, and spend available EMGF funds to further the purposes of the Church, in accordance with the directives and restrictions that govern the Fund. The Council does not intend that this paragraph create a requirement that all available funds be spent in any given year.

2) **Requirement to Coordinate with Senior Pastor.** The Deacons shall not fail to coordinate planning, budgeting, and spending of EMGF funds with the Senior Pastor.

3) **Types of Spending.** In no case may the Deacons spend EMGF funds in violation of the directives and restrictions set forth in the By-Laws or in Council policy.

Gift Acceptance

1) **Delegation to Deacons** . The deacons shall not fail to evaluate, accept (or decline) gifts, and receive gifts into the EMGF on behalf of the Council.

2) **Requirement for Gift Acceptance Policy.** The Deacons shall not fail to establish, maintain, and communicate an appropriate gift acceptance policy for both unrestricted and restricted gifts.

a. Said gift acceptance policy must not fail to include provisions for donor designated purposes and allow for the acceptance of non-endowment gifts (gifts that require the expenditure of the principal of the gift over a specified period of time).

3) **Restriction on Gifts.** No gift, bequest or devise of any such property shall be received and accepted if it is conditioned or limited in such manner as to require the disposition of the income, or its principal, to any person or organization other than a charitable or religious organization or for other than charitable or religious purposes within the meaning of such terms as defined in this document, or shall, in the opinion of the deacons , jeopardize the federal income tax exemption of the EverGreen Ministries pursuant to the Internal Revenue Code of 1954, as now in force or afterwards amended.

Endowment and Memorial Gift Fund Management

The Deacons (or delegate representatives thereof) shall manage the Endowment and Memorial Fund

1. Duties

- a. hold regular meetings, at least quarterly,
- b. keep written records of all meetings,
- c. report to the Council at least quarterly,
- d. maintain accurate records of the status of invested funds, and
- e. coordinate the appropriate spending of available EMGF funds with the Senior Pastor

2. Powers of EMGF Committee

- a. Subject to such limitations as are imposed in connection herewith, the deacons shall have the following powers:
 - i. **Invest** To hold, manage, invest, sell, reinvest, lease, care for and protect the assets of the Fund and collect for the Fund the income there from. In performing these functions the EMGF Committee shall exercise the judgment and care under the circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs.
 - ii. **Retain** To acquire and retain every kind of property; real, personal or mixed and every kind of investment specifically including, but not limited to, bonds, debentures and other corporate obligations, preferred or common stocks, government bonds, notes or bills, certificates of deposit, savings accounts, share accounts, mutual funds, the General Investment Fund of the EverGreen Ministries and other investments which persons of prudence and intelligence acquire or retain for their own account.

- iii. **Sell and Convey** To sell at public or private sale and convey any or all of the Fund assets and any reinvestments thereof from time to time for such price and upon such terms as they think fit.
- iv. **Vote Proxies** To vote, either in person or by general or limited proxy, or refrain from voting, any corporate securities for any purpose. To exercise or sell any subscription rights, and to avail themselves of any options or benefits under any life insurance policies.
- v. **Settle Claims** To settle, compromise, contest, prosecute or abandon claims in favor or against the Fund as they may deem advisable. For such purposes, the Deacons may execute and deliver all proper and necessary instruments and may give full receipts and discharges.
- vi. **Establish Accounts** To establish, for the Fund, one or more bank or broker accounts as in their opinion are necessary or desirable to carry out their functions provided, however, that in establishing such accounts it shall be made a condition for drawing checks thereon that any check over \$4,000 shall be valid only if signed by any two of the Deacons.

Types of Gifts

1. **Unrestricted Gifts** The Council, EMGF Committee, and Church staff will encourage giving and accept gifts to add to the unrestricted fund of the EMGF, as called for in the By-Laws.
2. **Restricted Gifts** The Council, EMGF Committee, and Church staff will encourage giving and accept restricted gifts, including memorial gifts, subject to the then current gift acceptance policies. Restricted gifts will not be required to be true endowments, in that they may be designated by the donor to be expended in their entirety, principal included, over a specified period of time.

Other Matters

1. **Requirement of Professional Investment Advice** The EMGF Committee shall engage professional investment advisers to assist in the management of the Fund's assets in a prudent manner.
2. **Disbursements** The Deacons shall make disbursements from the Fund from time to time in accordance with
 - a. the directives and restrictions in this section,
 - b. any and all directives and restrictions in the Church By-Laws, and
 - c. any and all directives and restrictions resulting from the enactment of Council policy.
 - d. These disbursements shall be made in coordination with the Senior Pastor to whom the Council has delegated responsibility for utilizing the spendable proceeds of the Fund.
3. **Loans:** Loans for more than 60 days or not authorized in the Church By-Laws must be approved by a two-thirds majority vote of those Church members eligible to vote and present at a regular or special meeting of the Congregation, provided

that at least twenty (20) days notice has been given to the congregation that such a vote is to be taken. The rate of interest on such loans shall be negotiable.

Charge to Deacons:

The deacons will annually submit a plan to the council on their coming year's activities based on the charge given to them. These activities will be focused on EverGreen's Global mission and focus.

Deacons and Stewardship

1. In cooperation with the Senior Pastor the deacons will work on an annual plan to build stewardship of time, talent, and resources for the congregation.
2. The deacons will seek ways to increase giving by the congregation and other sources to special funds and needs at egm.

Administrative Elders:

Asset Protection

The Administrative Elders shall not fail to establish and implement appropriate plans and procedures for risk management, safety and security. The Administrative Elders shall not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, they may not:

1. Fail to establish and implement appropriate plans and procedures for risk management safety and security.
2. Fail to report annually to the Council the status of risk management safety and security.
3. Fail to ensure against theft and casualty loss to at least 80% of replacement valued and against liability losses to council members, staff, and the organization.
4. Allow unbonded personnel access to material amounts of funds.
5. Subject facilities, premises, and equipment to improper wear and tear or insufficient maintenance.
6. Unnecessarily expose the organization, its council, or staff to claims of liability
7. Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Elders shall not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, they may not:

1. Promise or imply permanent or guaranteed employment.
2. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
3. Establish or change pension benefits so as to cause unpredictable or inequitable situations.

Staff Support

The Administrative elders shall provide limited staff support by:

1. Having a limited number of staff members assigned to each elder. The elder will pray for and seek other ways to encourage the staff member in his/her duties.
2. Providing annual reviews of each senior staff member—except Pastor of Congregational life--, in consultation with the Senior Pastor, based on the staff member's meeting the goals set in line with his/her job description and living by the core values of the staff. *All reviews are internal documents. In order to protect EverGreen under Michigan law staff reviews will not be released to any third party, including members of the congregation.*
3. Giving input to senior staff's annual ministry plans via the senior pastor.
4. Providing primary support for the senior pastor.
5. Providing oversight of worship and the preaching of the Word via the senior pastor.
6. Approving the hiring of new staff members
7. Approving the firing of present staff members
8. When a staff member is released from employment an announcement will be made to the congregation bearing in mind applicable Michigan law concerning defamation.
9. When the situation warrants and with the concurrence of the senior pastor the elders may:
 - a. Work with a staff member who is struggling in carrying out his/her duties.
 - b. Reprimand a staff member for inappropriate behavior
 - c. Release a staff member from employment at EverGreen.
10. The elders in consultation with the senior pastor will determine which positions are to be fulltime and which are to be part time.
11. Working together the senior pastor and the elders will determine the order of hiring new positions.

Charge to Elders:

The Administrative Elders will annually submit a plan to the council on their coming year's activities based on the charge given to them. These activities will be focused on EverGreen's Global mission and focus.

Pastoral Care Elders

Congregational Care:

The Pastoral Care elders shall provide care for congregational members and others connected with EverGreen.

The Pastoral Care elders shall carry out necessary discipline in the congregation so that God's name is honored. This discipline shall be in keeping the CRC's Church Order.

Care of Pastor of Congregational Life

1. The Pastoral care elders will provide primary support and supervision of faith and life of the Pastor of Congregational life.

2. The Pastoral care elders will do a yearly evaluation of the Pastor of Congregational life, in consultation with the Senior Pastor. This evaluation will be based on:
 - a. The goals set by the Pastor of Congregational life for the past year of ministry.
 - b. The charge given at his/her time of ordination/installation.
 - c. The articles of the church order that pertain to his/her work.
 - d. The extent to which he/she is living by the staff core values.

Charge to Elders:

The Pastoral Care elders will annually submit a plan to the council on their coming year's activities based on the charge given to them. These activities will be focused on EverGreen's Global mission and focus.

Changes to End's Policies:

Any changes or adaptations of these policies shall require a 2/3 vote of the full council consisting of the administrative elders, administrative deacons, and the senior pastor.