

**Application for Board of Directors
Founders Metropolitan Community Church Los Angeles**

DATE: _____

NAME: _____

ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

MEMBERSHIP DATE: _____

EMAIL: _____

Position Applying For: _____

(You must designate either Board Member or Lay Delegate)

- | | | | | |
|--------------------------|-----|--------------------------|----|--|
| <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 Founders Metropolitan Community Church Los Angeles to determine your continuing eligibility for Board membership. You also understand and agree that you may 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 Founders Metropolitan Community Church Los Angeles are subject to a background investigation as required by our insurance carrier and our by-laws.

PLEASE USE A SEPARATE SHEET

1. Please give a brief statement of your Christian faith.
2. In your own words, what is the purpose of Founders MCCLA?
3. Briefly describe your understanding of a culture of love, appreciation, trust and shared responsibility as it applies to Founders MCCLA.
4. What do you see as the function of the Board of Directors of Founders MCCLA?
5. Why do you wish to serve on the Board of Directors?
6. Describe your identifiable contributions to Founders MCCLA?
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 Founders Metropolitan Community Church Los Angeles 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 Founders MCCLA. During any period(s) while I may be in service to Founders MCCLA I hereby authorize Founders MCCLA to make further like inquiries as Founders MCCLA 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 Founders MCCLA's inquiry(ies). I waive any further notice with respect to Founders MCCLA'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 Founders MCCLA. 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 Founders MCCLA by writing the address listed.

SIGNATURE OF APPLICANT FOR VOLUNTEER SERVICE

DATE SIGNED

Founders Metropolitan Community Church Los Angeles
4953 Franklin Avenue, Los Angeles, CA 90027
323 669 3434
323 669 3004 (Fax)

Authorized Representatives: Rev. Dr Neil G Thomas, Senior Pastor and Susan Horn, Clerk

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

FOUNDERS MCCLA Bylaws – Board of Directors

Article VI – Local Church Administrative Body

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 MCC Los Angeles, subject to approval of the Congregational Meeting.

B. Responsibilities – The Board of Directors shall be responsible for providing the church with a set of By-laws, which are subject to approval by Congregational Meeting and the Elder serving the Region and for submitting the approved By-laws 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.

C. Qualifications – Members of the Board of Directors must be Members in good standing of FOUNDERS MCC Los Angeles for at least twelve (12) consecutive months and have experience in one of the following areas - financial planning, administration, policy development, fundraising, or other training or experience demonstrating ability for leadership. A membership transferred in good standing from another MCC Congregation shall fulfill this twelve (12) month membership requirement.

1. Conflict of Interest – More than one person from a household, family, or committed relationship; someone who is a church employee; or someone who is Clergy, Clergy Candidate, Clergy in formation, or Deacon shall not be eligible to serve on the Board of Directors.

D. Composition – There shall be nine (9) members, including the Pastor who shall serve as Moderator.

E. Term of Office – The term of office for members of the Board of Directors, except the Pastor, shall be two-year staggered terms, with half being elected at each annual Congregational Meeting. Members of the Board of Directors may not serve more than two (2) terms consecutively.

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 without vote.

1. Minutes – Minutes and financial reports are not official or subject to disclosure, until they have been reviewed, approved and accepted by majority vote of the Board. At that time they shall be available to Members of the church. Minutes shall include a record of those present and decisions made. A copy of the minutes shall become part of the permanent church records.
2. A ten (10)-minute public comment period shall be made available at the start of each meeting with a limit of two (2) minutes per person.
3. Agendas shall be posted 48 hours before each Board of Directors meeting.

G. Quorum – No less than a majority of the members of the Board of Directors, including the Moderator, must be present in order to transact business. If the Moderator is unable to attend, a meeting of the Board of Directors may be conducted with the consent of the Moderator; in such instance, no less than a majority of the members of the Board of Directors must be present. If the Moderator is incapacitated or otherwise unable to consider granting consent, no less than a majority of the members of the Board of Directors, including the Vice-Moderator, must be present.

H. Officers – The 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 persons to fill the positions of Vice-Moderator, Clerk, and Treasurer. The term of office for officers, except for Moderator, shall be one (1) year.
 - a. Moderator – The Pastor shall serve as Moderator of the Board of Directors.
 - b. Vice-Moderator – The Vice-Moderator shall serve as Moderator of the Board in the absence or upon the request of the Pastor.
 - 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. 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.

I. 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.

J. Discipline – The church cannot condone disloyalty, unbecoming conduct, or dereliction of duty on the part of any member of the Board of Directors. Therefore, 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 who must be disciplined in accordance with the UFMCC By-laws. A petition submitted to the Clerk and signed by twenty percent (20%) of the Members in good standing of the Congregation may also initiate such a procedure.

1. 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.

2. Prior Notice – No director shall be disciplined without prior notice of a motion to discipline and written notice inviting director to address the issue with the Board. Notice shall be sent to the directors last known mailing and e-mail addresses not less than 2 week prior to meeting at which such notice shall be entertained. At the time the notice is provided, the moving party shall make a full disclosure of the reasons for the proposed discipline. A recording of the Board's full discussion shall be made of the discussion and vote regarding discipline and shall be made available to the Congregation in the event of an appeal. The decision to appeal shall constitute the permission of the affected member for the release of the Board's full discussion and vote of the disciplinary motion.

K. 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.

L. 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.

Note: A complete copy of the entire Bylaws is available upon request or on our church website

www.mccla.org
(Member's Section)

The Board of Directors and Founders MCCLA Culture

The congregation of Founders MCCLA is involved in the long-term work of “living into” a relationship agreement. 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.
- Attend Board of Director meetings, as scheduled.
- Be a member of Founders MCCLA 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 Founders MCCLA 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.