

4.0 STANDING COMMITTEE / HEAD OF STAFF LINKAGE POLICIES

A good relationship between the Standing Committee and the Head of Staff is an essential part of the successful operation of First Parish. This relationship includes the following:

- 1.** Only decisions of the Standing Committee are binding on the Head of Staff.
- 2.** The Head of Staff is directly accountable to the Standing Committee for Staff performance and conduct. Consequently, Staff accomplishment of the Ends Policies using the Means Policies is considered successful Head of Staff performance.
- 3.** The Standing Committee delegates authority to the Head of Staff through these written policies that describe the Ends to be achieved and the Means to be used, allowing the Head of Staff to use any reasonable interpretation of these policies.
- 4.** In pursuance of these policies, the Head of Staff is authorized to establish any further policies, make any decisions, take any actions, establish any practices, and develop any activities that are necessary. Copies of policies and enabling documents for practices and activities shall be provided to the Standing Committee prior to their implementation.
- 5.** Evaluation of the Head of Staff's performance shall be based on the Ends and Means Policies described in this document. This evaluation shall be performed by the Standing Committee annually with whatever assistance it deems necessary and will be aided by regular reports provided by the Head of Staff. The reports, their frequency and their content are as follows:
 - a.** Financial Report, monthly, containing the Church cash position, all inflows and outflows, all budget line items, gift and fund accounting, and reasonable forecasts.
 - b.** Annual Pledge Campaign Report, just prior to the last Standing Committee Meeting of the church year, containing a statistical analysis of the results and a comparison of them with previous years.
 - c.** Financial Planning Report, quarterly, containing status reports on the next year's budget development and planning for the Annual Pledge Campaign and other major fund raising activities.
 - d.** Staff Report, biannually, containing status of the staff and a review of compensation and benefits
 - e.** State of the Church Report, annually at the annual meeting, containing a summary of the activities from the Church year, recognizing major events both positive and negative, and a forecast of the immediate future with anticipated consequences and recommended actions.
 - f.** Report on special projects, as agreed from time to time.