



# EMERGING AND ESTABLISHED STEWARDS WEBINAR SERIES



**30 March 2023**

Board Secretaries



**Gabrielle Fortunato**  
South Africa



**Ereny Monir**  
Egypt



**John Roomes**  
Jamaica



**Randy Kung**  
USA



# EMERGING AND ESTABLISHED STEWARDS WEBINAR SERIES

Free 60-minute interactive webinars to strengthen your service

## MARCH

### BOARD SERIES



**9 March 2023**

Board Members



**16 March 2023**

Board Chairs



**23 March 2023**

Board Treasurers

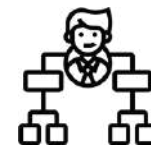


**30 March 2023**

Board Secretaries

## APRIL

### C-SUITE SERIES



**13 April 2023**

Chief Executive Officers



**20 April 2023**

Chief Financial Officers



**27 April 2023**

Chief Operating Officers

## MAY

### CHURCH SERIES



**11 May 2023**

Pastors



**18 May 2023**

Church and Ministry Administrators

## JUNE

### OFFICERS SERIES



**1 June 2023**

Fundraising and Communications Officers



**8 June 2023**

Human Resources and Technology Officers



**15 June 2023**

Training and Program Officers

All webinars start at 11 AM GMT

**REGISTER & WATCH RECORDINGS AT [GTP.ORG/EVENTS](https://gtp.org/events)**

# OVERVIEW

1. What are the top 3 pressing issues for board secretaries?
2. Why approach pressing issues from a "biblically faithful, globally consistent, and locally contextualized" perspective?
3. How can board secretaries apply tools to address pressing issues?
4. What if you applied this teaching and used these tools?
5. Breakout Discussion for Established Stewards (5+ years experience) and Emerging Stewards (0-5 years experience)
6. Q & A
7. Wrap up

# WHAT?

**What are the top 3 pressing issues for board secretaries and what does the Bible say about these issues?**



**Ereny Monir**  
Egypt

# PRESSING ISSUE #1

## Personal and Spiritual Health and Professional Development

### Counsel from Lemuel (Proverbs 31:8-9)

- Speak up for those who cannot speak for themselves – Listen to constituents and speak as needed on their behalf.
- Judge fairly – Know laws and policies and ensure compliance.
- Defend the rights of the poor and needy – Strengthen yourself to attend to the well-being of all people linked to the ministry.



# PRESSING ISSUE #2

## Lack of Knowledge of the Secretary Role

### Preserve Records

1. Keep minutes of board proceedings (John 21:24-25).
2. Maintain policies and help monitor compliance (Titus 3).

### Promote Excellence

1. Ask questions to maintain standards (Nehemiah 13).
2. Assist in keeping God's house in order (2 Kings 20:1).

### Prevent Problems

1. Build up people with knowledge and service (Ezra 7:10)
2. Ensure accuracy to preserve trust (1 Corinthians 4:1-2).

# PRESSING ISSUE #3

## Accessing and Archiving Institutional Documents

### Lessons from the biblical example of Luke and Theophilus

1. Carefully investigate to ensure reports are correct (Luke 1:1-3).
2. Build confidence with an orderly corporate record (Luke 1:4).
3. Keep Jesus at the center of the ministry story (Acts 1:1).
4. Report for generations of stakeholders (Acts 1:2).

# WHY?

**Why approach pressing issues from a biblically faithful, globally consistent, and locally contextualized perspective?**



**John Roomes**

Jamaica



# BIBLICALLY FAITHFUL (STEWARDS)

**If we take a "biblically faithful" approach to these pressing issues we will experience many benefits. Our board secretary will...**

1. Honor God through excellence in speaking and service
2. Help the board and staff stay on track with compliance
3. Keep the institutional records for the governing board
4. Support the staff with reminders and good questions
5. Do hard work from taking minutes to ensuring legal review
6. Ensure clear, concise, and accurate reporting to build trust

# GLOBALLY CONSISTENT (STANDARDS)

**If we take a "globally consistent" approach to these pressing issues we will experience many benefits. Our board secretary will...**

1. Improve church and ministry governance and administration
2. Discern and share best practices for board secretaries
3. Comply with laws – "Do what is right before man"
4. Reflect a higher standard – "Do what is right before God"
5. Help God's workers to present an accurate witness
6. Strengthen reporting with adaptable one-page templates

# LOCALLY CONTEXTUALIZED (SUSTAINABILITY)

**If we take a "locally contextualized" approach to these pressing issues we will experience many benefits. Our board secretary will...**

1. Set an orderly example for other churches and ministries
2. Comply with local laws and regulatory requirements
3. Engage local experts for service to churches and ministries
4. Ensure ongoing health of the ministry and the mission
5. Know the institutional story and pass it on to others
6. Keep accurate institutional records and reports

# HOW?

**How can board members apply practical tools to address these pressing issues?**



**Gabrielle Fortunato**  
South Africa

# DIAGNOSTIC TOOL

## Do the GTP Diagnostic Tool

1. Answer 36 questions
2. Get your diagnostic report
3. Download Free GTP templates
4. Put your house in order

[www.gtp.org/resources/diagnostic-tool](http://www.gtp.org/resources/diagnostic-tool)

Available in 5 Languages:

English, Spanish, French, Czech, and Slovak

# FEATURED TEMPLATES

**BOARD MEETING EVALUATION**

Name \_\_\_\_\_ Date of Meeting \_\_\_\_\_

Here is my board meeting evaluation of our time together as committees and as a full board.

- The board binder contained useful information and helped members fulfill their governance responsibilities.
 

|                |       |         |          |                   |
|----------------|-------|---------|----------|-------------------|
| Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|----------------|-------|---------|----------|-------------------|
- The **spiritual** activities and sharing coupled with the board development session was important and productive.
 

|                |       |         |          |                   |
|----------------|-------|---------|----------|-------------------|
| Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|----------------|-------|---------|----------|-------------------|
- The agenda focused on **strategic** issues and had space for members to ask questions and express opinions.
 

|                |       |         |          |                   |
|----------------|-------|---------|----------|-------------------|
| Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|----------------|-------|---------|----------|-------------------|
- The margin for **substantive** positioned members to engage to God, each other, regional facilitators, and staff.
 

|                |       |         |          |                   |
|----------------|-------|---------|----------|-------------------|
| Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|----------------|-------|---------|----------|-------------------|
- The **social** activities and meal times gave members the opportunity to build relationships with the GTP family.
 

|                |       |         |          |                   |
|----------------|-------|---------|----------|-------------------|
| Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|----------------|-------|---------|----------|-------------------|
- What did you like best about this meeting?
- What did you like least about this meeting?
- What suggestions do you have for how the board meeting/global gathering could be improved?
- Other comments/suggestions.

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## Board Meeting Evaluation

**BOARD MEMBER SELECTION PROCESS**

Selection Process – 10 Steps

The following selection process aims to help GTP identify candidates that have the CHARACTER, COMPETENCE, and COMMITMENT needed for board service. By following the steps we hope to avoid allowing any one person to manipulate the process and to help ensure GTP locates candidates that match the needs in our Board Matrix.

- Identify Board Candidates for Nomination in relation to the needs of our Board Matrix. *Prayer: God please guide us to candidates that fit the needs of our Board Matrix.*
- Request Board Profiles from Candidates. *Prayer: Set aside your desire for who should serve and seek God's best. Read Acts 15:1-3.*
- Distribute and Review Profiles to Current Board Members. *Prayer: God show us your organization, not ours. Show us which candidates should be invited for board service.*
- Designate Point Person on the Board to arrange possible Zoom Interview times noting Time Zones and to send candidates two items in advance of Zoom: Board Policies Manual and Board Member Annual Commitment Form.
- Determine availability of at least two independent Board Members for Zoom Interview and confirm details.
- Designate Board Member note taker of Zoom Interview.
- Board members connect on Zoom 5-10 minutes prior to interview to pray for wisdom and determine who will ask questions in each of these three areas:
  - The Candidate's Christian faith journey to assess his or her CHARACTER, and
  - The Candidate's vocational history to query his or her COMPETENCE, and
  - The Candidate's heart and interest in this global movement to evaluate his or her COMMITMENT to serve on the board, and specifically estimate the requirements to attend the Global Gathering each year (share dates).
- After the interview, Board Members who attended the interview discuss suitability and possible conflicts.
- Report findings to remainder of the Board.
- Nomination of Board Candidate at future Board meeting.

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## Board Selection Process and Interview Template

**WHISTLEBLOWER POLICY**

**GTP Policy on Sexual Misconduct, Dishonesty, Fraud, and Whistleblower Protection**

Global Trust Partners ("GTP") is committed to the highest possible standards of ethical, moral, and legal conduct as reflected in our values statement and code of ethics and conduct. These standards include maintaining the professional and financial integrity and accountability necessary to maintain our Christian witness and comply with Federal and State laws. Consistent with this commitment, the policy aims to provide an avenue for employees or others to raise concerns about suspected misconduct, dishonesty, and fraud and to provide reassurance that they will be protected from reprisals or retaliation for whistleblowing in good faith.

**PROCEDURE**

**Reporting**  
Employees and any other person who has a concern relating to suspected misconduct, dishonesty or fraud may make a report. Global Trust Partners wants to hear of possible problems in these areas. Concerns or suspected misconduct, dishonesty, or fraud may be reported by telephone or in a mail or the employee's or reporter's preference to Chair of the Finance and Audit Committee. If the complainant notifies the Chair of the Finance and Audit Committee, the complainant will go to the Board Chair and the President & CEO.

**Tying**  
The earlier a concern is reported, the easier it is to take action.

**Investigating the Concern**  
Following the receipt of any complaint submitted, the Finance and Audit Committee will immediately inform the Board Chair and President & CEO and will investigate each matter as reported and take corrective and disciplinary actions where appropriate. If the matter involves the Chair of the Finance and Audit Committee, the Board Chair will investigate the matter with the remaining members of the Finance and Audit Committee.

The Finance and Audit Committee may utilize committee members, employees of GTP and/or outside legal, accounting, or other advisors, as appropriate, to conduct any investigation of complaints regarding financial reporting, accounting, internal accounting controls, auditing matters, or any other form of misconduct, dishonesty, or fraud. In conducting any investigation, the Finance and Audit Committee shall use reasonable efforts to protect the confidentiality and anonymity of the complainant.

**Further Information**  
The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

**Report to Compliance**  
The complainant will be given the opportunity to receive follow up on their concern within two weeks.

- Acknowledging that the concern was received.
- Indicating how the matter will be dealt with.
- Giving an estimate of the time that it will take for a final response.
- Telling the complainant whether initial inquiries have been made, and
- Telling the complainant whether further investigations will follow, and if not, why.

**Informative**  
Subject to legal constraints, the complainant will receive information about the outcome of any investigation.

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## Whistleblower Policy

## Board Matrix

|   | Chair | President & CEO | Finance & Audit Committee | Stewardship & Governance Committee | Human Resources Committee | Marketing & Communications Committee | Operational & Facilities Committee | Regional & Local Church Support Committee | Trustees |
|---|-------|-----------------|---------------------------|------------------------------------|---------------------------|--------------------------------------|------------------------------------|---|----------|
| Chair                                     |       |                 |                           |                                    |                           |                                      |                                    |   |          |
| President & CEO                           |       |                 |                           |                                    |                           |                                      |                                    |   |          |
| Finance & Audit Committee                 |       |                 |                           |                                    |                           |                                      |                                    |   |          |
| Stewardship & Governance Committee        |       |                 |                           |                                    |                           |                                      |                                    |   |          |
| Human Resources Committee                 |       |                 |                           |                                    |                           |                                      |                                    |   |          |
| Marketing & Communications Committee      |       |                 |                           |                                    |                           |                                      |                                    |   |          |
| Operational & Facilities Committee        |       |                 |                           |                                    |                           |                                      |                                    |   |          |
| Regional & Local Church Support Committee |       |                 |                           |                                    |                           |                                      |                                    |   |          |
| Trustees                                  |       |                 |                           |                                    |                           |                                      |                                    |   |          |

**Notes and Details:**

- Gender:** This category reports gender for board diversity.
- Age:** This category reports age to help for age diversity.
- Geography:** This category reports where the board member currently resides.
- Education:** This category reports where the board member currently resides.
- Experience:** This category reports specific areas of experience.
- Committee:** This category reports general information on committees.

**Terms and Rotation:**

- Annual Meeting 2020: Name, Name. Each can serve another 2 year term to 2022. They off a year and can return.
- Annual Meeting 2021: Name, Name. Each can serve another 2 year term to 2023. They off a year and can return.
- Annual Meeting 2022: Name, Name. Each can serve another 2 year term to 2024. They off a year and can return.
- Annual Meeting 2023: Name, Name. Each can serve another 2 year term to 2025. They off a year and can return.
- Annual Meeting 2024: Name, Name. Each can serve another 2 year term to 2027. They off a year and can return.



# WHAT IF?

**What if you applied  
this teaching and  
used these tools?**



**Randy Kung**  
USA

# BREAKOUT DISCUSSION

## **Established Stewards (5+ years experience)**

Share an example that illustrates a point of today's webinar.

## **Emerging Stewards (0-5 years experience)**

Share one biblical insight or practical idea you gained from this webinar.

# Q & A



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South Africa



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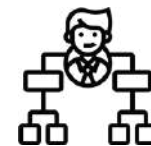


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