



MINISTRY DESCRIPTION

Board of Directors

Position: Board Member

(Revised January 21, 2023)

What is KidZ at Heart?

KidZ at Heart International is a global Christian community that trains, partners with, and mobilizes networks of leaders to help children fall deeply in love with Jesus (Deuteronomy 6; Joel 1:3; Mark 10:13-16; Romans 12:1-2; 2 Timothy 2:2).

Purpose

- To determine the mission/direction of KidZ at Heart International via community discernment as the board listens for God's strategic priorities for this ministry.
- To ensure that the mission of KidZ at Heart is reached in accordance with the KidZ Bylaws, Community Covenant, and Policies and in compliance with ethical standards and current legal requirements.
- To oversee the work of the President, evaluating his/her results per strategic priorities and mission, while releasing President to use his/her own creativity and giftedness to perform oversight of staff and volunteers.
- To serve as a liaison, advisor, consultant, encourager for one or more members of the staff when called on to do so by the President.
- To insist upon a godly stewardship that utilizes the limited financial and staff resources for the effective accomplishment of the KidZ mission.
- To ensure that adequate resources are procured to accomplish the mission of KidZ at Heart.

Relationships

Each member of the Board of Directors reports directly to the Board Chairman, works alongside five to fifteen other Board Members, oversees the work of the President, and advises/encourages staff members as called upon to do so.

Responsibilities

1. Ongoing Christian spiritual formation:

- Earnestly seek to fulfill the KidZ Leadership Community Covenant, including regularly engaging in spiritual disciplines, both privately and in community (Romans 12:1-2).
- Ascribe to the KidZ at Heart statement of faith in both belief and practice as adopted and interpreted by the Board of Directors (Hebrews 13:17) and documented in KidZ at Heart's Staff Handbook.
- Pray for the board, staff, and volunteers involved with KidZ at Heart.



- Abide by the KidZ at Heart Code of Conduct as outlined in the KidZ at Heart's Staff Handbook (Philippians 1:27).
 - Actively engage in corporate spiritual discernment work with the KidZ at Heart leadership team (Acts 21:10-14) in an ongoing effort to be a corporate spiritual community dedicated to understanding and pursuing God's will in our lives and ministry (I Corinthians 2:6-16; 1 John 4:1).
2. **Personal prayer:** Develop a practice of praying for the ministry and consider inviting others to pray with you and for you in your ministry with KidZ at Heart (Luke 8:1-3; Matthew 10:7-11; Acts 18:1-5).
 3. **Vision and mission:** Actively discern, understand, own, and help articulate the vision, mission, and strategic priorities for KidZ at Heart.
 4. **Outreach:** When opportunities arise, advocate for KidZ at Heart within his/her church, community, and circle of influence to enhance the organization's public standing and to advance the work of KidZ at Heart.
 5. **Meetings:**
 - Regularly attend and participate in Board meetings, serving on committees as appointed and as an officer of the Board as needed.
 - Review minutes and reports of KidZ at Heart activities to determine, monitor, and strengthen KidZ at Heart's policies and to conduct ongoing, high-level evaluation of the ministry's programs and services.
 - Read all advance materials before coming to Board meetings. Comment on these materials and interact with their author(s), the President, and/or the Board Chairman prior to the Board meeting.
 - Hold in confidence within the Board matters of discussion and personal information learned about donors, staff, Board Members, property negotiations, and legal matters.
 6. **Money:**
 - Support the work of KidZ at heart through regular financial contributions at the level Board Member is personally able to donate.
 - Participate in ongoing fundraising efforts both personally and by referral.
 - Review monthly financial reports to ensure effective use of resources and legal and ethical integrity and accountability.
 7. **Manpower:**
 - Assist in recruiting volunteers for the organization, including Board Members, administrative staff, and short-term training team members by promoting KidZ at Heart's ministries within sphere of influence and/or recommending potential candidates to the appropriate staff member.
 - Oversee the work of the President of KidZ at Heart: approve goals and deadlines, hold accountable for meeting deadlines, regularly communicate regarding interim progress, and assist as possible in completing goals.



- Share your expertise with the organization, and when requested to do so by President, with specific staff members. Don't micromanage or meddle in staff work, but communicate any concerns to the Board Chairman or the President.
- Assist in recruiting and orienting new Board Members.
- Engage in regular assessment of the Board's performance, including self-assessment and making suggestions regarding the Board's effectiveness.

8. Management:

- Actively help the Board to formulate and implement policy.
- Understand that the Board is legally responsible for the sound management (financial, program, personnel, insurance, and property) of the organization and compliance with governmental regulations.
- Respond to all KidZ at Heart emails in a timely manner.

Classification

Members of the Board of Directors of KidZ at Heart International are considered volunteers.

Time Commitment

- The Board currently holds five meetings each year. Three meetings are held linking Board Members via video conference and last approximately 2 hours (currently 9-11 a.m. Arizona time – always MST – and normally on the first Mondays of March, June or July, and November). The Board gathers for two face-to-face retreats in September and January each year (in Mesa).
- It is expected that Board members will review and respond to e-mails and documents circulated between meetings (minutes, finance reports, creation of policies, etc.) in a timely fashion, thus expediting business and shortening time needed for discussion of these items at meetings.
- I Involvement in the ministry in some fashion requires several hours per month.
- C Committees meet as required.

General Information

- The Board of Directors has legal and financial responsibility for the operations of KidZ at Heart International.
- The Board governs according to the Constitution, Bylaws, and Policies of KidZ at Heart. These set out the day-to-day operations of the organization, the Board's powers, membership structure, conduct of meetings, etc.
- Board Members receive no remuneration, but may be reimbursed for expenses, such as mileage, incurred while on KidZ at Heart business. Reimbursements are only available for pre-approved expenditures.
- Board Members typically pay for their own travel expenses to and from the two annual retreats, but are offered optional host housing and transportation while on site. If needed, travel expenses for board retreats may be reimbursed at Board Member's request.
- Missing two consecutive meetings without due cause may result in removal from the Board.



- Board Members do not serve for “terms.” The board desires to communally discern God’s leading and timing for bringing any new member on the board and for any existing board member to exit the board. Therefore, it is expected that a Board Member would engage in group discernment with other Board Members prior to any resignation.

I have received, read, and understand all that is written above in my Ministry Description.

Board Member’s Signature (Digital)