

**Board of Trustees Application Package**

Thank you for your interest in serving on the Oakland Center for Spiritual Living Board of Trustees.

The Board of Trustees serves an important role as primary fiduciary stewards of the Center, and is also involved in many other aspects of Center business.

Board of Trustees members are elected to serve a three-year term.

The following information outlines the basic position requirements and duties, expectations, nomination process, and election procedures including key dates. If you are called to candidate for the Board of Trustees, please complete the attached questionnaire as soon as possible, return it to Deborah Jackson from the Nominating Committee or to any Nominating Committee Member and arrange for a preliminary meeting with a Board or Committee member.

**The Vision of The Oakland Center for Spiritual Living
is to joyfully reveal the love and oneness of God.
We are a welcoming and inclusive spiritual community dedicated to individual transformation and collective growth.
Our purpose is to love, inspire & serve our community**

**and the world through education, music, prayer and play.**

**Basic Requirements**

* + Member in good standing (two year min.) and currently highly engaged at the Oakland Center For Spiritual Living
	+ Strong foundation in Science of Mind principles, and completion of Foundations or an equivalent Science of Mind class as well as one other certificated Science of Mind class
	+ Active, loyal and supporting
	+ Ability to generously contribute time and talent to the Center
	+ Recent history of being in service to the Oakland Center For Spiritual Living
	+ Contribute financially to the Oakland Center in a regular, structured, identifiable way
	+ Ease with attention to detail and implementation and completion of projects
	+ Business/finance/stewardship experience and/or organizational skills
	+ Excellent interpersonal communication skills
	+ Excellent at navigating group dynamics

 **Expectations**

* Have a computer and e-mail account for frequent Board of Trustees communications
* Fill a three-year term
* Attend monthly Board of Trustees meetings
* Actively contribute to planning
* Maintain visibility in our community
* Communicate with and listen to congregants
* Attend and participate in Open Forums, Annual Meeting, Board Retreats and other Center events and functions

 **Nomination Process and Selection Procedures**

* Notice of openings
* Applicant completes questionnaire and submits biography and photo (.gif/.tif/.jpeg)
* Nominating Team screens and reviews applications
* Nominating Team interviews eligible candidates
* Nominating Team recommends slate of candidates to the Board of Trustees
* Board of Trustees reviews nominees and makes recommendations to the Nominating Team
* Final slate of nominees is announced to the community
* Nominees are presented to members at the Annual Membership Meeting
* New Board of Trustees Members are elected at the Annual Membership Meeting

**Additional Board Responsibilities to be aware of** (this list is not all-inclusive):

|  |  |
| --- | --- |
| **What** | **Description** |
| Attend monthly meeting(s) | 1. A monthly business meeting (2-5 hours)
2. An additional non-business meeting (dialogue) will be added in the near future to cultivate connection, relationship and heart-centered consideration so as to relate to and with each other in a much more holistic way as we navigate the business of church.
 |
| Count donations | Become familiar with counting procedures and count Sunday Service donations at least once a month. Requires 30-45 minutes right after service.  |
| Sign checks | May need to be available to sign checks once a week on specified day, or on emergency basis |
| Take notes and write minutes for monthly meetings  | As a volunteer in the position of Recording Secretary, or, in the absence of the Recording Secretary, Board members should understand the process for writing Minutes for the monthly meeting. This involves taking notes via pen and ink or entering computer notes during the meeting, and then formatting, editing, and clarifying to create Minutes after the meeting, and sending out Draft Minutes by email for the Board to review. |
| Chair sub-committees | May be asked to chair sub-committees. This may involve scheduling and facilitating meetings in addition to the regular monthly Board meetings. |
| Research,  review, assist with  projects  | May be asked to research, review, and assist with projects as they arise. |
| Write  contracts, policies By-law changes | May be asked to assist with writing/revising policies, bylaws, contracts (e.g., consultant contracts such as gardeners, cleaners, rentals, 1099 consultants, new hires).  |
| Financial oversight | Provide financial oversight by participating in fiscal discussions. |
| Visibility | Attend Sunday Service regularly and be visible and available to support the Center, its Minister and the congregants. |
| Board Officers | We are expected to volunteer to serve as officers, such as Chair, Co-Chair, Secretary and Treasurer. Detailed descriptions of these duties are in the Bylaws.  |

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# Board of Trustees Application Questionnaire

Turn in completed applications to Deborah Jackson or put in the Nominating Box on the Information Table.

**Please provide typed or legibly printed responses and complete information.**

Application № 2021- \_\_\_\_\_\_\_ (To be completed by Nominating Team)

Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

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Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Before beginning this questionnaire,
please meditate on the following:**

God is Good.

With great joy I move forward in my greater expression
of love and expanding service to my spiritual community.

I allow my divine talents and gifts
to be expressed with clarity, ease and equanimity.

1. What is your motivation for wanting to serve on the Board of Trustees?
2. Provide a history of your Science of Mind affiliation including membership at the Oakland Center for Spiritual Living or other Centers, and classes with dates and locations if possible.
3. Please summarize your professional and leadership experience.
4. List your volunteer experience at the Center, especially leadership positions.
5. Briefly describe an interpersonal conflict in which you were involved, including its resolution.
6. Describe your experience/skills with group dynamics, working with people, and consensus building.
7. Discuss your knowledge, experience, and comfort dealing with accounting and business issues, especially budget development and financial statements.

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1. List and describe any special skills you have.
2. What is your tithing practice? (Tithing is defined as giving a percent of your income to the source of your spiritual good, with the Center the primary beneficiary.)
3. How does your spiritual practice show up in how you give your time, talent, and treasure? Please provide an example.
4. As a prospective trustee, explain your unique characteristics for contributing to or implementing the vision and goal of the Oakland Center.
5. Explain any concern or circumstances that might hinder you in fulfilling the duties and terms of a Board of Trustees Member.
6. Please include anything else that you want us to know about you.

Please attach a **one-page biography** to be reviewed by the Nominating Committee, and a clear professional photo of yourself to be used for presentation to the membership if you are selected as a Board of Trustees candidate.

**2021 DATES**

Please review the important Board of Trustee dates below. Board members are required to attend important Center business meetings. Please confirm that you are able to do so.

ANNUAL MEETING: Friday, March 5, 2021

BOARD RETREAT: Friday March 19 (pm) and Saturday, March 20, 2021 (tentative)

MONTHLY BOARD MEETINGS (by quarter) held Sundays at 12:30 p.m.:

1/17, 2/21

March – Annual meeting and board retreat instead of monthly meeting

4/18, 5/16, 6/20, 7/18, 8/15, 9/19, 10/17, 11/21, 12/19

OPEN FORUMS

March 5 – (annual meeting)

July 11 (tentative)

Nov. 14 – (tentative)

**ACKNOWLEDGMENT AND SIGNATURES**

By signing this application I, , acknowledge that I have carefully read and prayerfully considered the Board of Trustees Application and I am satisfied that I fully understand its contents. I also certify that all of my answers are true and complete to the best of my knowledge.

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_ **Board of Trustees Applicant**

I acknowledge that I have met and discussed the interview questions with the applicant.

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_

**Deborah Jackson Nominating Chairwoman, Oakland Center for Spiritual Living**

I acknowledge that I have met and discussed the interview questions with the applicant.

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_

**Rev. Jeffrey Anderson Senior Minister, Oakland Center for Spiritual Living**

***Thank you for your interest and your desire to serve.
Please return the completed packet no later than January 31, 2021.***