

# GOVERNANCE AND STAFF

*Bob Anderson*

CHURCH ADMINISTRATOR

## Introduction

*The Cambridge Platform* of 1648 adopted the Westminster Confession of Faith regarding all matters of church doctrine but the platform rejected the Presbyterian form of church government as too hierarchical and too closely resembling the Church of England. The Congregational form of church government that was ultimately adopted emphasized both the independence and interdependence of any congregation “where Jesus Christ is honored as the head and its members are committed to the authority of the Word of God.”<sup>1</sup>

“Park Street Church has maintained the commitment of early Congregationalism to shared leadership through a plurality of elders and ministers. It has also extended the application of ‘the priesthood of all believers’ to encourage maximum participation of its members in worship services and other programs. Its bylaws genuinely vest the spiritual leadership of the church in its Board of Elders, which includes the senior minister but is chaired by a Moderator. Two ministers equally share most of the preaching load and most of the ministers – as well as a number of missionaries and outside speakers – preach from time to time. In every service, elders have a significant role, whether leading the call to worship or offering a congregational prayer. Other church members minister through music, prayer and, on occasion, drama or liturgical dance. Every baptism affords the opportunity for a personal statement of faith before the congregation, and members also commonly share ministry reports and personal testimonies.”<sup>2</sup>

## Governance

The congregation of Park Street Church governs through a committee structure lead by a Board of Elders (BoE) that is responsible for the overall spiritual welfare and management of the church in accordance with the Bylaws. The BoE is elected by the congregation, with one-third of its membership changing each year. The BoE is comprised of the 12 elected members, the Moderator (chair), the Treasurer, the Senior Minister and the Church Administrator (non-voting). The BoE meets semi-monthly to hear reports from the Treasurer, the ministers and the church committees and to act on various strategic initiatives. BoE members take on visible roles in the worship services and are typically involved in one or more ministries of the church. The BoE extends its oversight of church operations through a structure of committees, made up largely of volunteer church members.

- Missions Committee – is by far the largest of the standing committees. The Minister of Missions and Missions Treasurer together with staff members and approx. 20 volunteers oversee the missions program. This includes developing policies, approving the annual missions budget (approx. 40% of annual church spending), examining new missionary candidates and monitoring the ongoing work of the Missions Department. The Committee establishes subcommittees to aid in accomplishing its goals, including:
  - Staff Missionary Subcommittee
  - Mid-Term Missionary Subcommittee
  - Global Professional Subcommittee
- Finance and Administration (F&A) Committee – The Treasurer and Church Administrator together with volunteer members form a committee that meets monthly to develop policies, approve the budget, approve appropriations for capital expenditures, monitor income and expenses and conduct all necessary business related to church operations. Approximately 60% of the annual church budget is devoted to Ministry and Operations (M&O). The Committee establishes subcommittees to aid in accomplishing its goals, including:
  - Investment Committee – The Church Administrator, Controller, Treasurer, Missions Treasurer and church members in the investment business meet semi-annually to oversee the church’s endowment, currently invested with a third party investment management company.
  - Facilities Subcommittee – The Facilities Manager, Church Administrator and church members in the architectural and engineering professions meet monthly to approve and oversee projects related to improvement and repair of the church facilities. This includes four contiguous buildings on Park Street in the heart of downtown Boston and the Student Ministry Center located in Cambridge just off Harvard Square.
  - Policies Subcommittee – Committee responsible for developing and maintaining an array of policies governing church operations.
  - Security Subcommittee – Committee developing procedures and systems for safeguarding the campuses and providing guidelines for handling emergencies.

1) Hugenberg, Rev. Dr. Gordon, Introduction to “Boston’s Historic Park Street Church”, by Garth Rosell, page 16.

2) Ibid, pages 20-21.

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- Personnel Committee – The Moderator, Past Moderator, Treasurer and volunteers meet quarterly to advise the Senior Minister and Church Administrator on personnel management, including all matters related to employee performance, salary planning, recruiting, disciplinary action, and personnel policies.
- Membership Committee – The minister in charge of membership together with the Clerk convene a group of volunteer members to vote on accepting new members and to manage the membership rolls of active and inactive church members. Candidates for membership are required to attend a series of classes and signify their agreement with PSC's Statement of Faith. Member candidates are accepted into the membership during special worship services held quarterly.
- Nominating Committee – an independent committee of twelve members is elected by the congregation, with one-third of its membership changing each year, to nominate new members for the Board of Elders and church officers.

Each year at the end of February, church members gather for an Annual Meeting to elect four new members to the Board of Elders (BoE), four new members to the Nominating Committee, a Clerk and three treasurers. The 12 members of the BoE may be re-elected for subsequent 3-year terms. Nominating Committee members are not eligible to serve consecutive terms. Every three years a new Moderator is elected to chair the BoE, the Personnel Committee and congregational meetings. The Moderator has a key role in discerning common ground between the BoE, the Senior Minister, the Staff and the various committees of the church. Ultimately, a majority vote of the BoE prevails.

A group of Deacons are appointed by ministers to lead or assist with the various ministries of the church ranging from organizing celebrating the Lord's Supper to assisting with campus ministries. A committee of deacons (chaired by the Moderator) is responsible for selecting a slate of candidates to serve on the Nominating Committee. There are currently 50-60 deacons assisting with virtually every ministry of the church. The list of Deacons and all members of the standing committees are presented annually to the BoE for approval.

## The Staff

Under Park Street's model of congregational polity, the traditional "line" organization of ministers, Missions Staff and Administrative Staff report to the Senior Minister and are also responsible for carrying out the direction set by the various committees of the church. The committees, Senior Minister, and senior employees are directly accountable to the Board of Elders, and the Board of Elders is ultimately accountable to the congregation for its stewardship of church resources and assets and the spiritual welfare of the church.

Missions is managed by the Minister of Missions, who is responsible to the Missions Committee and the Senior Minister for day-to-day operations. The Missions Department provides support for the church's foreign and domestic missionaries, the International Fellowship (PSIF) program, the English as a Second Language (ESL) program, the van Baay International Student House, the Wilson House Student Ministry Center and related college student ministries (CRU), and campus ministry to graduate students (IVCF). A more complete description of the church's missions program is included in section 8 of this document.

Administration is managed by the Church Administrator, who is responsible to the aforementioned committees and the Senior Minister for day-to-day operations. Administration includes a Communications Group, a Facilities Group and a Finance Group and support for the Human Resources, Legal, Audio/Visual and Information Technology functions.

The Senior Minister directly manages a team of ministers responsible for the worship services and ministry support services. This includes the morning and evening worship services and related musical programs, Adult Education, Family Ministries (nursery through high school), Young Adult Ministries (Café), Small Group Ministries, Counseling Ministries (Pastoral Care) and Ministries to Women. A complete description of the church's various ministries is included in section 6 of this document.

Weekly meetings of the Ministerial Staff include the ministers as well as members of Missions and Administration. They meet to plan church activities while giving attention to communications and facilities needs and resource utilization. The staff meeting cultivates interaction within the matrix organization that underlies the organization, where members of the Administration provide services to the committees and the various ministries within the constraints of the budget.

B. Anderson  
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