**Risen Savior Lutheran School**

**Board for School Ministry**

**Board Handbook**

According to the Constitution and By-Laws of Risen Savior Lutheran Church, the Board for School Ministry consists of a chairman who is elected for a three year term and as many other men as deemed appropriate who are elected annually. At the present time the BSM consists of the chairman, a secretary, a financial secretary, and four members at large. In addition, the senior pastor and the principal sit on the board as ex-officio members. [Copy of by-laws]

**Meetings**

The BSM normally meets regularly on the second Tuesday of each month. The Board receives reports from the financial secretary and the principal and follows an agenda prepared by the principal. The Board chairman has an opportunity to preview the agenda before the meeting and adds agenda items as he sees appropriate.

**Role and Responsibilities of the Board (Purpose)**

The BSM fully recognizes that its role is not to interfere with the day to day operation nor meddle with the administration of the school. The Board’s function is to set and review policy, establish and monitor the budget for the school (financial oversight), approve curriculum, support the administration of the school, arbitrate disputes in a loving, Christian manner, and serve as corporate officers of the school.

**Specific Responsibilities:**

**Chairman:**

The man elected by the voters of the congregation as Chairman of the Board for School

Ministry should demonstrate strong Christian maturity and have leadership ability with

good communication skills.

- He will work closely with the pastors of the congregation and the principal.

- He should provide open lines of communication with the faculty and staff as

much as possible. In his relationships with faculty and staff it is important that

the chairman model exemplary Christian maturity and confidentiality.

- He will chair all meetings of the Board and coordinate the work of the Board

including working closely with the men designated for various aspects of specific

responsibilities (see below.)

- He will also be a member of the Executive Council and will report on BSM

activities to the EC on a regular basis.

- The chairman of the BSM will also work closely with the principal to monitor all

policies of the school and help to maintain the school’s Policy Manual including presenting policies for review on a periodic basis as well as presenting new policies for adoption by the Board.

**Secretary:**

At the first meeting of each fiscal year (typically July) the BSM will elect one of its

members to serve as its secretary.

- The secretary will have good verbal skills and have the ability to record and share

documents digitally (computer skills).

- He will maintain an accurate record of all meetings of the BSM.

**Financial Secretary:**

At the first meeting of each fiscal year (typically July) the BSM will elect one of its

members to serve as the Financial Secretary of the BSM. The financial secretary will:

- Have the ability to work closely with the school secretary to monitor and control

all income and expense records.

- He will have authorization to sign all checks.

- He will work closely with the principal in the preparation and control of the

school budget.

- He will present monthly reports to the BSM on the status of the school’s finances.

**Members-at-Large:**

Members of the BSM who are not elected to specific offices will serve as Members-at-Large. They will attend all meetings of the BSM and may be chosen to serve as a liaison for various areas of work of the Board. Examples include:

- One member-at-large will serve as the liaison between the board and the assistant

to the principal on curricular matters.

- Another member-at-large will serve as the liaison between the Board and the Care

Committee for Called Workers. This man will specifically have the responsibility

to coordinate activities to welcome newly called workers to Risen Savior

Lutheran School as well as other social events involving the BSM and the

faculty/staff.

**Expectations of BSM Members**

As spiritually mature Christian leaders, members of the BSM are expected to be examples to the faculty and staff, the students and other members of the congregation. They are to reflect their love for Jesus in the way they live their lives out of gratitude for what he has done for them. BSM members also are expected to demonstrate their love for Jesus in regular, faithful attendance in worship and Bible study.

It is also expected that members of the BSM make every effort to attend meetings of the Board. Using their personal and professional experience, members of the Board should participate in discussions and in the decision-making process for the overall good of the school, the faculty and the students.

It is **vital** that Board members maintain **ultimate confidentiality** on matters that come to the Board, particularly sensitive policy or discipline matters. Any communication between the Board and the faculty/staff regarding these matters should be left to the Administrator. If someone at any time approaches a Board member to express concerns about issues between teachers/staff/administration the Board member should encourage that person to follow the scriptural directions of Matthew 18:15-18. For the sake of good order, the Administrator should provide the primary communication between the Board and faculty/staff.

As leaders of the school ministry at Risen Savior, Board members are to demonstrate their interest in the school and its activities. Evidence of this interest might include attendance at school events, interest and support for teachers and students, etc.

Board members should also keep the school and its teachers and staff in their personal prayers. They should speak well of the school, its faculty and its staff at all times as they relate to other members of the congregation.

**Policy Creation and Revision**

*BSM Policy 1.1.0 – Adopted 2012.10*

The Board for School Ministry is the governing board for Risen Savior Lutheran School. The Board for School Ministry creates official policies to help in the overall governance of the school. Official policies are contained in the board policy manual available for review in the principal’s office. A copy of the policy manual is also given to each board member at the beginning of each term.

*Development of New BSM Policies*

New policies can be written at the direction of the Board for School Ministry or under the recommendation of the principal. Policy drafts are normally written by the principal and brought to the board for review and discussion. Once a policy has been created and revised it is then brought and officially read to the board at a regular meeting (first reading). At the subsequent regular meeting of the board the policy is read again (second reading) and voted on. Approved policies are then official policies of the Board for School Ministry and Risen Savior Lutheran School.

*Revision of Current BSM Policies*

Each adopted policy by the Board for School Ministry is reviewed every fifth year. Policies may also be brought for revision at the request of the board or principal at anytime. Revisions to current policies may be made, read at a regular meeting (first reading), at a subsequent meeting (second reading), and then adopted as revised.

Adopted by BSM 7/7/09