
BOARD OF DIRECTORS POLICY AND PROCEDURE

COMMITTEE OVERSIGHT

Newington Baptist Church Property Policy and Procedures

Article 5 - Board of Directors Section 3-4: To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

Article 10 Section 1 Church Operation Manual: The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2026	Gerald German	03/18/2026

Policy and Procedures Established 2019
NEWINGTON BAPTIST CHURCH
6169 Main Street, Gloucester, Va. 23061

1. Purpose

This policy establishes the role, responsibilities, and boundaries of Board of Directors (BOD) members assigned as oversight liaisons to standing committees and ministry teams of Newington Baptist Church. The purpose of this role is to ensure healthy communication, alignment with church governance, and support for committee effectiveness while preserving the committee's authority to carry out its assigned work.

2. Definition of Oversight

Oversight is defined as supportive accountability.

It includes:

- Ensuring alignment with the Constitution & Bylaws
- Ensuring adherence to Board-approved policies and procedures
- Facilitating communication between the Board and the committee
- Providing guidance when questions arise regarding policy, risk, or budget

Oversight does **not** include directing, managing, or controlling the committee's work.

3. Appointment

The Board Chair will assign a Board member to serve as liaison to each standing committee or ministry team. Assignments may be adjusted as needed by Board action.

4. Responsibilities of the Oversight Liaison

A. Alignment and Compliance

The liaison ensures that the committee:

- Operates within the Constitution & Bylaws
- Follows the Policies & Procedures Manual
- Works within approved budget limits
- Aligns with NBC's mission, vision, and values
- Elevates matters requiring Board approval

B. Communication

The liaison:

- Provides updates/report at the monthly BOD meeting regarding committee progress, needs, or concerns
- Communicates Board decisions, expectations, and timelines to the committee
- Ensures clarity when Board approval is required

C. Support

The liaison:

- Encourages and supports the committee chair or team leader
- Helps remove obstacles that hinder committee work
- Provides guidance on policy interpretation, risk awareness, and administrative processes
- Promotes healthy teamwork and documentation practices

D. Accountability

The liaison:

- Ensures the committee remains within its assigned scope
- Identifies potential risks and elevates them to the Board
- Confirms that committee recommendations requiring Board action are properly documented

E. Annual Committee Review

The liaison is responsible for conducting an **annual review** of the committee in partnership with the committee chair or team leader.

This review will:

- Identify accomplishments, challenges, and resource needs
- Confirm that the committee's purpose, membership, and structure remain appropriate
- Provide recommendations to the Board when adjustments are needed
- Conduct an annual review of the committee's Policies & Procedures (P&P) with the committee chair and committee members to ensure the document is current and accurate. Present any recommended changes to the Board of Directors for approval and complete the annual sign-off confirming the P&P has been reviewed and is correct.

A summary of the annual review will be presented to the Board and included in the Board's internal records.

5. Boundaries of the Oversight Role

To remain consistent with the Constitution & Bylaws, the liaison **will not**:

- Chair or run committee meetings
- Vote in committee decisions unless also appointed as a committee member
- Direct or override committee decisions
- Approving expenditures outside the approved budget
- Modify committee responsibilities or structure
- Speak on behalf of the Board without Board authorization

The committee chair retains full responsibility for leading the committee.

6. Meeting Attendance

The liaison is **not required** to attend every committee meeting.

Attendance is expected when:

- The committee requests Board guidance
- The committee is working on matters requiring Board approval
- The liaison needs to stay informed on significant developments

Attendance should be supportive, not supervisory.

7. Reporting Requirements

The liaison will provide:

- Brief verbal or written updates during Board meetings
- Immediate notification of issues involving risk, policy concerns, or budget impact
- Recommendations when committee work intersects with Board responsibilities
- A summary of the annual committee review

Reports should be factual, concise, and respectful of the committee's work.

8. Confidentiality

Board of Directors members are required to maintain strict confidentiality regarding all matters discussed, reviewed, or distributed in Board meetings. Information shared within the Board whether verbal discussion, written documents, digital files, or materials stored on the NBC Google Drive, is **not to be disclosed, distributed, or discussed** with anyone outside the Board unless the Board has formally authorized such communication.

This includes, but is not limited to:

- Board meeting discussions
- Personnel matters
- Financial or legal information
- Draft documents, reports, or proposals
- Any files stored in the restricted-access Google Drive folders
- Any information designated as sensitive, confidential, or internal

Sharing Board information without authorization violates the Board’s fiduciary duty and the confidentiality expectations established in the NBC Constitution & Bylaws, which require Board members to protect the integrity of church governance, maintain proper document control, and safeguard sensitive information entrusted to the Board.

Board members are permitted to **view** documents in Google Drive but may not download, print, or distribute them unless specifically authorized. All requests for printed copies or document changes must be directed to the Board and to the Document Control Manager.

Maintaining confidentiality is essential too:

- Protect the church and its members
- Preserve trust within the Board
- Ensure compliance with the Constitution & Bylaws
- Support healthy, responsible governance

By serving on the Board, each member affirms their commitment to always uphold these confidentiality requirements.

9. Review and Revision

This policy will be reviewed and updated annually by the Board of Directors as needed to ensure clarity, effectiveness, and alignment with the Constitution & Bylaws.