



UME–MESF Board of Directors Couple

Loving Task Description

Election and Term:

It is the responsibility of the United Marriage Encounter (UME) – Marriage Encounter Support Foundation (MESF) Executive Committee to identify and recommend nominees for this position. **Director Couples** serve for a term of approximately two years. There is no limit on the number of consecutive terms for this position. The term of each **Director Couple** begins at the adjournment of the Board meeting at which they are elected. However, if they are elected by mail or telephone ballot the term begins when this action is taken. (*UME By-laws, Sec. 4.04-4.06.*)

Understanding and fulfilling the responsibilities of the **Director Couple** is vitally important for creating and executing the vision, mission, and leadership of UME-MESF. This calls for organizational skills with a strong commitment to both organizations.

UME expects each **Director Couple** to:

1. Be a role model of Christian marriage, Christian ministry, and servant leadership.
 - a. Both husband and wife must be Christian and have a strong, loving, growing, and personal relationship with God.
 - b. Both husband and wife must be active in the same Trinity-based Christian congregation.
 - c. We agree to be a role model of Christian marriage, Christian ministry, and servant leadership.
 - d. We have read and understand, and we agree to affirm, support, and maintain the attached Statement of Faith adopted by the Board of Directors.
 - e. We have read and understand, and we agree to affirm, support, and maintain the attached Vision, Mission Statement, and Core Values of this ministry.
 - f. We have read and understand and will help enforce our policy on God's Plan for Marriage and our Weekend Attendance Policy, including notifying the Executive Director of any concern or issue.
 - g. We will assist in communicating UME policies, missions, accomplishments, and goals to UME Communities and UME couples and to the public as requested by the Board or Executive Director.
 - h. We will ensure adherence to legal standards and ethical integrity of our area of responsibility.

2. Provide vision and direction for UME. Fully support the vision, mission and core values statements of UME as agreed on by the Board.

UME–MESF Board of Directors Couple

3. Serve on the Board of Directors for both UME and MESF. (*MESF By-laws, Sec.4.02.*)
4. Participate in the process of hiring of the Executive Director.
5. Attend and actively participate in all UME-MESF Board meetings (*locations and dates vary*)
 - a. Telephone Conference Meeting, Annual Meeting of elections, normally held in January.
 - b. Telephone Conference Meeting, normally held in early spring.
 - c. Face-to-face meeting, normally held in the summer late June or early July.
 - d. Telephone Conference Meeting, normally held late November or early December.
 - e. Attend new Board Training when offered.
6. As a Director of the UME-MESF Board, fully support all decisions made by the Board.
7. Participate in monitoring and strengthening programs and services to determine whether they are consistent with UME's mission and their effectiveness.
8. Ensure adequate financial resources for UME-MESF to fulfill its mission. Director Couples have a responsibility to support the ministry financially and in locating donors to support the ministry.
 - a. Participate financially by giving to the ministry.
 - b. Help in seeking donors.
 - c. Encourage others to give to United Marriage Encounter.
9. Protect assets and provide financial oversight by reviewing and approving an annual budget and ensuring proper financial controls are in place.
10. Provide leadership for UME-MESF.
 - a. Provide prayer support for the ministry.
 - b. Help make major decisions concerning the future of the ministry.
 - c. Process written and oral information well.
 - d. Have a love, commitment, and passion for the UME ministry.
 - e. Participate in a "think tank" capacity with other Board Couples.
11. Chair or serve on at least one UME Committee or Task Force.
 - a. Be familiar with the written report from the Committee or Task Force on which you serve. Assist in providing reports and updates to Board well ahead of each Board meeting.
 - b. To the best of your ability, be prepared to answer questions and respond to comments regarding your assigned Committee or Task Force during Board meetings.

UME–MESF Board of Directors Couple

- c. Give insight and knowledge to Committee or Task Force concerning Board actions and directions.
12. Assist in communicating UME policies, missions, accomplishments and goals to UME Communities and UME couples and to the public as requested by the Board or Executive Couple. When communicating, act as a liaison, sounding board and gather information. Encourage UME Communities and UME couples to contact the Staff or UME-MESF Executive Couple if there is a question or concern regarding any policy interpretation or decision.
13. Ensure adherence to legal standards and ethical integrity.
 - a. Sign the Policy and Procedure Manual and adhere to policy.
 - b. Annually read and sign Statement of Faith, Vision, Mission and Core Values
 - c. Annually review and sign Potential Conflict of Interest Form
14. Help provide continuity in the ministry by recommending competent potential leadership couples for UME loving tasks such as UME Committees and Task Forces, Board of Directors, etc. Also encourage UME Communities and couples to make these nominations. (*Nomination forms are available from the UME office.*)
15. Directors should periodically and comprehensively evaluate their own performance.
16. Attend Community leadership training opportunities.
17. Be visible and helpful in their UME Community (if they are in an area with a community) by participating in Core, Sing-Offs, Afterglows, Reunions, and other events.
18. Attend and participate in major UME events such as Celebrations, Team Renewals, etc.