

# Portrait of the Trustee

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## **Personally/Spiritually the ideal trustee shall possess characteristics that reflect**

- A committed follower of Jesus Christ with a strong, clear Christian testimony
- A life consistent with biblical principles
- A mature, godly spirit
- A person of faith and prayer
- A strong knowledge and understanding of Scripture
- An active involvement in his/her local church
- A servant leader
- A person of integrity and humility
- A model of God's ideal for the family
- The gift of listening and responding appropriately to the thoughts and opinions of others
- A commitment to Christian schooling as evidenced by having his/her eligible school-age children enrolled in the school
- An acceptance without reservation of the school's Statement of Faith

## **Professionally the ideal trustee shall**

- Be able to articulate a Christian philosophy of education consistent with Scripture
- Think Christianly – applying biblical principles to decision making
- Have a deep understanding and empathy for the Christian school
- Have a heart and vision for the individual Christian school and the Christian school movement as a whole
- Be a team player responsive to the board chairperson and supportive of the head of school
- Be willing to subordinate his or her personal agenda for the sake of the school, making impartial decisions
- The capacity to think strategically and creatively, seeing the “big” picture
- The capacity to look into the future and make decisions on behalf of the coming generations of families and their children
- A sense of humor
- A proven ability to maintain strict confidentiality
- A willingness to be “developed” as a trustee and continue learning about “best practices” for a Christian school board
- If a parent, the ability to set aside immediate needs of your own child(ren) and/or grandchild(ren) when making decisions
- The commitment to help the school by working as a steward, ambassador, and advocate
- History of and/or capacity for giving and encouraging the same of others
- History of and/or capacity for service to the school community

# Assumptions Regarding the Spiritual Qualities for Serving on a Christian School Board

Qualifications for Leadership in Ministry

I Timothy 3:1-13 and Titus 1:6-9

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1. Board members are mature Christians who are daily growing in their personal relationship with Christ.
2. Board members are involved in the ministry of a local Bible-believing church.
3. Board members have a Christ-centered focus with the desire to bring honor and glory to Christ through all that is said and done.
4. Board members are godly role models in the performance of their board duties and decisions.
5. Board members view their service on the school board as a ministry and a calling from God.
6. Board members believe in the power of prayer and are exemplary in their commitment to pray for the school, leadership, faculty, and students.
7. Board members acknowledge the Lordship and sovereignty of Christ.
8. Board members realize that nothing can be accomplished apart from the work of the Holy Spirit.
9. Board members understand and are committed to a biblical world view and a Christian philosophy of education.
10. Board members balance their work with their spiritual lives and home responsibilities — and have the same expectations for the staff.

# Annual Christian School Trustee Affirmation Statement

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## TRUSTEE ANNUAL AFFIRMATION OF SERVICE

1. I continue to fully support the mission, vision, and core value statements of \_\_\_\_\_ Christian School.
2. I understand board membership requires the equivalent of \_\_\_\_ days per year of my time, including preparation and meetings. I am able to give that time during the twelve months ahead and expect to attend all board and committee meetings unless I give the chairman advance notice of my need to be absent for good cause.
3. I intend to contribute financially to our organization during the year and will help open doors to friends who may be interested in contributing.
4. I have reviewed, signed, and intend to comply with our board Conflict of Interest policy. I am attaching information on any potential conflict of interest that has not been previously disclosed to the secretary of the board.
5. I am able to fully support, without reservation, the leadership of our (church) school board, and chief school officer. As this pertains to our school, I give my full support to:  
  
\_\_\_\_\_, Board Chairman  
  
\_\_\_\_\_, Head of School
6. (Add other items important to your board such as statement of faith, etc.)
7. If anything should occur during the year which would not allow me to keep these intentions of being a positive contributor to our board, I will take the initiative to talk to the officers about a voluntary resignation to allow another to serve who is able to meet these common expectations of all board members.

\_\_\_\_\_ I am able to affirm all of the above items and look forward to continued service.

\_\_\_\_\_ Given my current circumstances, I am unable to affirm all of the above and request that the board accept my resignation effective \_\_\_\_\_ and seek a replacement who can meet all expectations of board members.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your copy to the Board Secretary in the envelope provided. Thank you!

Permission has been granted by Fort Bend Baptist School to include this form adapted for inclusion in this workshop.

# Code of Ethics

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## **As a member of the Board I will:**

- Consider myself a fiduciary of the Academy and do my best to ensure that the Academy is well maintained, financially secure, growing, and always operating in the best interests of the owners.
- Represent the owners of the Academy and not a particular church, geographic area, or special interest group.
- Always work to learn more about a board member's job individually and collectively, and how to be a better board member.
- Declare any conflicts of interest between my personal life and my position on the board, and avoid voting on issues that appear to be a conflict of interest in accordance with the board's Conflict of Interest Policy.
- Listen carefully to my board members, and the owners for whom I serve.
- Respect the opinions of my fellow board members.
- Respect and support the majority decisions of the board.
- Recognize that all authority is vested in the collective board and not in individual board members.
- Keep well-informed of developments that are relevant to issues that may come before the board.
- Participate actively in board meetings and actions.
- Call to the attention of the board any issues I believe will have an adverse effect on the Academy or our owners.
- Assist the collective board in interpreting the needs of the owners of the Academy, and the actions of the Academy and board to the owners when designated to do so by the board or board chair.
- Refer constituent or staff complaints to the proper level on the chain of command.
- Recognize that the board member's job is to ensure that the Academy is well managed, not to manage the Academy.
- Assist the board in identifying and hiring the best possible person to direct the Academy.

**As a member of the Board, I will not:**

- Be critical, in or outside of the board meeting, of fellow board members or their opinions.
- Use the Academy or any part of the organization for my personal advantage or the personal advantage of my friends or relatives.
- Discuss the confidential proceedings of the board outside the board meeting.
- Promise prior to a board meeting how I will vote on any issue in the meeting.
- Interfere with the duties of the superintendent or undermine the superintendent's authority.

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

Permission has been granted by Pantego Christian Academy to include this form adapted for inclusion in this workshop.

# Code of Ethics

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*for members of the Christian School Board*

## **As a trustee for Hometown Christian Academy, I will:**

- Be committed to my responsibilities as a member of the board, realizing it is a God given ministry and deserves my best attention, preparation, and energies (Col.3: 23). In everything, I shall seek primarily to bring honor and glory to God and to His son, Jesus Christ (I Corinthians 10:31).
- Maintain my fellowship with God by regular prayer, study of the Bible, meditation, personal cleansing, and consistent fellowship with believers in a local church.
- Pray daily for the organization and its CEO, employees and volunteers.
- Govern my relationships and duties as a member of the board by the principle of love and respect for one another (I Corinthians 13, I John. 3:11).
- Fulfill my responsibilities with honesty and integrity, respecting the confidentiality of privileged information.
- Focus my efforts on the mission of the organization and not on my personal goals or agenda.
- Represent all the owners of the organization honestly and equally and refuse to surrender my responsibilities to special interest or partisan groups.
- Avoid any conflict of interest or the appearance of impropriety, which could result from my position, and shall not use my board membership for personal gain or publicity.
- Recognize that a board member has no authority as an individual and that decisions can be made only by a majority vote at a board meeting. Take no private action nor make personal promises that might compromise the board or administration.
- Support the majority decisions of the board, maintaining a positive spirit while retaining the right to seek changes in such decisions through ethical and constructive channels.
- Carry out my responsibilities, by not attempting to interfere or direct the daily operation of the school, but along with my fellow board members be sure the school is operated/administered on the basis of sound administrative policies. I recognize that tasks related to the day-to-day operation of the school,-e.g., making judgments about faculty-are not part of my responsibility. Accordingly, seek not to influence or direct individual staff members.
- Direct/refer concerned individuals to the appropriate staff person (Matthew 18 Principle) and I will take an issue to the board chairman ONLY after I am convinced that board or administrative policy has not been followed.
- Encourage and respect the free expression of opinion by my fellow board members and others who may appear before the board.
- Support and protect organization personnel in proper performance of their duties.

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