
What You Need to Know About ...

PCC Board of Director Membership: An Information and Application Packet



Pastoral Counseling Center of St. Mary's, Inc.

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This brochure provides you with basic information about what PCC requires from its Board of Directors. Please prayerfully consider if you can commit to the required time to attend scheduled meetings, work on a subcommittee and comply with the requirements listed.

- ____ strong wish to be part of an active board of directors
- ____ previous board experience
- ____ strong faith exhibited by church attendance/membership
- ____ articulate and willing to express informed opinion on issues
- ____ previous experience in active volunteer work
- ____ strategic planning
- ____ fundraising
- ____ program planning and evaluation
- ____ recruiting, hiring and evaluation personnel
- ____ communication, public and media relations, marketing
- ____ public speaking
- ____ organizational development
- ____ information technology
- ____ writing, journalism
- ____ special events (planning and implementing)
- ____ facilities use and management
- ____ strengths in specify _____

Other volunteer commitments:

Can you agree with and support the attached PCC faith statement and mission? Yes No

Comments: _____

_____ signature

_____ date

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Background Information

PCC Background

The Pastoral Counseling Center was established in 1983 as an outreach ministry of Church of the Ascension in Lexington Park, Maryland. In 1984 it was incorporated in as a non-profit organization, with an ecumenical board of directors, and became a member agency of the United Way of St. Mary's County in 1992.



Application

Name: _____
Address _____
Phone Number _____
E-Mail _____
Employer (if applicable); name and address _____

Member/Attendance at _____ church

How did you hear about the Pastoral Counseling Center?
 Advertisement Through church
 Friend Family member
 PCC board member PCC client
 Other (specify) _____

Why do you want to be a member of this board?

What strengths do you feel you have to contribute to the PCC Board of Directors?
 connections to local community through job or volunteer work
 interest in mental health issues and provision of affordable services to the community
 skills in medical, financial, legal, religious, and/ or business area (circle experiences)

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Board Recruitment Process

1. Potential board members are given the brochure “What You Need to Know about the Board of Directors of the Pastoral Counseling Center” (This document and the application are on the PCC website.)
2. Applicants asked to submit the “Board Application”.
3. Written applications are submitted to the Personnel Committee which presents candidates to the board for further consideration.
4. The Personnel Committee interviews candidates chosen by the board. The “Board Applicant Evaluation” is completed.
5. The Personnel Committee presents the results to the Board and a decision is made to invite him/her to the next board meeting. After the board meeting the candidate is asked to respond within 2 weeks as to whether he/she would like to join the board. If the candidate chooses to come onto the board, the “Director’s Code of Ethics” is signed.
6. Once committed to the board, the new member is given the “Board Orientation Notebook” which includes the PCC by-laws, policies and procedures, information on effective boards of directors, minutes of the last 6 board meetings along with the treasurer and director’s reports, annual report, current strategic goals, marketing/fundraising plans and progress, and explanation of pastoral counseling.
7. The new member selects a subcommittee for participation.



Mission and Vision Statements

Mission

At PCC, our mission is to provide professional clinical counseling from a Christian perspective at an affordable rate to individuals, families, and groups.

Counselors are professing Christians with a written statement of faith, actively involved in a Christian church. They are required to have a minimum of a master’s degree in a counseling field and certification/license by an appropriate credentialing agency. Counselors are prepared to engage clients on issues of faith and spirituality in a manner respectful of the client’s faith perspective.

Counseling rates are based on a sliding fee structure based on income. A client assistance plan is funded by donations to help those who cannot pay a full fee. Receipts are available on request for insurance reimbursement.

Vision

The Pastoral Counseling Center will be the leader in providing professional, affordable counseling, consultation and education from a Christian perspective, effectively bringing together the mental health and faith-based communities to meet the varied and changing mental health needs of our community.

Statement of Faith

We believe in a Wonderful Counselor, a Triune God: The Father, the Son, and the Holy Spirit.

We believe in a God who creates, restores, and sustains life.

We believe in a God who reconciles through Jesus Christ.

We believe in God the Holy Spirit, who comforts and guides.

We believe in God who speaks through His Word, the Bible.

We believe in the God who is affirmed by the traditional Creeds of the Christian Church.

AND SO ...

Pastoral counseling is accountable to the Church as an extension ministry of the Body of Christ.

Pastoral counseling facilitates in people their own unique search for truth and wholeness.

Pastoral counseling joins with the work of the Holy Spirit and offers empathy, support, encouragement, and guidance.

Pastoral counseling responds to the whole person – spiritual, emotional, and physical – seeking to bring about complete restoration.

Pastoral counseling affirms and respects the dignity, uniqueness and value of each person.

Pastoral counseling upholds the human need to belong, and offers opportunities for reconciliation to God, to others, and to self.

- ⇒ be accountable to the membership and the community, for competent, conscientious and effective accomplishment of the obligations of the board
- ⇒ ensure discrimination is never practiced at the PCC
- ⇒ act in a manner consistent with the Code of Ethics despite personal opinions, values or differences
- ⇒ attend meetings consistently, prepare for meetings, participate fully, and otherwise fulfill my fiduciary obligations to the PCC



Director's Code of Ethics

As a board member of the PCC, I will:

- ⇒ be committed to the mission of the PCC
- ⇒ act in a manner consistent with the mission and vision of the PCC
- ⇒ focus my efforts of the mission of the PCC and not on my personal goals
- ⇒ accept responsibility and share power in order to work as a productive, cooperating member of the Board of Directors
- ⇒ avoid conflicts of interest between my position as a board member and the personal/professional life
- ⇒ support in a positive manner all actions taken by the Board of Directors even when in a minority position an such actions
- ⇒ never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board
- ⇒ keep confidential matters confidential

Board Function

Approach to Governance

The Board's role is to ensure that the PCC establishes and maintains the trust of the community by being clear in its mission, prudent and ethical in its activities and accountable for its actions. Our meetings focus on planning, policy-making, and assessing our progress. We actively develop and implement marketing and fundraising strategies.

Term of Office

Three years. Directors serve a maximum of 2 terms. After two terms, one year must be taken off if the director desires to serve again. A director who has served for two terms may be elected to the Advisory Board by vote of the board.

Board Meetings

The full board meets at least 11 times a year, usually on the third Tuesday of the month from 6:00pm to 7:00pm. The Director, Treasurer and sub-committee reports are submitted by email to all directors prior to the meeting so that routine business can be dealt with quickly. The majority of each meeting is a work session comprised of focused issue discussion/ decision making and/or board education.



Other Activities

Board Retreats

There are at least 2 half day retreats annually to review and update strategic plans, re-view mission/vision statements, and discuss outcomes measures and performance indicators. Attendance is MANDATORY for all directors.



PCC Activities

Board members are asked to assist with information tables at several annual county events during the year and as needed at other special events. Board members participate in activities promoting the center such as attending United Way functions, speaking with church mission committees and pastors, distributing brochures to various agencies, and contributing to the PCC website.

Fundraising

All board members are expected to make annual donation to the organization that is meaningful to the director. All board members participate in fundraising as developed by the Promotional Committee.

Board Selection Process

Interested individuals submit their written application to the board after reviewing information about PCC and the PCC Board of Directors. Additional questions can be directed to any board member.

Applicants are screened by the Personnel Committee, and after discussion with the board, those who meet the current needs of the board are asked to interview with the Personnel Committee so that each can get to know the other. If both parties wish to proceed, the individual is asked to attend a board meeting. The application is voted on by the board. The candidate is asked to make a decision about committing to the board within 2 weeks of the meeting.

