

## **Bethlehem Lutheran Church Foundation**

### **Position Description: Elected member of the Board**

This elected position has the following responsibilities:

Be an active member of Bethlehem Lutheran Church, aware of its mission, vision and purpose-driven ministries.

Prepare in advance of meetings, by reading all provided documents that will be referenced in the regularly scheduled meetings.

Attend all regularly scheduled meetings, and participate as much as possible in extra meetings and events as necessary.

Be willing to assume committee chair role or executive office on the Foundation Board.

Be willing to participate in at least one committee assignment of executive role each year.

Be proactive in promoting the Bethlehem Foundation and its work whenever appropriate.

Be willing to mentor new board members and committee members who are not elected.

Questionnaire for Applicants to Bethlehem Foundation Board of Directors

Name:

Address:

Home Phone:

Cell Phone:

Occupation and Place of Work:

Work Phone:

Family:

1 . What has prompted your interest in serving on the Board of the Bethlehem Foundation?

2. How long have you been a member of Bethlehem?

3. In which Bethlehem activities, groups, roles or committees have you served?

4. Are you currently a Bridge Builder or contributor to the Foundation?

5. What types of experiences have you had with any foundation or grants work?

With community organizations at large or partnership programs at Bethlehem?

With seminary students or programs or the seminary or synod?

6. Any other relevant information you would like to share with us?