

**Governing Policy C - Chart 4 (a) : Frequency and Method of Regular Monitoring - Reporting Schedule**

| July                           | August                     | September         | October        | November  | December  | January       | February                              | March                       | April                | May          | June                                    |
|--------------------------------|----------------------------|-------------------|----------------|---|---|---------------|---------------------------------------|-----------------------------|----------------------|--------------|---|
| Board Retreat                  | -                          | -                 | Board Retreat  | -   | -   | Board Retreat | -                                     | -                           | Board Retreat        | -            | -                                       |
| Minister *                     | (Next 3<br>report Monthly) |                   |                |   |   |               |                                       |                             |                      |              |   |
| Admin Team **                  |                            |                   |                |   |   |               |                                       |                             |                      |              |   |
| Treasurer/Finance Team (Audit) |                            |                   |                |   |   |               |                                       |                             |                      |              |   |
|                                | Community 2 Community      | Lifelong Learning | Grievance Team | Pastoral Care                                       | Activities: Book, Meditation & Life Exercise Groups | Membership    | Stewardship / Fundraising / Endowment | Leadership Development Team | Nominating Committee | Worship Arts | Denominational Affairs / Partner Church |
|                                |                            |                   | Hospitality    | Activities: Quilters, Writers & Coffee House Groups |   |               |                                       | HR Team                     | SEJC                 |              | Community Night Dinner                  |

\* **Minister** Reports include: Activities of Dir of Lifelong Learning, Music Director & staff; and, Community Minister

\*\* **Admin Team** Reports include: monthly Building & Grounds, Safety, and I.T. updates.

**4. Chart: Frequency and Method of Regular Monitoring**

| Policy                                    | Method  | Frequency  |
|---|---|--|
| <b>Protection of assets</b>               | Internal report<br>External report (audit)  | Semi-annually<br>Annually  |
| <b>Financial condition</b>                | Internal report<br>External report (audit)  | Monthly<br>Annually  |
| <b>Employee compensation and benefits</b> | Internal report   | Annually (February)  |
| <b>Employee \ Volunteer Treatment</b>     | Internal report (staff changes)<br>Internal report<br>Internal report (complaints)<br>Direct inspection | Monthly<br>Quarterly<br>Semi-annually<br>Annually (including grievance procedures) |
| <b>Financial planning (budget)</b>        | Internal report (planning)<br>Direct inspection   | Quarterly<br>Annually (Spring)   |
| <b>Program outcomes (Ends)</b>            | Internal report<br>Internal report (membership)<br>Internal report                                      | Monthly<br>Quarterly<br>Annually   |
| <b>Strategic Plan</b>                     | Internal Report   | Semi-annually  |

Any other policy shall be monitored by internal report each calendar quarter.