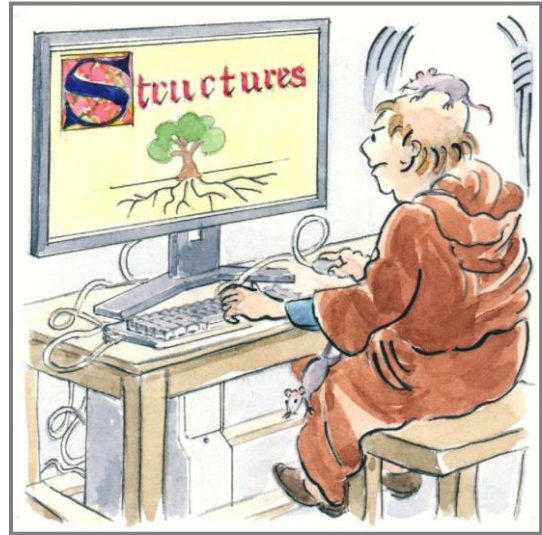


# The role of staff in a mission agency

**TN5a** Training Notes series: Structures



*These notes were first published on the website in February 2007 and last updated in August 2023. They are copyright © John Truscott. You may download this file and/or print up to 30 copies without charge provided no part of the heading or text is altered or omitted. These notes form a supplement to Training Notes TN5, 'Responsibilities of mission agency Boards'.*

The staff are appointed by the Board to run the organisation on their behalf. The staff are paid employees, appointed under contracts of employment or through secondment arrangements. Together the staff should seek to:

## 1 **Maintain a servant attitude**

- To work as servants of God, seeking his guidance as the body entrusted with the day-to-day operation of the organisation's life and activities.
- To pray for the organisation, supporting its activities by all possible means.
- To work together as one team under the leadership of the Chief Executive.
- To work in partnership and harmony with the Board, each body having its distinct role to play.
- To review regularly their own corporate performance and to seek external professional advice and training whenever necessary.

## 2 **Work within an agreed framework**

- To work within the foundational framework of purpose, values, vision and plan as agreed by the Board to deliver the services offered by the organisation.
- To run the organisation effectively and efficiently, seeking to make the correct and appropriate use of its financial resources, to properly apply gift income, and to fulfil all legal requirements.
- To work towards the organisation achieving all agreed targets within both long-term plans and annual budgets.
- To safeguard the good name and the agreed values of the organisation, including its spiritual integrity.
- To raise all necessary funds for the financial health of the organisation, within plans agreed by the Board.

### 3 **Supply all information necessary for the oversight of the organisation**

- To provide information and advice on annual plans and budgets (not just financial) for the Board.
- To provide regular reports to the Board on all activity including finance so that board members have sufficient information both to pay for the work of the organisation and to enable them to make wise decisions.
- To work with the Board in formulating strategy, aims and targets as part of the long-term plans for the organisation.

***It is the role of Board to decide on and monitor the overall plan under which the organisation operates, but the role of staff to implement that plan on a day-to-day basis and to manage the organisation so that it achieves its aims.***

The roles of each individual member of the staff team are defined by their job descriptions. Individual aims and targets are monitored by means of a suitable system of staff review.

*This suggestion is set out in the same format as that used for the role of the Board in **Training Notes TN5**, 'Responsibilities of mission agency Boards', and should be read alongside those notes.*

*It also supports one of the points made in TN35: 'Causes of friction in mission agencies'.*

These notes are available at <https://www.john-truscott.co.uk/Resources/Training-Notes-index> then TN5a.

Contact John if you would like to enquire about the possibility of his working as a consultant with church staff or Trustees. For a more detailed investigation see Health-checks HC6 & HC7, *The Christian Effectiveness Model*.

Cartoons are by Micki Hounslow and cover the six categories of Leadership, Management, Structures, Planning, Communication and Administration. File TN5a under Structures.

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