Quick Reference Card — April 2026

Mayflower Church — Decision-Making at a Glance. Quick-reference card for staff, board members, and trustees. v1.0 · April 2026. Governed by the Mayflower Constitution and Bylaws.

> This card is a summary. The full Decision-Making Framework is the authoritative companion, and the Mayflower Constitution and Bylaws govern where they conflict.

The Four-Question Check

Before you decide, ask:

1. Is the matter inside my domain?
2. Is the cost inside an approved budget line and under my tier?
3. Is any escalation trigger present?
4. Could I explain this at the next board meeting?

YES, YES, NO, YES → decide. Anything else → escalate one level.

Financial Thresholds

Tier	Amount	Who decides	Notes
F-1	Up to $250, within budget line	Ministry lead / staff	Receipt to Bookkeeper ≤14 days.
F-2	$250 – $1,500, within budget line	Responsible Board chair	Two signatures above $750. Logged in next minutes.
F-3	$1,500 – $5,000, within budget line	Responsible Board (majority)	Notice to Board of Finance ≤7 days.
F-4	Non-budgeted, under $5,000	Board of Finance	BYLAW II.B — Finance §4.

Tier	Amount	Who decides	Notes
F-5	Non-budgeted, $5,000 or more • OR any property disposition >$5,000	Congregation (at business meeting)	BYLAW II.B — Finance §5; Trustees §4. Emergency: Finance may act, congregation affirms next meeting.
F-6	Annual budget	Congregation approves (Finance proposes)	BYLAW II.B — Finance §1. October Quarterly Meeting.

Personnel

- **P-1 Volunteer role assignment** — ministry team lead, with board chair awareness.
- **P-2 Minor change to a non-pastoral job description** — supervising board (or Pastor), notice to Servants Council. *PROPOSED.*
- **P-3 Non-pastoral staff hiring** — Servants Council directs, per Hiring SOP. *Bylaw II.B, Servants Council §8.*
- **P-4 Performance review (non-pastoral)** — supervising board chair (or Pastor). *PROPOSED.*
- **P-5 Pastor review** — Servants Council. *Bylaw II.B, Servants Council §7.*
- **P-6 Corrective action** — supervising board chair, with Pastor. *PROPOSED.*
- **P-7 Termination (non-pastoral)** — Servants Council recommends; Finance confirms funding.
- **P-8 Pastoral call / termination** — Congregation, 3/4 vote. *Bylaws II.A.*

Ministry & Events

- **M-1 Run an existing ministry or event** — responsible team / ministry lead.
- **M-2 Significant change** — responsible board, Servants Council informed.
- **M-3 Discontinue** — responsible board recommends; Servants Council affirms.
- **M-4 Launch a new ministry team** — Servants Council approves charter; Elders approve establishment for teaching/outreach/worship.
- **M-5 Cross-board initiative** — Servants Council chairs; affected boards co-approve.
- **M-6 Public communications** — Pastor, with Elder consultation where doctrinal.
- **M-7 Outside speaker / teacher / musical guest** — Pastor with Elder consent.

Facility & Property

- **B-1 Internal ministry use of the building** — Trustees chair; church calendar authoritative.

- **B-2 External / third-party use** — Board of Trustees; COI required. Elder consult if teaching.
- **B-3 Routine repair or maintenance** — Trustees chair per F-1 to F-3.
- **B-4 Major repair / replacement / improvement (not budgeted, $5K+)** — Congregation per F-5.
- **B-5 Capital project** — Congregation approves project and funding.
- **B-6 Sale, mortgage, or transfer of property >$5K** — Congregation. *Bylaw II.B.*
- **B-7 Insurance claim / property damage** — Trustees chair notifies Pastor and Finance within 24 hours.

Escalation Triggers

Always escalate — regardless of dollar amount or domain — when any of these are present:

- **A. Safety risk** to any person or property.
- **B. Legal exposure / insurance** — counsel should be consulted.
- **C. Doctrinal or confessional** — Statement of Faith, Covenant, or teaching content.
- **D. Pastoral care / member-discipline** sensitivity.
- **E. Reputational risk** to the church or ministry of the gospel.
- **F. Precedent-setting** — the first time the church is doing something, even small-dollar.
- **G. Significant dissent** among the leaders responsible.
- **H. Media / external authority** — inquiry, pressure, or request from civil authority.

Route: pause the decision. Notify the Pastor and the Servants Council chair within 24 hours. Council decides next step (extraordinary session, Elder referral, counsel, or congregational meeting).

Full Decision-Making Framework · Overview. Source Word document attached to this page.

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