

# Template Training Tuesday: Board Matrix and Selection Process & Interview Template



11 May 2021



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PAULA MENDOZA



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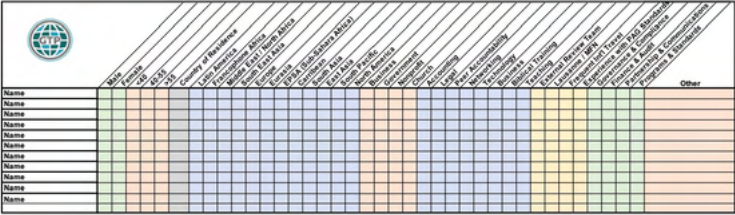
# Overview

- 1. Welcome**
- 2. What is a Board Matrix? What is a Board Selection Process and Interview Template?**
- 3. Why should God's workers use it?**
- 4. How can you adapt it to your organization?**
- 5. What if you used it? (Testimony)**
- 6. Q & A**
- 7. Wrap-up**

# What is a Board Matrix?

A Board Matrix is a tool to help you map the mix of people you need on your board.

- Age
- Gender
- Ethnicity
- Sectors
- Committee
- Other traits?



	Male	Female	Age 18-30	Age 31-40	Age 41-50	Age 51-60	Age 61-70	Age 71+	Country of Residence	USA	Canada	UK	France	Germany	Italy	Spain	Japan	China	India	Other	Other
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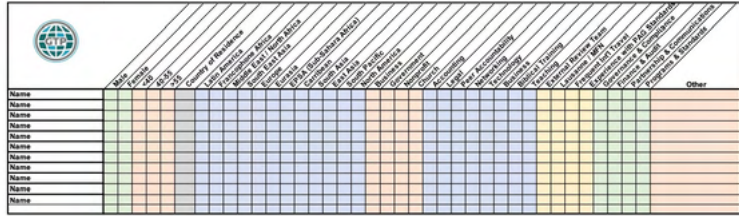
**Gender** This category reports gender for board diversity.  
**Age** This category reports age by range for age diversity.  
**Country of Residence** This category reports where the board member currently resides.  
**Ethnicity** This category reports ethnic origin according to 12 Louisiana regions.  
**Sectors** This category reports sectors of significant background or experience.  
**Experience** This category reports specific areas of experience.  
**Characteristics** This category reports general characteristics or connections.  
**Committee** This category reports committee of board service.

**Terms and Rotation**  
 Annual Meeting 2020 Name, Name, Name - Each can serve another 3 year term to 2023. Then off a year and can return.  
 Annual Meeting 2021 Name, Name, Name - Each can serve another 3 year term to 2024. Then off a year and can return.  
 Annual Meeting 2022 Name, Name, Name - Each can serve another 3 year term to 2025. Then off a year and can return.  
 Annual Meeting 2023 Name, Name, Name - Each can serve another 3 year term to 2026. Then off a year and can return.  
 Annual Meeting 2024 Name, Name, Name - Each can serve another 3 year term to 2027. Then off a year and can return.

# What is a Board Matrix?

**Example: With 6 men, 5 women and 1 open spot, the GTP Governance and Compliance Committee (GCC) called for nominees:**

- Female
- Under 55
- Asia, MENA, or Africa
- Church sector
- Accounting
- Service on Finance and Audit Committee



**Legend:**

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# What is a Board Matrix?

	Male	Female	<40	40-55	>55	Country of Residence	Latin America	Francophone Africa	Middle East/ North Africa	South East Asia	Europe	Eurasia	EPISA (Sub-Sahara Africa)	Caribbean	South Asia	East Asia	South Pacific	North America	Business	Government	Nonprofit	Church	Accounting	Legal	Peer Accountability	Networking	Technology	Business	Biblical Training	Teaching	External Training	Lausanne / MFN	Frequent Int'l Travel	Governance with PAG Standards	Finance & Audit	Partnership & Communications	Programs & Standards	Other	
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# What is a Board Selection Process and Interview Template?

It is a written process (to avoid manipulation) that helps your church or ministry identify the right people for board service. The process is coupled with an interview template so all candidates follow the same steps.

**BOARD MEMBER SELECTION PROCESS**

Selection Process – 10 Steps

The following selection process aims to help GTP identify candidates that have the CHARACTER, COMPETENCE, and COMMITMENT needed for board service. By following the steps we hope to avoid allowing any one person to manipulate the process and to help ensure GTP locates candidates that match the needs in our Board Matrix.

- 1) Identify Board Candidates for Nomination in relation to the needs of our Board Matrix  
*Prayer: God please guide us to candidates that fit the needs of our Board Matrix.*
- 2) Request Board Profiles from Candidates  
*Fast: Set aside your desires for who should serve and seek God's heart. Read Acts 13:1-3*
- 3) Distribute and Review Profiles to Current Board Members  
*Confess: God this is your organization, not ours. Show us which candidates should be invited for board service.*
- 4) Designate Point Person on the Board to arrange possible Zoom Interview times noting Time Zones and to send candidates two items in advance of zoom: Board Policies Manual and Board Member Annual Commitment Form.
- 5) Determine availability at least two independent Board Members for Zoom Interview and confirm details
- 6) Designate Board Member note taker of Zoom Interview
- 7) Board members connect on Zoom 5-10 minutes prior to interview to pray for wisdom and determine who will ask questions in each of these three areas. Please query in each interview:
  - (a) The Candidate's Christian faith journey to assess his or her CHARACTER; and
  - (b) The Candidate's vocational history to query his or her COMPETENCE; and
  - (c) The Candidate's heart and interest in this global movement to evaluate his or her COMMITMENT to serve on the board, and specifically reiterate the requirement to attend the Global Gathering each year (share dates).
- 8) After the interview, Board Members who attended the interview discuss suitability and possible conflicts
- 9) Report findings to remainder of the Board
- 10) Nomination of Board Candidate at future Board meeting

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# **What is a Board Selection Process and Interview Template?**

- 1. Identify board candidates for nomination in relation to the needs of our Board Matrix.**
- 2. Request board profiles from candidates.**
- 3. Distribute and review profiles to current board members.**
- 4. Designate point person on the board to arrange a possible interview and to send candidates two items in advance: Board Policies Manual and Board Member Annual Commitment Form.**
- 5. Determine the availability of at least two independent board members for an interview.**
- 6. Designate a board member note-taker of interview.**



# **What is a Board Selection Process and Interview Template?**

**7. Board members meet prior to the interview to pray for wisdom and determine who will ask questions during the interview to query:**

- (a) CHARACTER**
- (b) COMPETENCE**
- (c) COMMITMENT**

**8. After the interview, board members who attended the interview discuss suitability and possible conflicts.**

**9. Report findings to the remainder of the board.**

**10. Nomination of board candidate at future board meeting.**





# **Why should God's workers use them?**

**They help you get the right people on the bus!**

**"Those who build great organizations make sure they have the right people on the bus and the right people in the key seats before they figure out where to drive the bus. They always think first about who and then about what." Jim Collins**



# Why should God's workers use them?

**They help us avoid appoint the wrong people.**

**"Abstain from allowing wealth, status, and/or lineage to serve as guiding factors for selecting overseers by adopting a selection process that places a priority on Christian maturity and administrative gifting over other candidate criteria." Gary Hoag in *The Council: A Biblical Perspective on Board Governance***



# How can you adapt them to your organization?

When looking for a board member, you must map the process and follow it to get the right product. Don't cut corners. Prioritize and interview candidates. After mapping your matrix to get the kind of candidates that will best help your church or ministry, look for people with three traits:

1. **Character**, to assess the candidate's Christian faith journey
2. **Competence**, to query the candidate's vocational history
3. **Commitment**, to evaluate the candidate's heart and interest



# How can you adapt them to your organization?

**Three important steps as you build your matrix:**

- 1. Pray for Guidance – Ask God to guide the process, not outspoken or influential board members.**
- 2. Fast for Discernment – Set aside your desires or list of people you want and see who God brings.**
- 3. Confess Dependence on God – Watch Him help you avoid the wrong people and guide you to the right ones.**



# How can you adapt them to your organization?

Continuing in prayer, fasting, and confession, follow the process:

## 1. Take good notes

- You get to report to the board.

## 2. Use a consistent template with the same questions

- No one gets a free pass.

## 3. Do the interviews 2x2 with independent members

- Have members who do not know the candidates interview them (if at all possible).



# How can you adapt them to your organization?

**4. Share the information with the full board for transparency**

- **These notes serve as a basis for the vote to appoint the member.**

**Download the "Board Matrix" and "Board Selection Process and Interview Template" and use them to build your board. Then move forward: "First Who. Then What!"**



# What if you used the Board Matrix and the Board Selection Process and Interview Template?

## What outcomes can your church or ministry anticipate?



**VALENTINE GITOHO**  
GTP Board Member



# Questions & Answers



**ERENY MONIR**  
GTP VP of Training &  
Empowerment



**PAULA MENDOZA**  
GTP Global  
Administrator



**VALENTINE GITOHO**  
GTP Board Member



# Next Template Training Tuesday...

**18 May 2021**  
**12 noon GMT**

**STEWARDSHIP PHILOSOPHY  
& PARTNERSHIP CALENDAR**



**GARY HOAG**



**RUTHIE CRISTOBAL**



**ZENET MARAMARA**



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