

FRASERVIEW MENNONITE BRETHERN (MB) CHURCH

CONSTITUTION BYLAWS & POLICIES

Draft

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ARTICLE I: Church Name

The body was duly organized in 1954 as the Fraserview Mennonite Brethren Church, hereinafter called the "Church".

ARTICLE II: Mission and Purpose

As Fraserview Church, we are striving to increasingly connect ourselves & others to Jesus through friendship, service, reading the Bible together & prayer.

The strategy to pursue our mission is as follows:

1. To Pray: We acknowledge our dependence upon and accountability to God, to be and to do what pleases Him. God is the source of all life. God enables us to live and to serve (Acts 17: 24 and 25);
2. To Preach and teach the Bible: for the edification and equipping of the saints so that we may live and serve both individually and corporately, in a manner worthy of our calling in Christ (2 Tim. 3:10 to 4:8) and;
3. To proclaim the Gospel by all possible and relevant means that some might be saved (1Cor. 9:19 to 23).

ARTICLE III: Confession of Faith

Fraserview Church's Confession of Faith is the Canadian Conference of Mennonite Brethren Church's Confession of Faith, as amended from time to time. Fraserview Church accepts the Holy Bible as the supreme and final authority in all matters of faith and conduct.

ARTICLE IV: Affiliation

Fraserview Church shall be a member in good standing with The Canadian Conference of Mennonite Brethren Churches and The B.C. Conference of Mennonite Brethren Churches., or its successor entities (hereinafter referred to as the "Conference"). The policies of the Church shall be consistent with the constitution, bylaws and Confession of Faith of the conferences.

ARTICLE V: Scope

The activities of the Church shall be carried on without purpose of gain for its members and any profits or other gains to the organization shall be used in promoting its purposes and objectives. Leadership council members shall not be paid any remuneration for services rendered to the Church as a director but may be paid reasonable expenses for acting as a director.

ARTICLE VI: Real Property

The Church shall be entitled to purchase, receive, hold, sell or transfer any real property that is not used for

the purpose of holding church services, Christian Education, counseling or housing of the churches' offices (collectively referred to as "Common Church Purposes").

Property may only be acquired, disposed of or encumbered;

- a) by special resolution of the Members; and,
- b) approval of the Conference's Board

All real property shall be registered in the name of the B.C. Conference of Mennonite Brethren Churches (B.C. Conference).

If for any reason, the Church terminates the membership of an individual, the Church shall not be obligated to account to that individual in respect of any tangible or intangible assets held by the Church.

ARTICLE VII: Dissolution

The property of the Church is irrevocably dedicated to charitable purposes, and upon liquidation, dissolution, winding-up, abandonment or serious breach of Article IV and after all financial liabilities have been paid in full (including the costs and expenses incurred in the liquidation, dissolution, winding-up or abandonment of the Church), the Directors or the Leadership Board, shall, within one (1) year of such date of liquidation, dissolution, wind-up, abandonment or breach of Article IV, transfer the assets of the Church to the B.C. Conference.

In the Event the Church, upon a motion at a general meeting that is passed and a majority vote of seventy-five percent (75%) by the members in good standing and cast by secret ballot, decides to discontinue as a body, the Church will transfer its assets as described above to the B.C. Conference.

PART 1: Definitions

In these Bylaws, unless the context otherwise requires:

"Adherent" attends church regularly but is not a member. Adherents do not have voting privileges.

"Church" means the Frasersview Mennonite Brethren Church;

"Leadership Council" are directors charged by the membership with the overall leadership and supervision of the Church in cooperation with pastoral staff.

"Member" a baptized believer who adheres to the Canadian Conference MB Confession of faith and who has been accepted into membership by the church membership. Only members can vote.

"Ordinary Resolution" means providing Members and Adherents timely notification and an opportunity for some general discussion regarding a decision/actions taken or being considered by the Lead Pastor and Leadership Council at a general meeting.

"Quorum" at a general meeting means at least three (3) Members present at the general meeting in addition to the Staff and Council members present. At a Leadership Council meeting or other committee meeting that requires voting, Quorum means two-thirds (2/3) of the Council members or those Members authorized to conduct a meeting for the Church are in attendance.

"Registered Address" means the Staff, Members and Adherents addresses and other contact information as currently recorded in the Church Register.

"Special Resolution" means an unusual resolution by the Church that requires for approval, a seventy-five per cent (75%) of the votes of persons authorized to vote and present at a general meeting.

"Staff" means any other Pastors and other people on staff in a position that is paid by the Church.

Wording importing the singular includes the plural and vice versa, and wording importing a male person includes a female person and a corporation.

Note: after this all words in bold and italics refer to the definitions.

PART 2: Membership

Membership Requirements

The **Church Members** under the Lordship of Christ and holy scripture, are the final authority and governing body concerning all matters of the **Church**.

Church membership is open to any person who believes Jesus Christ to be the Son of God and accepts him as their personal Saviour and acknowledges him as Master and Lord of their life. The Mennonite Brethren Church follows in the Anabaptist traditions stressing a practical biblical foundation, which is expressed in a believer's witness, worship and church affirmed leadership.

Discipleship includes separation from the sins of the world and a commitment to peace and love in family, community and country.

Any person confessing Christ as personal Saviour and Lord, making a confession of their faith and showing evidence of a regenerated heart by a consistent, separate walk, and adopting the confession of faith held by the **Church** may become a **Member** of the **Church** upon recommendation of the congregation, and upon having been baptized.

Admission to membership of the **Church** shall occur upon:

1. Baptism by immersion, upon personal confession of Faith in the Lord Jesus Christ, evidence of Christian conduct and willingness to submit to and support the principles and practices of the Church;
2. Letter of transfer from another Mennonite Brethren Church;
3. Testimony of a non-Mennonite Brethren Church as to baptism upon profession of faith. The church may also accept into membership believers baptized by a mode other than immersion;
4. Reinstatement of a dismissed member who gives evidence of genuine repentance acceptable to the Leadership Council; or
5. Reinstatement after a three (3) month period of renewed activity of a person previously removed from the register due to prolonged inactivity.

Responsibilities of Members

The responsibilities of **Members** include:

1. To be faithful in all the spiritual duties essential to the Christian life. Such duties include regular attendance of Church services, giving for the Church's support and its charities, and sharing in its organized work;
2. To discern, nominate and confirm Members, Leadership Council and Staff
3. To consider for approval the annual budget and/or such other expenditures that may be presented to Members upon the recommendation of the Leadership Council;
4. To consider for approval such projects and ministries as may be recommended by the Leadership Council;
5. To consider and confirm for approval pastors, staff positions and appointments as are considered necessary by Leadership council;
6. To consider for approval such other issues, matters, actions and recommendation as may be presented by the Leadership Council; and;
7. To otherwise uphold the Constitution and comply with these bylaws.

Voluntary Commitment & Ending Membership

One of the distinctive qualities of a New Testament church is that Membership is by voluntary commitment. Even though individuals are encouraged to commit themselves to a long-term relationship to the Church, a person may cease to be a Member as follows:

1. By providing written confirmation of intent to transfer to another church;
2. On being removed by reason of inactivity of 2 years or more and after well documented attempts by the Lead Pastor, and/or Leadership Council to bring that person back into fellowship;
3. Death; or

4. On being dismissed as a disciplinary action,

Member Dismissal

A member may be removed from membership as a disciplinary action for:

1. willful conduct by a Member which is irreconcilable with the Church's Confession of Faith or other standards of conduct and faith adopted by the Church from time to time and for which the Member does not show remorse.

And upon

2. Careful consideration that the primary purpose of the removal as discipline by the Church is to lead the member to repentance and increased faith.

Removal shall occur only after the application of the Matthew 18 model has been made by the Lead Pastor, Staff, Leadership Council or Members as appointed by the Leadership Council to correct the person deemed to be in error before removal or other disciplinary action is taken.

The person deemed to be in error shall be notified and given an explanation of the actions being contemplated.

A Special Resolution vote of the Leadership Council must occur followed by an Ordinary Resolution of the Members passed at a general meeting.

The person who is the subject of the potential resolution for removal must be given an opportunity to be heard by the Lead Pastor, then by the Leadership Council (and/or then at the Leadership Council's discretion the person may be given an opportunity to be heard at a general meeting) before the resolution for removal is put to a Special Resolution vote at Leadership Council;

And if the Special Resolution passes at Leadership Council it is followed by an Ordinary Resolution passed at a general meeting of the Members.

The notice of an Ordinary Resolution for dismissal at the General Meeting must be accompanied by a brief statement of the reasons for the proposed dismissal by the Lead Pastor or Moderator.

Responsibilities of the Church to Members and Adherents

The responsibilities of the *members and adherents to each other* include but are not limited to the following:

1. To teach them (Ephesians 4:11-16);
2. To encourage them (Hebrews 10:23-25);
3. To give guidance and leadership (Acts 20:28 – 35);
4. To admonish and correct them (Matthew 18:15 – 20);
5. To provide fellowship (Acts 2:42);
6. To help in times of need (Acts 6:1 – 11);
7. To provide service opportunities (Acts 13:1 -3);
8. To provide regular worship experiences (Hebrews 10:24);

9. To protect them from biblical unfaithfulness (I Peter 4:1 -3);
10. To protect the unity and integrity of the church (John 17:21).

The Church seeks to enable all members to serve within their calling and giftedness and, therefore, encourages all leaders to practice mentoring within their area of responsibility.

Staff & Volunteer Screening

In order to meet its legal, moral and spiritual duty to care for and protect the participants in its Ministries and Programs Key Ministry Staff, Leaders and Volunteers of the Church (particularly those who work closely with youth and children) must be screened appropriately and this can include the requirement to undergo criminal records checks as needed.

Church Discernment Process

The Church shall use a discernment process for the selection its Leadership Council and other positions in the Church, except as specified in this bylaw.

The Discernment committee will be comprised of the Lead Pastor and at least two members of the congregation (who are not Council members). The congregation will be invited to suggest names for members of the Discernment Committee.

The Discernment committee will advise Church members which positions need to be filled. Then allowing a reasonable time for contact and prayer, Members will be asked to suggest names of Members for the vacant positions.

After receiving the membership suggestions the discernment body shall prayerfully consider all names submitted by the membership and other names the body considers worthy to fill the vacant positions. The discernment body shall consider the individual's giftedness, commitment, spirituality and willingness to serve when making their selection. Discernment Committee decisions and recommendations shall emerge from consensus and not voting. Committee members will be further guided by I Tim. 3:1 - 7, Titus 1:5 - 9 and I Peter 4:10.

Discerning Bodies of the Church

The discerning bodies of the Church and the positions they discern are as follows:

1. Discernment Committee members shall be discerned by the Church Members.
2. Leadership Council members including Moderator, Secretary and Treasurer shall be discerned by the Discernment Committee.

Affirmation Voting by Church Membership

After the discernment body has selected and received the acceptance of the individuals for vacant voluntary positions or other leadership positions within the Church, their names will then be submitted to the Church Membership for affirmation by secret ballot. A seventy-five percent (75%) positive vote is required for affirmation. If affirmation is not given, then the process will be repeated.

At a public service the affirmed individuals shall be celebrated with an affirmation prayer.

PART 3: General Meetings

General meetings of the Church must be held at the time and place, in accordance with the Society Act governing the BC Conference of MB Churches, and as the Leadership Council decides.

The annual general meeting of Fraserview Church must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last proceedings annual general meeting.

Leadership Council will schedule a minimum of two general meetings per calendar year; an annual general meeting, and a budget meeting.

Every other general meeting is an extraordinary meeting.

Notice of Meetings

Notice of a membership meeting must specify the place, day and hour of the meeting and in case of special business, the general nature of that business. If written information is required for the meeting, the information shall be made available one (1) week prior to the meeting at the church.

Appropriate notice of a membership meeting are: posting in the weekly Church Bulletin for at least two consecutive weeks prior to the meeting; or by an e-mail to everyone who has a registered e-mail address. In the event an extraordinary meeting is required on short notice then all Members with a Registered Address will be sent an e-mail and /or telephoned notifying them of the meeting.

The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the Members entitled to receive notice does not invalidate proceedings at that meeting.

Members and Adherents may attend a membership meeting. However, only members may vote on resolutions.

Extraordinary Meetings

The Leadership Council may, as it sees fit, convene an extraordinary general meeting if:

1. A request to the Council secretary is received and signed by 10 members requesting and setting forth the purpose of the meeting;
2. The Lead Pastor so requests;

The Leadership Council may decide that only members can attend an extraordinary meeting.

PART 4: Proceedings at General Meetings

Quorum at General Meetings

Business, other than the election or approval of a Moderator and the adjournment or termination of the meeting must not be conducted at a general meeting at a time when a Quorum is not present. If at any time during a general meeting there ceases to be a Quorum present, business then in progress must be suspended until there is a Quorum present or until the meeting is adjourned or terminated.

If within 30 minutes from the time appointed for a general meeting a Quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must be rescheduled, and if, at the rescheduled meeting, a Quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a Quorum.

Chair of General Meeting

The Moderator or a designated Leadership Council member must preside as chair of a general meeting. If the Moderator is unable to attend, and other Council members are unwilling to act as chair of the meeting, the meeting will be adjourned.

Meeting Adjournment

A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.

Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.

Resolutions & Voting

In the case of a tie vote, the **Moderator** (chair) does not have a casting or second vote in addition to the vote to which he may be entitled to as a **Member** and the proposed resolution does not pass.

A **Member** present at a meeting of members is entitled to one vote.

Voting at meetings is by show of hand and/or a secret ballot (at the discretion of the **Leadership Council**, and a request from a member).

Voting by proxy is not permitted.

All meetings shall be conducted according to Robert's Rules of Order or rules of order acceptable to the members as proposed by the **Leadership Council**.

Business Conducted at General Meeting

The following business may be conducted at each general meeting:

1. Reports of the **Moderator**, **Lead Pastor** other **Pastors** and **Staff** and others as determined by Leadership Council
2. The consideration of the financial statement which could include the proposed budget for the following fiscal year;
3. The report of the auditor, if any;
4. The appointment of the auditor, if required;

5. The election or affirmation of Council Members, Staff and any other officers or committees as determined by procedural policy and approved by the membership;
6. The review and consideration of recommendations arising from Council, staff or members; and

All business conducted at a general meeting except those matters set out above, and all business conducted at an extra-ordinary meeting, shall be considered special business.

PART 5: Structure & Key Accountabilities

Church Membership

- Has final authority to confirm all Leaders & Ministries of the Church
- Submits names from the congregation and confirms all positions and roles in the Church including the Discernment Committee members
- Attends and participates in general meetings (and as needed).

Discernment Committee

- Discerns Leadership Council, Moderator, Secretary, Treasurer

Leadership Council

- Leadership Council is discerned by Discernment Committee and confirmed by members
- Leadership Council shall be no more than ten and no less than six members, including Church Officers: Moderator, Treasurer, Secretary.
- Council members, including church officers shall serve no more than three consecutive 2 year terms. After a hiatus of one year they may serve again
- the Lead Pastor is an ex-officio member of council.
- Meetings of Leadership Council may be attended by staff members from time to time. Staff members are not voting members of council.
- Council is responsible for discernment, direction, guidance, overall supervision & liaison between **Members and Staff** and all Church Ministries
- Council may create sub-committees as necessary which may be composed of council members and church members: Three subcommittees should be standing:
 1. Personnel Committee (comprised of Moderator, Secretary and Lead Pastor)
 2. Building and Finance Committee (comprised of Treasurer (the chair), a council member and two members of the congregation).
 3. Scholarship Committee (comprised of the moderator, Lead Pastor and another director or member)

The responsibilities of the **Moderator** include the following:

- To Chair all business meetings of the Church, and Council meetings

- To schedule Council no less than six council meetings per year, or as necessary;
- To be one of the Church's representative on the Council of Church Leaders of the BC Conference of Mennonite Brethren Churches;
- To be one of the **Church's** representative's, whenever possible, at the conventions of the BC Conference of Mennonite Brethren Churches and the Canadian Conference of Mennonite Brethren Churches as they are called from time to time.

The responsibilities of the **Secretary** include the following:

- To record minutes of all Church general meetings, and Council meetings;
- To issue notices of all membership and Council meetings.
- To distribute copies of the minutes of Council meetings to Council members.

The responsibilities of the **Treasurer** include the following:

- To serve as custodian or monitor the safekeeping and take responsibility for all the **church** money, records and documents, and to submit a detailed account of all receipts and disbursements;
- To prepare an annual church budget for membership review and ratification.
- To Chair the Building and Finance Committee
- To serve on the Scholarship Committee and prepare an annual financial report describing income and disbursements for the Scholarship Fund
- To issue to donors and to keep receipts for donations received for the **church**;

Ministry Discernment

Ministries shall be established by Leadership Council and staff and shall be affirmed by the Church. They shall be accountable to the Leadership Council.

The guidelines for calling participants for service in the **Church** are giftedness, commitment, and holiness. Ministry leaders may be paid staff or volunteers (unpaid) who are church members.

Organization

1. Each Ministry leader shall organize their designated ministries by inviting volunteers.
2. Each Ministry leader, in consultation with the pastoral staff and volunteers, is to outline the manner in which the functions of the ministry will be achieved.
3. Such outlines shall be submitted for approval to the Leadership Council, when requested.
4. Ministry Leaders report on their Ministry at the annual general meeting and when requested by Leadership Council
5. Ministry leaders will provide information about volunteers as requested by Leadership Council.

Mediation

Conflict is normal and needs to be openly addressed within the congregation.

If conflict is approached within the guidelines of Scripture, the mediation process should result in reconciliation.

Mediation:

1. Clarifies the issues. Issues must be separated from personalities.
2. Protects individuals and the congregation.
3. Is available to any person or group of persons.
4. Facilitates and advises.
5. Provides a confidential, non-judgmental avenue for resolution of the conflict.

The Mediation Ministry Composition and Function

1. Whenever mediation becomes necessary, Three (3) members shall be discerned by Leadership Council and the members shall organize themselves under the supervision of the Leadership Council.
2. The mediators shall report to the Leadership Council on all matters.

Staff Conflict Resolution

If a conflict or a difference of opinion arises between staff members, the issue shall be referred to the Lead Pastor. However, if the Lead Pastor is involved in the conflict, the issue shall be referred to the Leadership Council.

PART 6: Ministries

The following are current (2011) Frasersview church ministries, and/or ministry positions. These positions/ministries are not unalterable and may be amended from time to time. Please note the attached appendix for staff job descriptions:

Senior Pastor – leads and teaches congregation, provides direction to and oversight of all staff.

Associate Pastor – provides support for lead pastor, in both administrative and teaching/pastoral roles, and

Youth Pastor – Ministers to youth ages 12-18

Childrens Pastor – Responsible for Christian education and community outreach for Children aged 6-12

Worship Pastor – responsible for music and worship and other pastoral duties as necessary

Community Outreach Pastor – responsible for community evangelism

Women's / Men's Ministry – gender based support groups led and/or supported by staff or volunteers as necessary.

Resignation or Retirement of Staff

In the event of their resignation or retirement paid staff should provide as much notice as possible to the

Leadership Council and actively participate in the transition of their Leadership as much as needed or possible (preferably at least (30) thirty days) for a resignation and preferably at least six months for a retirement).

PART 7: Directors of the Church (Leadership Council)

The Leadership Council Members are Directors charged by the membership with the overall leadership and supervision of the Church in cooperation with the Pastoral Staff.

Leadership Council members are discerned by the Discernment Committee and affirmed by a 75% vote of membership.

Qualifications for Membership on the Leadership Council

The Leadership Council of *Fraserview MB Church* shall be **Members** of the **Church** who subscribe to and whose lives demonstrate the qualifications for leadership reflected in the **Church's** Statement of Faith, which is the Mennonite Brethren Confession of Faith. The Church membership shall be guided by the following qualifications in the selection of Church members for the Leadership Council. The member shall:

- Be of sincere Christian character and conduct, and be devoted to the spiritual welfare and unity of the Church;
- Qualify according to 1 Timothy 3:1 to 7 and Titus 1:5 to 9:
- Be able to provide leadership and counsel in spiritual and temporal matters as they arise in the Church;
- Consider responsibility for the welfare of the Church to be above any personal ambitions; and
- Set an example for the members of the Church in such matters as walk, talk, conduct, attendance, co-operation and stewardship.

Leadership Council / Directors Authority

The **Leadership Council** may exercise all the powers and do all the acts and things that the **Church** may exercise to do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the **Church** in a general meeting; This authority is subject to the bylaws of the **Church** as outlined in the constitution.

A rule made by the church in a general meeting does not invalidate a prior act of the **Leadership Council** that would have been valid if that rule had not been made.

Terms of Service

Except for **Staff** the Terms of Service of Directors and Council officers of **Fraserview Church** shall be for a period of Two (2) years, and terms will be staggered so that there is continuity of Leadership.

The **Directors** must retire from office at each annual general meeting when their successors are elected.

Removal of a Director

The **Members** may, by special resolution, remove a Leadership Council Member before the expiration of their term of office and may elect a successor to complete the term of office.

Duties and Responsibilities of the Leadership Council

The Leadership Council is charged with the overall supervision of the Church. including, but not limited to, the following:

- Interpreting and carrying out the decisions of the Church membership;
- Guiding the business affairs of the Church between Church meetings:
- Being responsible for all matters which cannot be specifically assigned;
- Recommending personnel changes requiring affirmation of the Church membership at its meetings;
- Approving minor alterations to the annual operating budget;
- Finalizing the assignment, working conditions and remuneration of appointed salaried staff, pursuant to consideration and recommendation by the Building & Finance Committee; and
- Receive reports and recommendations of the Personnel Committee and take appropriate action thereon.
- Review from time to time the Church constitution, and to recommend changes to Membership as necessary and desirable.

The Leadership Council shall seek to promote the spiritual welfare of the Church membership by:

- Being alert to general areas of weakness or harmful trends, counteracting these with positive action;
- Promoting the programs, services, activities and events of the Church:
- Being examples of spiritual maturity, constancy in attendance and financial support for the church.
- Being of assistance to a member, group of members, coordinators and committees requesting assistance in resolving questions, problems, and/or concerns that endanger the spiritual vitality and development of the Church membership:
- Responding to any member or adherent's written submission.

Meetings of the Leadership Council

The **Leadership Council** may meet at the place they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit. Directors must receive sufficient and proper prior notice of all meetings and the general nature of the meeting and as well as sufficient information in order to consider any special resolutions or unusual items or issues.

The Leadership Council shall meet at minimum six times a year.

Meetings of the Leadership Council shall be open to all members of the Church at the discretion of the chairperson. Permission to attend must be requested of the Moderator a minimum one week in advance of the meeting.

Pastoral staff are non-voting members of council and as such, attendance is not required, but may be requested by Council.

The **Directors** may from time to time set the **Quorum** necessary to conduct business, and unless so set, the **Quorum** is two-thirds (2/3) of the **Directors** in attendance at a **Leadership Council** meeting.

The **Moderator** is the chair of all **Leadership Council meetings**. But if at a meeting, the **Moderator** is not present within 30 minutes after the time appointed for holding the meeting, the **Lead Pastor** or another council member must act as chair.

The **Moderator** the **Lead Pastor** or a council member may at any time convene a meeting of the Leadership Council.

A working committee may either be appointment by the **Directors** at **Leadership Council** or by election of the membership. These committees must report the nature and scope of their activities from time to time to the **Directors of the Leadership Council** and annually to the membership if requested.

Resolutions arising at a meeting of the **Directors** at **Leadership Council** or other committee of **Directors** must be decided by a majority of votes;

In the case of a tie vote, the **Moderator** or chair does not have a second or casting vote.

If required, a resolution in writing, signed by all the **Directors** and placed with the minutes of the **Directors**, is as valid and effective as if passed at a regular Council meeting of **Directors**.

Personnel Committee

The Personnel Committee shall have the responsibility of recommending to the Leadership Council respecting the appointment of all Church staff.

Members and Organization of the Personnel Committee

1. The Personnel Committee shall consist of the Church Moderator, the Secretary, the Treasurer, the Lead pastor. The Moderator shall serve as the Chair
2. The Personnel Committee may, from time to time, add to its number such additional council or church members as deemed necessary to assist in the selection of staff or in its staff review assessment.
3. The Personnel Committee shall meet a minimum of twice (2) annually; for staff compensation review in preparation for the annual budget; and for staff review assessments(s).

Duties of the Personnel Committee

- a) Review anticipated staff vacancies and seek candidates to fill such vacancies.
- b) In consultation with the Senior Pastor, develop and review job descriptions for existing and potential staff positions.
- c) Select suitable candidates for vacant church ministry positions (either paid staff or unpaid volunteers) in consultation with the Lead Pastor and submit recommendations to Leadership Council.
- d) Provide leadership and/or supervision in the review and evaluation of appointed staff members and as required, prepare recommendations for the Leadership Council and/or the Church.
- e) Review the compensation of all pastoral and office staff members annually and establish recommended compensation for each for the subsequent year for incorporation into the budget.

- f) While the Personnel Committee is ultimately responsible to the Church, the Church has delegated to the Leadership Council the supervision of all ministries, programs and committees, including the Personnel Committee.

Building and Finance Committee

Members and Organization of the Personnel Committee

1. The Building and Finance Committee shall consist of the Treasurer, a council member and two church members. The Treasurer shall serve as the Chair of the Committee.
2. The Building and Finance Committee may, from time to time, add to its number such additional council or church members as deemed necessary to assist in building projects or maintenance.
3. The Building and Finance Committee shall meet a minimum of four (4) times annually.

Duties of the Building and Finance Committee

- a) Prepare an annual Church budget.
- b) Develop policies pertaining to building maintenance and custodial duties
- c) Establish and oversee contracts for maintenance and custodial work.
- d) Develop a long term capital plan for the church facilities
- e) While the Building and Finance Committee is ultimately responsible to the Church, the Church has delegated to the Leadership Council the supervision of all ministries, programs and committees, including the Building and Finance Committee.

Scholarship Committee

Members and Organization of the Scholarship Committee

1. The Scholarship Committee shall consist of the Treasurer, the Moderator and two church members. The Moderator shall serve as the Chair of the Committee.
2. The Scholarship Committee may, from time to time, add to its number such additional council or church members as deemed necessary
3. The Scholarship Committee shall meet a minimum of two (2) times annually.

Duties of the Scholarship Committee

- a) Make investment decisions of the scholarship capital fund.
- b) Develop policies pertaining to both the disbursement of capital fund income and to increasing the capital fund.
- c) Review applications for financial assistance, and make decisions about who receives the income from the capital fund.
- d) While the Scholarship Committee is ultimately responsible to the Church, the Church has delegated to the Leadership Council the supervision of all ministries, programs and committees, including the Scholarship Committee.

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Associate Pastor of Adult Ministries & Administration

Responsibilities

- Maintain & develop Small Group Ministry.
- Maintain & develop Foyer Ministry (Ushers, Fire Safety & Emergency Plan, Café, the View Art Gallery, Church communication [announcements, church calendar, website & bulletin], Family Photo Board, Community Meals & Preaching).
- Building maintenance, Facility usage & rental, and Office Management (Work in cooperation with the Board of Building & Finance, the Church Secretary and Custodial Services).
- Participate in community service at the local public school level and the community centre.
- Participate on the Church Council as a staff representative.
- Participate and provide leadership within the church.
- Help connect the community at large with the church and help individuals make our faith community their home.
- Support, promote, and encourage all pastoral and ministry support volunteers.

Working Relationship

- a) Report to the Lead Pastor.
- b) Enable, equip and encourage volunteers.
- c) Work closely with: Building & Finance Committee, Church secretary, and other church staff.

Basic Requirements

a) Spiritual Development

- A personal commitment to the Lordship of Jesus Christ.
- A consistent life that brings glory to Him.
- Adherence without reservation to the Statement of Faith of the Canadian Mennonite Conference.
- A commitment to our mission statement, "Striving to increasingly connect ourselves & others to Jesus."
- Familiarity with the Bible.
- A commitment to reach the people of Richmond.

b) Educational / Training

- Licensed minister.
- BA- A Masters degree in Biblical Studies and/or Business Administration preferred.

- At least five years' related experience.
- Ability to obtain Class 4 Driver's License.
- Continue with professional development.
- Participate in periodic Sabbaticals as directed by Church Council.

c) Character Traits

- Leadership qualities, including encouraging, facilitative, enthusiastic and an initiator.
- Willingness and ability to adapt to new situations.
- Optimism and creativity.
- Spiritual gifts of service, administration, exhortation & teaching.

d) Physical

- Ability to attend and participate in various events.

e) Organizational Compatibility

- Ability and willingness to accept and implement the methods and concepts adapted by Fraserview church.
- Regular church attendance.

f) Specific Skills

- Effective interpersonal and supervisory skills.
- Ministry experience including: conflict resolution, working with people one-on-one, and planning and coordinating small and large group events.
- Financial management skills.
- Effective time management skills.

Children's Pastor

Responsibilities

- Maintain and develop mid week children's program for ages 6-12
- Maintain and develop a Sunday School program for ages 5 - 12
- Maintain and develop Sunday morning nursery care
- Oversee summer child oriented programs
- Develop relationships and provide support and care for the children and families of our church and community of north Richmond.
- Develop relationships and provide support for volunteers working in children's ministry

Working Relationship

- Report to Lead Pastor
- Responsible to Frasersview council and congregation
- Work closely with other church staff

Basic Requirements

- Spiritual Development
- Faith in Jesus Christ and a lifestyle consistent with faith

Pastor of Youth Ministries

Goal: “Helping our Youth find themselves and Christ.”

Responsibilities

- Develop and oversee Youth Ministries at Fraserview Church
- Provide Faith Formation opportunities for children aged 12-18 through teaching, Bible studies, modeling, spiritual direction, counseling, mentoring, and appropriate Social Events
- Organize and facilitate special retreats (i.e. Snowjam, East Side outreach, Mexico Mission)
- Oversee and provide leadership for the Fridge program
- Maintain Church van(s)
- Translate Youth Culture and ministry to the Fraserview congregation (through occasional preaching and reporting)
- Administer/lead Youth related projects/ministries as conceived by Leadership Council

Working Relationship

- Report to Fraserview Council and Lead Pastor
- Oversee and appoint: Fridge Coordinator, Youth Volunteers
- Work closely with: Church Staff, Volunteers

Basic Requirements

g) Spiritual Development

- A personal commitment to the Lordship of Jesus Christ.
- A consistent life which brings glory to Christ.
- Adherence to the Statement of Faith of the Canadian Mennonite Conference.
- A life committed to prayer and Bible study
- A commitment to evangelize the north Richmond community for Christ.

h) Educational / Training

- A Bachelor's degree or a Diploma from a Bible institute or the equivalent in training and experience. A minimum of two years' related experience is required without a degree or diploma.
- Internship and some leadership training and/or interpersonal training.
- First aid Certificate
- Ability to obtain Class 4 Driver's License.

i) Character Traits

- Leadership qualities: missions oriented; creative, flexible, encourager, enthusiastic and an initiator
- Ability to relate to youth through humor and understanding their culture and environment

j) Specific Skills

- Effective written and verbal communication skills (some congregational preaching is required)
- Effective interpersonal and supervisory skills.
- Conflict resolution, outdoor recreation experience, working with youth one-on-one, coaching for different sports and planning and coordinating small and large group events.

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Associate Pastor of Worship Arts Ministries

Responsibilities

- Lead congregation in corporate Worship during Sunday Morning Service.
- Lead weekly Worship rehearsals.
- Integrate scripture into the Worship times and provide Biblical connections to the songs being sung.
- Recruit, schedule, develop, and mentor volunteer instrumentalists, vocalists, and Songwriters and Worship Leaders
- Create an open music and arts community with links to those outside the body of Christ; build relationships with local musicians, sound engineers, and artists.
- Include multi-media in Worship, with images, videos and diverse and creative ways to inspire Worship.
- Work to strengthen our Web site and use social media to connect to/with those outside the Church.
- Coordinate times of Worship other than Sunday Services. (Monthly Worship nights)
- Establish & develop small Group Ministry.
- Maintain inventory/upkeep of our sound system and related gear.
- Participate on the Church Council as a staff representative.
- Participate and provide leadership within the church.
- Support, promote, and encourage all pastoral and ministry support volunteers.

Working Relationship

- a) Report to the Council Moderator and Lead Pastor.
- b) Enable, equip, challenge and encourage volunteers.
- c) Work closely with: Lead Pastor, Associate Pastor and other church staff.

Basic Requirements

d) Spiritual Development

- A personal commitment to the Lordship of Jesus Christ.
- A consistent life that brings glory to Him.
- Adherence without reservation to the Statement of Faith of the Canadian Mennonite Conference.
- A commitment to our mission statement, "Striving to increasingly connect ourselves & others to Jesus."
- Familiarity with the Bible.
- A commitment to reach the people of Richmond.

e) Educational / Training

- Three years' related experience.
- Continue with professional development.
- Participate in periodic Sabbaticals as directed by Church Council.

f) Character Traits

- Spiritual gifts of Leading Worship & teaching.
- Leadership qualities, including encouraging, facilitative, enthusiastic and an initiator.
- Willingness and ability to adapt to new situations.
- Optimism and creativity.

g) Physical

- Ability to attend and participate in various events.

h) Organizational Compatibility

- Ability and willingness to accept and implement the methods and concepts adapted by Frasersview church.
- Regular church attendance.

i) Specific Skills

- Proficient musical abilities.
- Proficient computer skills, in power point, keynote, imovie, iphoto.
- Knowledgeable about sound systems and technical know-how.
- Ministry experience including: conflict resolution, working with people one-on-one, and planning and coordinating Teams, Sunday services and large annual services (Christmas, Easter, September Kick off).
- Financial management skills.
- Effective time management skills.

Community Worker

Responsibilities

Participating and providing leadership within the church 10 hours per week.

- Help connect the church with families in the community
- Work closely with the community centre and School as a liaison
- Have events to connect the community such as thanksgiving
- Dinners and Drive-in Theatres, Community care days
- Participate in the leadership vision of the church

Working Relationship

- Report to Lead Pastor
- Reporting directly to me: volunteers, Richmond staff, student leaders
- I work closely with: Field management team, other church staff and teachers volunteers and student leaders.

Basic Requirements

a) Spiritual Development

- A personal commitment to the Lordship of Jesus Christ.
- A consistent life which brings glory to Him.
- Adherence without reservation to the Statement of Faith of the Canadian Mennonite Conference.
- Familiarity with the Bible.
- A commitment to reach the people in Richmond community.

b) Educational / Training

- Licensed minister
- A Bachelor's degree or a Diploma from a Bible institute is preferred or the equivalent in training and experience. At least two years related experience.
- Internship and some leadership training required as well as interpersonal training.
- First aid training, Critical Incident Stress Counselling and water safety training preferred.
- Ability to obtain Class 4 Driver's License.
- Life Coaching through coachnet.org to help families and leaders in programs to advance in their giftedness

c) Character Traits

- Leadership qualities, including encouraging, facilitative, enthusiastic and an initiator
- Willingness and ability to adapt to new situations
- Optimism and creativity
- Desire to work in a missions capacity
- Ability to relate to youth through humour and an understanding of their culture and environment.

d) Physical

- Class 4 driver's license.
- Ability to attend and participate in various events including outdoor activities.

e) Organizational Compatibility

- Ability and willingness to accept and implement the methods and concepts adapted by Fraserview church. Regular church attendance including some church involvement.

f) Specific Skills

- Effective interpersonal and supervisory skills to people who you work with.
- Ministry experience including: conflict resolution, outdoor recreation experience, working with people one-on-one, coaching for different sports and planning and coordinating small and large group events.
- Financial management skills.
- Effective time management skills.

Lead Pastor

Responsibilities

(Practical Theologian/Minister)

Beginning from a centre of Prayer & Scripture reading, the Fraserview Lead Pastor engages in vision casting, congregational encouragement & motivation, and staff leadership (recruitment, development & support) through teaching, preaching and leadership/administration.

The Lead pastor lives his/her life in the context of the community as a priest & prophet, modern day apostle, spiritual director, chaplain & counselor, friend, model and poet/story-teller.

Working Relationships

The Lead Pastor is responsible to the Fraserview Congregation through the leadership Council and reports most directly to the Moderator.

Basic Requirements

The Lead Pastor must exhibit a deep personal commitment to the Lordship of Jesus Christ & lead a life & lifestyle consistent with that relationship to Christ, and the teachings of Scripture.

The Fraserview Lead Pastor will adhere without reservation to the Confession of Faith of the Mennonite Brethren Church of North America, and manifest an unwavering commitment to an Anabaptist understanding of Scripture, theology and ecclesiology.

The Fraserview Lead Pastor will display a wide knowledge of the history and traditions of the Mennonite Brethren Church, and exhibit a deep loyalty to its institutions of education, ministry & service.

Education / Training

The Fraserview Lead Pastor should hold at least an MDiv. degree (or an MA of near equivalence) preferably at a Mennonite Brethren institution.

The Fraserview Lead Pastor must be licensed to marry in the Province of British Columbia under the auspices of the Mennonite Brethren Church of British Columbia.

Character

The Fraserview Lead Pastor must exhibit clear leadership gifts, significant people skills, the gifts of wisdom, teaching & compassion, and should have a passion for the community.

General Tasks

The Fraserview Lead Pastor will provide overall spiritual watch care for the Congregation, carry the bulk of the preaching/teaching ministry, oversee any preaching/teaching ministry that he/she is not directly involved in, maintain an up-to-date membership list, serve as an ex officio member of the Leadership Council, chair

the Discernment Committee, and lead the staff. The Lead Pastor will perform marriages & conduct funeral services for the community as requested by members and adherents of the Congregation and community, and will represent the Church as is appropriate at public events. The Lead Pastor will make sure that necessary and important areas of ministry that he/she cannot attend to are attended to by other staff members and/or volunteers.

The Fraserview Lead Pastor must “keep an eye to the horizon” and a “hand to the wheel” as to the life and health of the Congregation, and see that its biblical and spiritual growth and abilities to worship & serve are attended to and encouraged.

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